

General Circular No: 02-238/2017

My No: MH/AD/01/09 - 06 (Volume 01)
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya", No: 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.
21.12.2017

Provincial Health Secretaries,
Provincial Directors of Health Services/ Regional Directors of Health Services,
Directors of Teaching Hospitals/ Directors of Specialized Campaigns and
All Heads of Hospitals and Institutions under the Line Ministry

POST OF ADDITIONAL SECRETARY (MEDICAL SERVICES)
MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS MEDICINE

It is hereby cancelled the General Circular No. 02- 41/2016 dated 14.03.2016 issued on the above matter and applications are called for the above post from the **Medical Officers in the Senior Medical Administrative Grade and those in the Deputy Director General Grade of the Medical Service of Sri Lanka Health Service and the Dental Surgeons of the same Grades.**

02. Applications prepared in compliance with the specimen form attached to this letter should be sent under registered cover to reach the Secretary, Ministry of Health, Nutrition & Indigenous Medicine, "Suwasiripaya", No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **12.01.2018**. Applications should not be addressed personally to the Secretary or any other officer of this Ministry.

03. Applicants who wish to withdraw their applications are permitted to do so, within two weeks from the closing date of applications. If the applicant is selected, he/she will be appointed to the post.

04. Terms and Conditions of Service

The officers who are selected for this post are not entitled to engage in the private practice.

05. Salary Scale

- a) The salary scale attached to this post is, Rs. 88,000 - 12 x 2,700 - 120,400/- (PA Circular No: 03/2016 SL -3-2016) Salaries will be paid in terms of the provisions of PA Circular No: 03/2016.
- b) The officers in the Medical Administrative Grade with Post Graduate Qualifications will be paid a Medical Administrative Allowance of Rs. 6,000/- per month.

06. Scheme of marking is attached herewith. (Please refer to Annexure 01)

07. Applications should be forwarded through the Heads of Institutions, Decentralized Units or Specialized Campaigns on or before the closing date of applications. Applications received after the closing date of applications will be rejected.

08. Attention is drawn to the general conditions in Volume I of the Procedural Rules of Public Service Commission of the Democratic Socialist Republic of Sri Lanka published in the Extraordinary Gazette No 1589/30 dated 20.02.2009.

By Order of the Public Service Commission,


Janaka Sugathadasa
Secretary

Ministry of Health, Nutrition & Indigenous Medicine

Janaka Sugathadasa
Secretary
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10, Sri Lanka.

SPECIMEN FORM OF APPLICATION FOR THE
POST OF ADDITIONAL SECRETARY (MEDICAL SERVICES)
MINISTRY OF HEALTH, NUTRITION & INDIGENOUS MEDICINE

01. (i) Name with Initials :
(ii) Name in Full :

02. Address
(i) Official :
(ii) Private :

03. Contact Numbers -
(i) Official :
(ii) Private :

04. Date of Birth -

Age (As at the closing date of applications) Years: Months: Days:

05. Marital Status -

06. (i) Date of appointment to Preliminary Grade :
(ii) Date of appointment to Grade II :
(iii) Date of appointment to Grade I :
(iv) Date of appointment to Senior Medical Administrative Grade:
(v) Date of appointment to Deputy Director General Grade:

(Certified photostat copies of the letters should be annexed).

07. Educational and Other Qualifications :

08. Professional and/ or Technical Qualifications :

09. Special Projects carried out by the officer in the field relevant to the post:

10. Research and Publications done by the officer in the field relevant to the post:

11. Posts held to date :

<u>Post</u>	<u>Institution</u>	<u>Period</u>
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12. Details of No pay Leave, if obtained :

<u>Reason</u>	<u>Duration</u>		<u>Total Period of No Pay Leave</u>		
	<u>From</u>	<u>To</u>	<u>Years</u>	<u>Months</u>	<u>Days</u>

13. Whether disciplinary action has been taken against you at any time, during the period of your service and if so please give details :

14. Special Claims :

I do hereby certify that the particulars furnished above by me are true and accurate. Further I do agree with all terms and conditions stipulated in the circular of calling applications.

Date:

.....

Signature of Applicant

Observations and the recommendation of the Head of Institution:

Date:

.....

Signature of Head of Institution

Observations and the recommendation of the Provincial Director of Health Services/ Provincial Health Secretary:

Date:

.....

Provincial Director of Health Services/
Provincial Health Secretary

Marking Scheme for the Post of Additional Secretary (Medical Services)

01. Service Period (40 Marks)

- I. 20 marks for Senior Administrative Grade (4 marks per active service of one year)
- II. 20 marks for Deputy Director General Grade (5 marks per active service of one year)

Note:-

- (i) For the service period less than one year, marks should be allocated as follows.
 - a) For 09 months or more than 09 months' period – $\frac{3}{4}$ of the above marks.
 - b) For 06 months or more than 06 months, and less than 09 months' period – $\frac{1}{2}$ of the above marks.
 - c) For 03 months or more than 03 months, and less than 06 months' period – $\frac{1}{4}$ of the above marks.
 - d) For less than 03 months – No marks
- (ii) An officer appointed to any Deputy Director General posts on acting basis by the appointing authority can also be granted marks as per the marks allocation mentioned under (i) above for the respective time period.

02. Educational Qualification (20 Marks)

- I. MD (Medical Administrative/ Community Medicine/ Community Dentistry) – (20 marks)
- II. MSc. (Medical Administrative/ Community Medicine/ Community Dentistry) – (15 marks)
- III. Other Post Graduate Qualification acceptable to promotion to Grade I as per the Medical Service Minute – (08 marks)

Note:-

- (i) Marks will be given **only** for the highest educational qualification.
- (ii) The officers who had been appointed to the Senior Medical Administrative Grade on permanent basis on or before 01.07.1996 and had not completed the MD/MSc prescribed in Sections 02. I and 02.II will be granted 10 marks instead of 08 marks mentioned under section 02. III

03. Service Experience (10 Marks)

- I. 02 marks per active service of one year

Note:-

Marks will be given for the service experience for the post held in Medical Service posts as per the Appendix IV of the Medical Service Minute No. 1883/17 and dated 11.10.2014.

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04. Special Projects (10 Marks) – 02 marks per each successful project

Note:-

- (i) Marks will not be given to those who engage in projects as part of their job functions.
- (ii) Following facts should be considered.

The project should be;

- a) Relevant to the post advertised
- b) Innovative
- c) Creative
- d) Initiated by the Officer and
- e) Project completion report should be presented to the interview board.

05. Research/ Publication in the Subject area relevant to the post (10 Marks)

- I. Paper published in a peer reviewed journals – (2 marks per paper)
- II. Papers presented at national level / international conferences with published abstract – (2 marks per paper)
- III. Book Published relevant to the subject area – (1 mark per book)

Note:- Marks should not be given in two categories for similar works.

06. Performance at the Interview (10 Marks)

- I. Communication skills (02 marks)
- II. Personality (02 marks)
- III. Professional courtesy (02 marks)
- IV. Leadership (02 marks)
- V. Decision making and analytical skills (02 marks)

Total marks - 100

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