



Provincial Public Service Commission
Northern Province
Minutes Sheet

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Date 07.07.2020



Hon.Governor,
Northern Province.

Secretary to the Governor, Through
Northern Province.


**SERVICE MINUTE FOR THE NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION
TECHNOLOGY SERVICE AMENDMENT 01**

1. The above Service Minute has been approved by the Hon. Governor on 19.01.2017
2. This Amendment 01 recommended by the Provincial Public Service Commission on 07.07.2020
3. Amendments - 01 is indicated in the table below.

<u>SERVICE MINUTE FOR THE POST OF INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE - AMENDMENT No.01</u>				
S. No	Section	Existing parts to be amended	Proposed Amendments	Reason for the Amendments/ Adoption
1.	Note under 9.2.2.5 b. <i>Other Qualifications</i>	Note: No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.	Cancelled	Candidate select merit order only. Therefore, No need.

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Administrative Officer
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2.	9.2.4 Method of Recruitment	Method of Recruitment	Method of Recruitment: Recruitment shall be made through a Written Open Competitive examination and General Interview. Candidates will be selected for appointments in the merit order of the aggregate marks (a candidate will be required to obtain a minimum of 40 percent of marks in each paper) depending on the number of existing vacancies.	Method of selection not including in the Service Minute
3.	Note under 9.3.1.2.5 b. <i>Other Qualifications</i>	Note: No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it shall remain irrevocable.	Cancelled	Candidate select merit order only. Therefore, No need.
4.	9.3.1.4 Method of Recruitment	Method of Recruitment  G. Prathiban Administrative Officer Provincial Public Service Commission Northern Province	Method of Recruitment: Recruitment shall be made through a Written Open Competitive examination and General Interview. Candidates will be selected for appointments in the merit order of the aggregate marks (a candidate will be required to obtain a minimum of 40 percent of marks in each paper) depending on the number of existing vacancies.	Method of selection not including in the Service Minute

5.	9.3.2.4 Method of Recruitment	Method of Recruitment	Method of Recruitment: Recruitment shall be made through a Written Open Competitive examination and General Interview. Candidates will be selected for appointments in the merit order of the aggregate marks (a candidate will be required to obtain a minimum of 40 percent of marks in each paper) depending on the number of existing vacancies.	Method of selection not including in the Service Minute for Limited scheme.
6.	10.3 The Authority which holds the examination relevant to Efficiency Bar	The Authority which holds the examination relevant to Efficiency Bar: The above Efficiency Bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.	The Authority which holds the examination relevant to Efficiency Bar: The above Efficiency Bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.	Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.
7.	Absorption 14.1.1	The officers who have exercised their option to be absorbed into Northern Provincial Information and Communication Technology Service and have satisfied the qualification prescribed in the section 9.2.2.1 and 9.2.2.2 of the Northern Provincial Information and Communication Technology Service Minute will be absorbed.	The officers who have exercised their option to be absorbed into Northern Provincial Information and Communication Technology Service and have satisfied the qualification prescribed in the section 9.2.2.1 and 9.2.2.2 of the Northern Provincial Information and Communication Technology Service Minute will be absorbed. However, it is sufficient to have obtained at least a simple pass for Sinhala/ Tamil, Mathematics and English at G.C.E. (O/L) examination for which credit passes are required as per Section 9.2.2.1 for absorption into Grade III of Class 3.	Educational qualifications reduce as per Public Administration Circular No. 04/2011 (iii) dated 17.02.2017 in the section 3.1

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8. Absorption
14.1.2 (iv)

Provincial Public Service Commission will take the action to hold a qualifying test for exemption from the requirement of satisfying the professional qualifications (mentioned in 9.2.2.2 of the Service Minute) for absorption into Grade III in Class 3 of the Northern Provincial Information and Communication Technology Service.

Provincial Public Service Commission will take the action to hold a qualifying examination for exemption from the requirement of satisfying the professional qualifications (mentioned in 9.2.2.2 of the Service Minute) for absorption into Grade III in Class 3 of the Northern Provincial Information and Communication Technology Service.

