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Ministry of Health

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Your No. :

දිනය) 2024. 03 . 15
திகதி)
Date)

Circular Letter No: - 02 - 46 / 2024

To: All Provincial Secretaries,
Deputy Director General, NHSL, NH Kandy,
All Provincial Directors of Health Services,
All Regional Directors of Health Services,
All Directors of Teaching Hospitals, Special Hospitals, Provincial General Hospitals, District General Hospitals,
All Head of Decentralized Units of Health Services and Specialized Campaigns,
All Medical Superintendents of Base Hospitals,
All Specialist Medical Officers.

Annual Transfers of Specialist Medical Officers – 2024

The list of posts available for Specialist Medical Officers under different Specialties is attached.

1. Categories of vacancies

a) Definite Vacancies

The posts indicated with an "A" are those where Specialist Medical Officers have completed a tenure of 04 years from the effective date of the transfer order by 31.12.2023. These marked posts should be regarded as listed **definitely vacant posts** available for 2024.

b) Potentially Vacant Posts

The posts designated with a "B" are those occupied by Specialist Medical Officers who are due to complete 02 years or more from the effective date of the transfer order by 31.12.2023. These posts should be regarded as **potentially vacant posts**, but their vacancy will only occur if the current Specialist Medical Officers occupying these posts are selected for different positions. Hence, all candidates are strongly encouraged to include these potentially vacant stations in their preference order if they wish to apply.

c) New Vacant Posts

All newly advertised stations in the annual transfer list for 2024 should be regarded as fresh vacant posts - **New Vacant Post**. Specialist Medical Officers completed at least 1 year in transferable posts and those who obtain new board certification by 31.12.2023 can apply for these vacancies. However, Specialist Medical Officers currently occupying End Posts must fulfil a compulsory service period of 4 years from the published date of the End Post transfer order to become eligible to apply for any new vacant posts. It is important to note that a Specialist Medical Officer is ineligible to apply for a new vacant post in the same station where they are currently employed.

d) End Posts

All End Posts are included in the list to ensure comprehensiveness. However, it is important to note that **these End Posts are not open for annual transfers**. Vacancies for End Stations will be advertised separately through a distinct announcement. Therefore, **applications for End Posts should not be submitted in reference to this specific advertisement of annual transfers**.

(2) Eligibility Criteria

Specialist Medical Officers falling into the following categories, formally appointed to the Specialist Grade by the Public Service Commission or by the Health Services Committee of the Public Service Commission before the closing date of the application, are eligible to apply.

- a. All Specialist Medical Officers who have completed a minimum of 04 years in transferable posts from the effective date of the transfer order by 31.12.2023.
- b. Specialist Medical Officers who have completed 02 years or more in transferable posts from the effective date of the transfer order by 31.12.2023.
- c. Specialist Medical Officers who have completed one year of service in the same station from the effective date of the transfer order by 31.12.2023 are eligible to apply **only for the New Vacant Posts** mentioned in the previous paragraph (c) (New Posts).
- d. Specialist Medical Officers currently occupying End Posts and have completed a 4-year tenure in the **duly** appointed station from the effective date.
- e. Newly board-certified Specialists Medical Officers by the Postgraduate Institute of Medicine (PGIM) by 31.12.2023, awaiting grade promotion to Specialist Grade by the Health Service Committee (**HSC**) of the Public Service Commission (PSC), may apply for this transfer list. However, they must be formally appointed to the Specialist Grade by the Health Service Committee of the Public Service Commission at the time granting approval to the final annual transfer list 2024 by PSC-HSC, to be considered for placement. Therefore, **applicants in this category must provide the Board Certification letter certified by the PGIM, issued on or before 31/12/2023, along with the application**. Additionally, the letter issued from the Director PGIM confirming backdated board certification should be available on or before the closing date, and a certified copy of that letter should be submitted along with the application. **This requirement applies only to newly qualified specialists.**

(3) Compulsory Application for Annual Transfers

Specialists listed under group “A” must apply for Annual Transfers, even if their names are not included in the initial list. Failure to submit their applications or applications without an adequate number of preferences will result in their placement to vacant stations as determined by the Transfer Board after the placement of duly applied candidates.

