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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය ) NA/04/Tutor/2019 වෙළුම 01  
எனது இல )  
My No. )

ඔබේ අංකය )  
உமது இல )  
Your No. )

දිනය ) 2024.02. 07  
திகதி )  
Date )

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சுகாதார அமைச்சு  
Ministry of Health

General Circular Letter Number: - 02 - 23/2024

Deputy Director General (National Hospital of Sri Lanka)  
Director, National Hospital, Kandy  
Director, National Eye Hospital of Sri Lanka  
All Directors of Teaching Hospitals/General Hospitals/District General Hospitals  
All Medical Superintendents of Base Hospitals under the Line Ministry

Appointment to the Post of Nursing Officer (Education) in Grade 1/ Supra Grade of Nursing Service.

Applications are called from the Nursing Officers who have recruited to the 1 ½ year Diploma Course which contains Teaching and Supervision (12 months) and Midwifery / Psychiatric Nursing (06 months) of the Post Basic Nursing School and passed the examination at the successful completion of the training in terms of the General Circular No 02-87/2015 dated 17.09.2015 and the Circulars No 2-87/2015(1)dated 29.09.2015, No 2-87/2015(2)dated 10.10.2015 and No 02-87/2015(3) dated 23.12.2016 which were issued as amendments thereto.

02. Nursing Officers under the Line Ministry who have passed the first examination or first additional examination held at the end of 1 ½ year Diploma Course of Post Basic Nursing School which contains Teaching and Supervision, Psychiatric Nursing and Midwifery in terms of the above circulars, may only apply for this.

**03. Applicants should have fulfilled following qualifications.**

- 3.1 Should be an officer in Grade II or I or Supra Grade.
- 3.2 Should be an officer who has followed the 1,1/2 year Diploma which contains Teaching and Supervision and Midwifery/ Psychiatric Nursing conducted by the Post Basic Nursing School / National Institute for Nursing Education and passed the examination.
- 3.3 Should have earned all prescribed salary increments and completed an active and satisfactory service period during the preceding 05 years

- 3.4 Should have shown a performance at the satisfactory level or above during the period of 5 years immediately prior to the date of promotion in terms of the approved scheme of performance appraisal.

#### **04. Method of Application**

- 4.1 Applications prepared in accordance with the specimen form given in Annexure 01 should be submitted to the respective Head of Institution on or before 19.02.2024. Accuracy of the particulars furnished in the applications should be certified by the Heads of Institutions referring to the personal files of the applicants. A copy thereof should be filed in the personal file of the officer concerned.
- 4.2 Heads of Institutes should make arrangements to hand over the perfected applications to the following address by a responsible officer on or before 22.02.2024.(To avoid delays)

Director (Admin) 01  
Ministry of Health  
"Suwasiripaya"  
385  
Rev. Baddegama Wimalawansa Thero Mawatha  
Colombo 10.

#### **05. Method of Selection**

- 5.1 Appointments will be made to the post of Nursing Officer (Education) in Grade I / Supra Grade of the Nursing service considering the number of existing vacancies, by the Appointing Authority after checking the eligibility at a general interview conducted by an interview board approved by the Secretary of Ministry of Health.
- 5.2 Applicants will be considered to have satisfied the qualifications required to appear for the interview conducted to recruit to the post, only if he /she has satisfied all qualifications mentioned under above 2 and 3 of this notification as at 19.02.2024 in all aspects.
- 5.3 The number of applicants to be called for the interview will be decided by the Appointing Authority, as the case may be, considering the order of merit of the marks obtained at the final examination of the Post Basic Nursing Training for the appointment to the post of Nursing officer (Education) in Grade I/Supra Grade of the Nursing Service, and the number of existing vacancies.
06. In terms of Public Administration Circular No 3/2016, salary category MT 7 – 2016 is applicable to this post.
07. Officers who have selected at the interview will be appointed to the post of Nursing Officer (Education) in Grade I/Supra Grade considering the Post Basic Diploma Course they followed. Officers will be attached to service stations where vacancies exist in the post of Nursing Officer (Education) in Grade I/Supra Grade based on the merit of the marks obtained at the final examination of Post Basic Nursing School. The service station will not be changed for any reason. The decision of the Secretary to the Ministry of Health will be final regarding the service stations to which the officers are attached.

