

General Circular No.: 01-04/2022

My Number: 06/G/AD1&STV/App.(2021)  
385, Suwasiripaya,  
Rev.Baddegama Wimalawansa Thero  
Mawatha,  
Colombo 10  
25/01/2022

All Heads of Institutions,

**Selection of Internal Audit Officers to the Internal Audit Branch / Stock Verification Officers to the Verification Branch of the Ministry of Health.**

Applications are invited from officers in the post of Public Health Management Assistant who have possessed following qualifications for appointing to the post of Internal Audit Officer / Stock Verification Officer. Recruitment to the vacant posts shall be made on the results of a written competitive examination which consists of the following subjects mentioned in the paragraph 04 of this circular, conducted by the Examination Branch of the Ministry of Health, and an interview for verification of qualifications. Only the officers who are serving attached to the Ministry of Health and state ministries affiliated to the Ministry of Health or hospitals / institutions belonging to the said ministries, shall submit their applications.

**02. Required Qualifications:**

Following qualifications shall be satisfied by candidates.

- I. Shall be not more than 50 years of age as at the date of 01.07.2021.
- II. Shall be the officers in the Service of Public Health Management Assistant who have completed a satisfactory service period of 05 years as at the said date and who are serving attached to the Ministry of Health and state ministries affiliated to the Ministry of Health or hospitals / institutions belonging to the said ministries.
- III. Shall have good experience in computer usage.
- IV. Shall be a person who has not been subject to punishment for loss of articles belonging to the government which are in his own custody, or other irregularities, or to surcharge within the last 05 years.
- V. Shall be an officer who has not been subject to any disciplinary punishment and no disciplinary action has been initiated during the five years immediately proceeding as at 01.07.2021.
- VI. Shall be a person who is able to perform duties outside normal duty hours and to serve in any place of the island.
- VII. Shall be of excellent in character, active, tactful and in good health condition.

### 03. Method of Application:

Applications prepared in compliance with the form in the annexure – 01 appended to this notification shall be handed over to the respective Head of Institution by the candidate before 25.02.2022. Application received by the Heads of Institution shall be scheduled with their recommendation and action shall be taken to send the application to reach **Deputy Director General (Admin) 01, 385, Rev.Baddegama Wimalawansa Thero Mawatha, Colombo 10** before 06.03.2022. Candidates are requested to submit their applications to the respective Head of Institution on or before the due date to prevent delays. The applications received after the closing date of applications will not be considered. Only the applications which fulfil the conditions stipulated in the circular, shall be sent with recommendations of the respective Head of Institution.

### 04. Syllabus

The written examination consists of following subjects and will be held by the Examination Branch of the Ministry of Health.

Question paper	Time	Total Marks	Minimum marks required to pass
(1) Establishments Code	01 hour	100	40
(2) Financial regulations	01 hour	100	40
(3) Hospital Administration	01 hour	100	40

### 05. Method of Recruitment

Candidates who have satisfied the qualifications stated in the paragraph 02 of this circular in all aspects, will be recruited to fill the vacancies on the order of the merit of the candidates as per the total marks (all subjects shall be passed) scored in the written examination and the interview for verification of qualifications. Officers recruited as so, will be attached to the aforesaid posts after a subject related training of two (02) weeks.

Candidates who have obtained highest marks, will be selected for the post of Internal Audit Officer as per the existing number of vacancies and after filling the said vacancies, candidates who have obtained next highest marks, will be selected for the post of Stock Verification Officer. Candidate who have obtained highest marks, could even apply for the post of Stock Verification Officer of their preference.

The said examination and the interview will be held in Colombo and the traveling expenses or any other expense will not be paid for the candidates. However, candidates are entitled to duty leaves.

**06. Service period of the post**

Service period of the post is five (05) years. Officers who are serving in the post of Internal Audit Officer and Stock Verification Officer more than five (05) years by now and upon satisfying the above qualifications, can re-apply.



D.L.U. Peiris  
Additional Secretary (Admin) 01  
Ministry of Health

**D. L. U. PEIRIS**  
Additional Secretary  
Ministry of Health  
"Suwasiripaya"  
Colombo 10.

Signed by/ Dr. S.H. Munasinghe  
Secretary

**Specimen Application Form for Selection of Officers to the Internal Audit Branch  
/Stock Verification Branch of the Ministry of Health**

01. Name of the Applicant (in full) .....

02. (a) Post:-.....

(b) Class/Grade:-.....

03. Date of Birth: - .....

Age as at 01.07.2021: -

Years..... Months..... Days.....

04. Institution/Service Station presently serving: - .....

05. (a) First appointment date and post: - .....

(b) Present post and date of appointment to the present post: - .....

(c) Date completed the efficiency bar examination relevant for the present Class /

Grade: - .....

06. (a) Places of work and posts held from the date of first appointment:-

Place of work	Period		Post
	From	To	
1			
2			
3			
4			
5			
6			

(b) Experience of field service in the Internal Audit Branch / Stock Verification Branch

Branch	Period		Reason for leaving the Field Service
	From	To	

07. (a) Proficiency in Sinhala / Tamil :- .....

(b) Proficiency in English:- .....

(Mentioned the Examination passed, year and Grades obtained)

08. Mentioned whether the officer has been surcharged of any loss of Government articles which were in the custody of the officer during the preceding five (05) years Particulars if so :- .....

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09. Mention whether the officer has been subjected to any disciplinary punishment during the five (05) years immediately prior to 01.07.2021. (If any disciplinary punishment has been imposed against the officer attach a copy of the disciplinary order) :- .....

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10. Past Leave Particulars

Year	Casual	Vacation	Half-Pay	No-pay
2016	.....	.....	.....	.....
2017	.....	.....	.....	.....
2018	.....	.....	.....	.....
2019	.....	.....	.....	.....
2020	.....	.....	.....	.....
2021	.....	.....	.....	.....

I do certify that above particulars furnished by me are true and correct.

Date: - .....

.....  
Signature of the applicant

11. Certification of the immediate supervising officer: -

(a) Attendance :- .....

(b) Work :- .....

(c) Conduct :- .....

I do certify that above particulars provided by the applicant from No.01 – 10 above are correct according to his / her personal file.

Date: - .....

.....  
Signature and Official Stamp

12. Certification of the Heads of the Institution: -

I do certify that above particulars furnished in the application of the officer were checked with the personal file of the officer which is in this Department and that the applicant is eligible to appear for this examination according to the regulations set out in the notification relevant to this examination.

Date: - .....

.....  
Signature and Official Stamp of the Head  
of the Institution