(Syllabus is given in Schedule 11)

Schedule 11

EXAMINATION FOR ABSORPTION TO GRADE III OF CLASS 3 OF NORTHERN PROVINCIAL INFORMATION AND COMMUNICATION TECHNOLOGY SERVICE

(Refer 14.1.2 of this Minute)

1. Name of the Examination:

Examination for Absorption to Grade III of Class 3 of Northern Provincial Information and Communication Technology Service.

2. Details of the Examination:

The Examination shall be held in Tamil, Sinhala, or English Medium

Subjects	Du rat ion	Tot al Ma rks	Pass able Mar ks
Basic knowledge on Computer Technology	1½ ho urs	100	40.

This question paper has been designed to measure competency and skills of the candidate for the duties of the service, even though, this is an absorption examination a candidate is required to obtain at least 40% of marks. Absorption shall be made strictly on the order of the merit in order to fill the number of vacancies allocated for the competitive examination.

Syllabus examination .
absorption to grade III of class of northern provincial information and communication technology service not included

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3. Conducting Authority:

Provincial Public Service Commission,
Northern Province.

4. Period of Examination: Exam will be held only one time after approval of this amendment.

5. Syllabus for the Examination :


Name of the Question Paper	Syllabus
Basic knowledge on Computer Technology	<p>This question paper consists of multiple choice and target questions and knowledge on computer literacy shall be tested under below mentioned components.</p> <ul style="list-style-type: none">i. General knowledge on Information and Communication Technologyii. Knowledge on Operating systems, Software and Hardwareiii. Database Design and Applicationiv. Ability to use the Internet and the Electronic Mail

6. These regulations and provisions shall be revised according to the requirement. Candidates shall be vigilant on the Gazette Notification or notice on Northern Provincial Website published from time to time for the information on the examination and syllabus.

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9.	"Section 03 under the Schedule 06 of Service Minute	<p>Authority for Conducting Examination: The Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.</p>	<p>Authority for conducting Examination: The Efficiency bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.</p>	<p>Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.</p>
10.	"Section 05 under the Schedule 06 of Service Minute <i>I. Establishments Code:</i>	<p>Syllabus of the examination: 1. Establishments Code: It is expected to test basic knowledge and understanding of the candidate on regulations of Establishments Code and Procedural Rules of the Public Service Commission/Procedural Rules of the Provincial Public Service Commission published in the Gazette Extra Ordinary No. 1837/30 dated 03.07.2013.</p>	<p>Syllabus of the examination: 1. Establishments Code: It is expected to test basic knowledge and understanding of the candidate on regulations of Establishments Code and Procedural Rules of the Public Service Commission/Procedural Rules of the Provincial Public Service Commission published in the Gazette Extra Ordinary No. 1817/30 dated 03.07.2013.</p>	<p>Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.</p>
11.	"Section 03 under the Schedule 07 of Service Minute	<p>Authority for Conducting Examination: The Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.</p>	<p>Authority for conducting Examination: The Efficiency bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.</p> <p style="text-align: center;">  G. Prathiban Administrative Officer Provincial Public Service Commission Northern Province </p>	<p>Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.</p>


12.	“Section 03 under the Schedule 08 of Service Minute	Authority for Conducting Examination: The Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.	Authority for conducting Examination: The Efficiency bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.	Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.
13.	“Section 03 under the Schedule 09 of Service Minute	Authority for Conducting Examination: The Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority.	Authority for conducting Examination: The Efficiency bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.	Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.
14.	“Section 03 under the Schedule 10 of Service Minute	Authority for Conducting Examination: The Efficiency bar examination shall be conducted by the Commissioner General of Examinations or any other appropriate institution determined by the appointing authority shall conduct the examination.	Authority for conducting Examination: The Efficiency bar examination shall be conducted by the Provincial Public Service Commission, Northern Province.	Efficiency Bar examination should be conducted twice a year according to the Service Minute, but this has not been done by department of Examination. Due to this, officers face difficulties in passing efficiency bar within the stipulated period.

The Service Minute for the Northern Provincial Information and Communication Technology Service Amendment 01 is submitted for Honorable Governor's Approval Please.


S. Thirunakaran
Secretary,
PPSC.

S. Thiruvakaran
Secretary
Provincial Public Service Commission
Northern Province

APPROVED


P. S. M. Charles
Governor,
Northern Province.

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Governor
Northern Province

Date: 17.07.2020


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