08. Selected applicants should assume duties at a short notice as it does not cause an extra cost to the Government and they should be willing to serve in any part of the Island. In case of failure to report for duties in the post concerned within two weeks from the date of appointment, the appointment of the Officer will stand cancelled and the agreed amount will be recovered as per the agreement entered into at the time of admission to the training and the officer will be reverted to the previous post.
09. Only Officers who agree to be promoted subject to above conditions should apply through the respective Heads of Institutes. In the event of any inconsistency between the Sinhala and English texts of this circular, the Sinhala text shall prevail.

Dr.P.G.Mahipala  
Secretary  
Ministry of Health

**Dr. P. G. Mahipala**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10. Sri Lanka.

Copy:-  
01. Secretary, Health Service Committee of Public Service Commission

ApplicationSelection for Promotion to the Post of Nursing Officer (Education) in Grade I/Supra Grade

Post applied for - .....

01. Name with initials - .....  
(In legible handwriting)
02. National Identity Card No.- .....
03. Address - .....  
I. Official - .....  
II. Private - .....
04. Telephone No  
I. Personal - .....  
II. Official - .....
05. Date of Birth - .....  
Age as at 19.02.2024-.....  
Years ..... Months ..... Days .....
06. Current service station of the Officer - .....
07. Whether the officer has been selected for the Post Basic Nursing Training under the Line Ministry -.....
08. Present Grade -.....
09. Date of first appointment -.....
10. Date of assumption of duties in the first appointment -.....
11. Details of the Post Basic Nursing Training  
(I) Index No. .... Merit No.....
12. I. Whether the Training in Midwifery has been completed - .....  
I If so, date of completion. -.....
13. Has the officer earned salary increments during the 5 years immediately prior to the date on which eligibility is checked? .....
14. Has the officer obtained no-pay leave during the 5 years immediately prior to the date on which eligibility is checked. ....
15. Has disciplinary action been taken against you Are any disciplinary proceedings in progress against you? If so, give details.  
.....  
.....  
.....  
.....  
.....

16. I do hereby declare that it has not been started to take any action to retire me due to the inefficiency and that there is no disciplinary action against me or intended to be taken against me due to inefficiency and I am aware that I am liable to be disqualified if the particulars given by me are found to be false or incorrect prior to the selection and if so found after selection, I am liable to be dismissed from the service.

.....  
Date

.....  
Signature of the Applicant

17. Recommendation of the Nursing Officer in Special Grade (Delete irrelevant words)

I certify that Mr/Mrs/Miss ..... Nursing Officer is serving in this institute and he/she has/has not satisfied qualifications required to apply for the above post. The application is recommended/ not recommended.

.....  
Date

.....  
Signature of the Nursing Officer in Special Grade.

18. Should be perfected by the Management Assistant in charge of the subject referring to the personal file

I. Whether the officer has taken leave on no-pay - .....  
(Mention the period, if no pay leave has been taken)

a.) Maternity leave on no-pay - .....

b.) Leave on no- pay other than maternity leave- .....

II. Whether there is any disciplinary inquiry against the officer - .....

III. Whether salary increments have been earned in following years (Mention Yes / No)

2023 .....	2020.....
2022 .....	2019.....
2021.....	2018.....

IV. Mention the level of performance according to the approved scheme of performance appraisal (Mention as Good , Excellent , Satisfactory , Not Satisfactory .( And attach the copies of relevant reports of performance appraisal)

2023.....	2020 .....
2022 .....	2019 .....
2020 .....	2018 .....

I hereby certify that the above mentioned particulars furnished by the applicant from 01-15 are correct according to the personal file of Mr/Mrs/Miss.....and, I certify that the particulars furnished by me under 18 are also correct.

.....  
Date

.....  
Signature of the Management Assistant in  
Charge of the Subject

19. Certification of the Administrative Officer/ Hospital Secretary.

I certify that the particulars furnished in the application are true according to the personal file of Mr./Mrs / Miss..... and that the particulars furnished by the Management Assistant in charge of the Subject under 18 are correct. The application is recommended / not recommended (Delete irrelevant words)

.....  
Date

.....  
Signature and Official frank of the  
Administrative Officer/ Hospital Secretary

20. Recommendation of the Head of Institution.

I certify that the particulars furnished in the application are true according to the personal file of Mr./Mrs / Miss..... that the officer is serving in the post of Nursing Officer in Grade II, I, Supra Grade and that he /she has been qualified to be promoted to the post of Nursing Officer (Education) in Grade I/Supra Grade.

I recommend/ not recommend the application. (Delete irrelevant words)

.....  
Date

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