(4) Notification Dissemination

Institution Heads are requested to inform all Specialist Medical Officers, particularly those in the group “A”, as mentioned in paragraph 03, and submit their transfer applications as per section 7 of this letter.

(5) Application Withdrawal

Withdrawal requests for transfer applications applicable **only to categories (2) b, c, and d** mentioned in paragraph 02 **must be made within one week after the closing date**. No subsequent withdrawals will be entertained. **Changes in preference lists during the withdrawal period will not be considered**. If an applicant is selected for a post, they will be required to accept that position. Withdrawal requests should be sent through the head of the institution and submitted via email to tesannual2024@gmail.com, with a hard copy sent to the TCS branch of the Ministry of Health.

(6) Retirement Requests

Specialist Medical Officers who have completed 61 years of age by 31.12.2023 and have completed four years or more of service in the current station (category 2a) have the option to request to complete their tenure in the same station. Accordingly, these officers can apply to this annual transfer, stating the current station as their first priority.

Additionally, Specialist Medical Officers with an intention to retire before 31st December 2025 can also apply to remain in their current station similarly. However, these officers should submit an affidavit confirming their decision to retire on or before 31st December 2025. Once submitted, the affidavit cannot be withdrawn after the application withdrawal period.

This provision does not apply to Specialist Medical Officers who have previously availed of the benefit above.

(7) Application Requirements

- a) Specialist Medical Officers must apply for annual transfers only from their assigned station from the last transfer order via the online system (medserv.health.gov.lk). Upon submission, a certified hard copy should be endorsed by the Head of the Institution and emailed to tesannual2024@gmail.com on or before the closing date.
- b) Applications for the Annual Transfer List 2024 will be accepted only from the **Opening Date** until the **closing date**. Ensure timely submission within this period to be considered for the transfer process.
- c) The online system will be ready for application from 18/03/2024 onwards till the closing date. Closing date is 28/03/2024.

- d) A printed hard copy of the application and a copy of the SLMC Specialist Registry Certificate, certified by the respective Head of the Institution, are necessary after completing the online application. Those who failed to submit the SLMC specialist registry certificate along with the application, are instructed to submit it on or before publishing the list with the pending approval of HSC-PSC, The scanned copy of the certified application must be emailed to the Director (Tertiary Care Services) via tcsannual2024@gmail.com on or before the closing date. However, original copies should be kept with the officer to submit if and when summoned by the transfer board/Ministry of Health.
- e) Additionally, Heads of Institutions are required to submit a list of applicants along with their specialties to the Director of **Tertiary Care Services** via mail or by hand to the below address within three days following the closing date.

**Director (Tertiary Care Services),
Ministry of Health,
"Suwasiripaya",
385,
Rev Baddegama Wimalawansa Thero Mw.,
Colombo 10.**

E-mail: tcsannual2024@gmail.com

(8) Reporting Issues

Any grievances regarding vacancies in a particular specialty in the annual transfer list **should be reported in writing to the transfer board/ Ministry of Health before the application deadline.**


(9) Transfer Process and Appeal

Transfers for 2024 (effective from 01/01/2024) will follow the guidelines stated in Gazette notifications 1176/15 dated 22.03.2001 and 1883/17 dated 11/10/2014 of the Medical Service Minute and subsequent amendments. Points will be calculated up to 31.12.2023 for the annual transfer of the year 2024.

A review or appeal period will be provided within 15 days from the date of publication of the final list, only for candidates who applied for the main transfer list 2024. Vacancies resulting from transferring officers completing one year (Category (2)C above) to newly created posts will not be opened for the review/appeal list.

For further details, the annual transfer list is accessible on the Ministry of Health website, www.health.gov.lk

This Notification is published with the consent of the **Health Service Committee of the Public Service Commission.**


**Dr. P. G. Mahipala
Secretary of Health**

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Secretary
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