

General Circular Letter No: 02-74/2022

My No: TCS/C/07/2021  
Ministry of Health  
"Suwasiripaya", 385,  
Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

21 /09/2022

Provincial Health Secretaries,  
Deputy Director General (NHSL/NH Kandy),  
Provincial Directors of Health Services,  
Regional Directors of Health Services,  
Directors of Teaching Hospitals, Provincial General Hospitals, District General Hospitals,  
Heads of Decentralized Units and Specialized Campaigns,  
Medical Superintendents of Base Hospitals,  
Deputy Medical Administrative Grade Medical Officers.

### **Filling vacancies of the posts of Senior Medical Administrative Grade - 2022**

Applications are called from the officers in the Deputy Medical Administrative Grade who have satisfied MSc/MD Medical Administration, Community Medicine, Community Dentistry (the qualifications in terms of the Section 11:1:2:2 of the Medical Services Minute of the Sri Lanka Health Service No 1883/17 dated 11.10.2014), to fill the vacancies as at 21/09/2022 in posts belonging to the Senior Medical Administrative Grade mentioned in the Appendix IV of the said Services Minute.

02. A post will be attached to the officer, who has failed to mention a sufficient number of preferences on discretion of the Secretary, of Ministry of Health, after allocating a post to the officer who has mentioned a sufficient number of posts as per their preferences.

03. List of vacancies available in the Senior Medical Administrative Grade as at 21/09/2022 is given as Annexure 01.

04. Officers who wish to withdraw their applications could do so within two weeks from closing date of application.

### **05. Educational Qualifications**

05:1 Officer should have completed the mandatory post graduate qualifications (MSc/MD Medical Administration, Community Medicine, Community Dentistry) pertaining to the post applied for which are mentioned in the appendix IV of the Service Minute No 1883/17 dated 11.10.2014 and subsequent amendments as at the closing date of applications.

## **06. Basic Qualifications**

- 06:1 Deputy Medical Administrative Grade is considered as a basic qualification for Senior Medical Administrative Grade.
- 06:2 Officer should have completed a satisfactory active service period of minimum 03 years in the Deputy Medical Administrative Grade.
- 06:3 In terms of the provisions in Public Service Commission Circular No 01/2020 a disciplinary punishment should not have been imposed against the officer.
- 06:4 Upper age limit is not applicable since the officers concerned are already in the public service.

## **07. Terms and conditions of Service**

- 07:1. This post is permanent and pensionable. Selected candidates will be appointed subject to an acting period of one year in terms of the Rule 97 of chapter VIII of procedural Rules of the Public Service Commission. If the Selected officer is found to be ineligible to hold this post during the period of acting or at the end of such period or at any instance or on any reason he/she will be reverted to the previous post.
- 07:2. Medical officers/Dental Surgeons appointed to these posts are not permitted to engage in the private practice.
- 07:3. Applicants should have satisfied all qualifications in this notification as at the closing date of applications.
- 07:4. Officers appointed to the Grade are subject to the scheme of transfers of Medical Administrative Grade approved by the Secretary to Public Services Commission in PSC/EST/06-04/02/2016 dated 01.06.2017 and amended on 14.12.2019.
- 07:5. If an officer who is at present acting/attending to duties/covering up duties in a post in the Senior Medical Administrative Grade, and is appointed to the same post from this list, he/she is not be entitled to make any request to back date the date of appointment.

## **08. Salary Scale**

- 08:1. The salary Rs. 76,175x2170 = 110,895/= per month (SL-01/2016 Step 20) is applicable to this Grade.

08:2. Officers in the Medical Administrative Grade with post graduate qualifications are paid a Non Practicing Allowance of Rs. 6000/= per month in addition to other allowance.

08:3. If a Specialist Medical Officer is selected to a post in this Grade he/she will be paid the salaries and allowance entitled to a Specialist Medical Officer.

## 09. Interview

09:1. Service Period (55 Marks)

09:1:1 Preliminary Grade	-	One mark per year
09:1:2 Grade II	-	One mark per year
09:1:3 Grade I	-	One mark per year
09:1:4 Specialist Grade	-	One mark per year
09:1:5 Deputy Medical Administrative Grade-		05 marks per year

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 quarters.

09:2. Educational Qualifications (25 Marks)

09:2:1 MD with board certification (Medical Administration/Community Medicine/Community Dentistry)	- 25 marks
09:2:2 MD without board certification (Medical Administration/Community Medicine/Community Dentistry)	- 20 marks
09:2:3 MSc (Medical Administration/Community Medicine/Community Dentistry)	- 15 marks

Note:

Marks will be given only for the highest qualification obtained by the officer, out of the above qualifications.

09:3. Research/publications (10 Marks)

02 marks for each published research/publication (Assessment of a published research/publication will be based on the criteria mentioned in the Annexure)

Note:

Research/publications submitted for post graduate degrees are not considered for this.

09:4. Interview (10 Marks)

(Skills/leadership/attitudes/personality and communication skills will be assessed)

10. All eligible officers are requested to submit their applications online. The online application is available at **medserv.health.gov.lk**. The online system will be ready for application from **21/09/2022** onwards till **30/09/2022**.

Upon submission of the online application, a printout should be taken for certification by the respective Head of the Institution and be submitted to Secretary, Ministry of Health via registered post on or before **14/10/2022**.

**Secretary,  
Ministry of Health,  
"Suwasiripaya",  
385, Baddegama Wimalawansa Thero Mw,  
Colombo 10.**

**Tele. No; 011-2699145**

**Fax No; 011-2692913**

By the order of the Health Services Committee of Public Services Commission,



S. Janaka Sri Chandraguptha,  
Secretary

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Secretary  
Ministry of Health  
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