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website) www.health.gov.lk
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SUWASIRIPAYA

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Ministry of Health & Mass Media

NOTICE

Interview to fill vacancies in the posts of Senior Medical Administrative Grade Mentioned in Appendix IV of the Medical Service Minute of Sri Lanka Health Service No 1883/17 dated 11.10.2014 – GC 02 – 172/2025 dated 2025.11.07

This is with reference to the application submitted by you according to the general circular no 02-172/2025 dated 07.11.2025 by which applications were called to fill the above vacancies.

1. The interview has been scheduled to be held at 9.00 am on 24th January 2025 at the Auditorium of the Ministry of Health & Indigenous Medical Services.
2. You are hereby kindly informed to be present for the interview on that day on time.
3. Since your eligibility has to be proven at the interview, you should bring originals and two sets of photocopies of the following documents and published research / publications certified by the Head of the institution in the following order.
 - I. Certified copy of the National Identity Card
 - II. Certified copy of Grade promotion and Confirmation letters
 - III. If you have been appointed to act / attend duties / covering up in a post of Medical Administrative Grade, letters in proof of that and letters issued by the immediate head of institution which certify that you reported for duties of the relevant institution.
 - IV. Certificates of Educational and Professional qualifications
 - V. Published Research and Publications
 - VI. Details of Leave particulars specially no pay leave
 - VII. Copy of Five (05) most preferred publications / research, I is in priority order
4. You are also informed to mention the marks that you should be given according to the prescribed marking scheme in the paper appended to this.
5. Travelling expenses will not be paid for this interview.

Dr. H. M. Arjuna Thilakarathna

Deputy Director General (Medical Services)l Actg.

Ministry of Health & Mass Media

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10. Sgd/b Dr. Anil Jasinghe

Secretary

Dr. H.M.A. Thilakarathne

Deputy Director General (MS) I

Name:

ID No

Interview of Senior Medical Administrative Grade and Deputy Medical Administrative Grade

No.	Topic of Publication	Published Date	Name of the Journal or Proceeding	Abstract	Article	Your Contribution
1.						
2.						
3.						
4.						
5.						

.....
Signature

.....
Date

Interview to fill vacancies in the posts of SMAG Medical Administrative Mentioned in Appendix IV of the Medical Service Minute of Sri Lanka Health Service No 1883/17 dated 11.10.2014

No	Criterion	Serial No	Grade	Marks	Maximum Limited	Marks you Process
1	Service Period (Total Marks 65)	1.1	Preliminary Grade From to	1 Per Year	02	
		1.2	Grade 11 From to	1 Per Year	10	
		1.3	Grade I From To	2 Per Year	Unlimited	
		1.4	Specialist Grade From To	2 Per Year	Unlimited	
		1.5	Deputy Administrative Grade From To	5 Per Year	Unlimited	
		Note: I. Marks will be given for a specific period under one heading only. Marks will not be given for such period under another heading. II. Marks will be given for an active service period only. For period less than one year, marks will be given proportionately for day. (Total Marks 65)				
2	Educational Qualifications (Total Marks 15)	2.1	MD (Medical Administration / Community Medicine / Community Dentistry)	15 Marks		
		2.2	MSc (Medical Administration / Community Medicine / Community Dentistry)	10 Marks		
Marks will be given only for one of the above qualifications which is the highest						
3	Research / Publications (Total Marks 10) (please mentioned most Preference 5 Research and Publications)	3.1	Public Research / Publications I. II. III. IV. V. Note: Research / Publications Submitted for post graduate degrees are not considered for this.	10 Marks		
5	No pay Leave	From To				
6	Interview (Total Marks 10)	According to the performance at the interview		10 Marks		
Total Marks 100						

N I declare that the above particulars furnished by me are true and correct.

.....
Name of the officer and Designation

.....
Signature and Date