

My No; TCS/H/15/2020 (T) 1  
Ministry of Health,  
"Suwasiripaya", 385,  
Rev. Baddegama Wimalawansa Thero  
Mawatha,  
Colombo 10.  
27.10.2023

All Provincial Health Secretaries,  
Deputy Director General (NHSL/ National Hospital Kandy)  
All Provincial Directors of Health Services  
All Regional Directors of Health Services,  
All Directors of Teaching Hospitals/Provincial General Hospitals/District General Hospitals  
All Directors of Specialized Campaigns and Special Health Institutions  
All Medical Superintendents of Base Hospitals  
All Deputy Medical Administrative Grade Officers  
All Heads of Institutions

### **Filling of Vacancies in the Posts of Deputy Medical Administrative Grade.**

In accordance with the Medical Services Minute No. 1883/17 dated 11.10.2014 and its subsequent amendments, and the Letter No. HSC/PRO/DMAG/10/03/2021 dated 13.10.2023 by the Secretary of the Health Service Committee of the Public Service Commission, applications are called for the posts in the Deputy Administrative Grade from the eligible Medical Officers/ Dental Surgeons/ Specialist Medical Officers in the Ministry of Health. The qualifications mentioned under paragraphs 7.1 and 7.2 of this notification and under article 11.1.2.1 of the Medical Service Minute must also be met.

#### **02.**

In cases where an officer has not indicated an adequate number of preferred positions in the merit list, and there are still vacant positions after all qualified officers who have designated sufficient preferences have been appointed, the appointing authority will make discretionary appointments with recommendations of the Secretary to the Ministry of Health.

#### **03.**

Available Vacancies in Deputy Medical Administration Grade as on 27.10.2023 is annexed (Annexure 02)

#### **04.**

All eligible officers should submit their applications through online mode. The online application will be available at [medserv.health.gov.lk](http://medserv.health.gov.lk) from 30.10.2023 to midnight 20.11.2023 After submission of the online application, the hard copy certified by the Head of the institution should be sent by registered post to the Secretary, Ministry of Health, on or before 27.11. 2023.

The envelope received should be superscribed "Application for the Grade of Deputy Medical Administrator" on the left side. Applications should not be sent personally to the Secretary or any other officer of this Ministry.

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**05.**

Applicants who wish to withdraw their applications are permitted to do so two weeks of the closing date of applications. After reporting to the post provided by the authority, the officer will be promoted to the Deputy Medical Administrative grade. If an applicant selected for a post in the grade of Deputy Medical Administration does not accept the post within the stipulated time, the officer will not be considered appointed to the Deputy Medical Administrative grade.

**06.**

The qualifications in paragraph 7 below will be considered on the last date of application 20.11.2023.

**07. QUALIFICATIONS**

**7.1.**

General Guidelines 11:1:1 of the Medical Services Minute of Sri Lanka Health Service published on 11.10.2014 and Article number 11:1:2.1 of the Medical Services Minute of Sri Lanka Health Service published on 09.03.2021 will be applicable.

**7.2. (a)**

A Maximum age limit is not applicable as all the officers are currently in government service.

**(b)**

A Grade II Medical Officer/Dental Surgeon or Specialist Medical Officer, confirmed in the service, with 8 years of continuous service at 20.11.2023 and must have passed the efficiency Bar examination. (8 years shall be counted from the date of appointment to preliminary grade)

**(c)**

Should be an officer with postgraduate qualifications mentioned in Annexure I and Annexure II of the Medical Service Minute dated 11.10.2014 and the added postgraduate qualifications to the Service Minute time to time.

**(d)**

Should not have received disciplinary punishment in accordance with the provisions of Public Service Commission Circular No. 01/2020 and 01/2020 (I) at 20.11.2023 the last date for accepting applications

## 08. TERMS AND CONDITIONS

- (a) This post is permanent and pensionable. The selected applicants are initially appointed subject to a probationary period of 01 year as per Chapter VIII, Section 97 of the Code of Procedure of the Public Service Commission. If the Selected Officer is found unfit to hold the post for any reason during or at the end of the acting period, he/she will be reverted to the post previously held.
- (b) Medical Officers/Dental Surgeons/Specialist Grade Medical Officers who are appointed to the posts in this grade are not entitled to engage in private medical practice.
- (c) Appointments made to this grade are subject to transfers as per Section 12.3 of the Medical Services Regulations dated 11.10.2014
- (d) All appointments will be effective from a future date and if any selected officer is already in this grade or acting in this grade or performing the duties or covering the duties of this post, the said officer shall not have any right to ask for pre-dating of his appointment.
- (e) In case any candidate has not applied for a sufficient number of posts, it is advisable to express a preference for all the advertised posts, as the officer cannot consider the unapplied posts till the placements are made in the order of priority list.

## 09. SALARY SCALE

- (a) Selected applicants for the posts of Deputy Medical Administration Grade will be placed in the 12<sup>th</sup> salary step of SL - 01/2016 category in accordance with Public Administration Circular No. 03/2016 and salary will be paid accordingly.
- (b) The officers in the Medical Administrative Grade with Postgraduate Qualifications will receive a 'non-practising, pensionable allowance' of Rs 6000 per month for not engaging in private practice.
- (c) If a Special Grade Medical Officer is selected for this post, that officer will be entitled to the pay and allowances of a Medical Specialist.

## 10. MARKING SCHEME FOR THE INTERVIEW

### 10.1. Period of Service (Total 60 Marks)

10.01.1. Preliminary grade (02 marks per year, maximum 04 marks )

10.01.2. Grade II (02 marks per year, maximum of 20 marks)

10.01.3. Grade I (02 marks per year, maximum of 20 marks)

10.01.4. Specialist Grade (02 marks per year, no demarcated upper limit)

#### Note:

Under this scheme, marks will be given only for a specific period under one service category, and marks will not be given under different categories for the same period.

### 10.2. Educational Qualifications (Total 25 Marks)

Under this category, marks are given for postgraduate educational qualifications listed in appendices I and II of the Service Minute as follows.

	<b>Educational Qualifications</b>	<b>Marks</b>
10.2.1	Doctor of Medicine with Board Certification (Medical Administration/Community Medicine/Community Dentistry)	25
10.2.2	Doctor of Medicine without Board Certification (Medical Administration/Community Medicine/Community Dentistry)	20
10.2.3	Master of Science (Medical Administration/Community Medicine/Community Dentistry)	15
10.2.4	Doctor of Medicine with Board Certification in any other speciality	10
10.2.5	Doctor of Medicine without Board Certification in any other speciality	08
10.2.6	Master of Science in any other speciality	06
10.2.7	Diploma	05

**Note:**

Marks are given only for the highest qualification obtained from the Postgraduate Degree qualifications listed in Appendix I and II of the Service Minute.

(The above-mentioned educational qualification should have been obtained from a university recognised by the University Grant commission.

**10.3 Research/ Publications (10 Marks)**

(02 marks for each research/publication (maximum for 05 Researches or Publications )

- (a) Research/ publications submitted for postgraduate qualification (MSC, MD, Dip.) will not be considered under this.
- (b) Marks will be given only for relevant valid research and publications presented at the interview.
- (c) The marking system for publications/projects is attached as Annexure 01.

**10.4 Interview (Total 05 marks.)**

(for competence, leadership, attitude, personality, and communication skills)

**10.5** Applications should be forwarded on or before the last date of application by the Head of the respective Institutions/ Decentralized Units/ Special Programmes. Applications received after the closing date will be rejected.

**10.6** In accordance with the Medical Services Minute of Health Service published by the Gazette No. 1883/17 of the Democratic Socialist Republic of Sri Lanka dated 11.10.2014, and all amendments made to the Medical Service Minute from time to time until now and gazette No.1589/30 dated 20.02.2009 of the Democratic Socialist Republic of Sri Lanka, and the provisions of the Code of Procedural Rules of the Public Service Commission are applicable.

**10.7** In case of any inconsistency between the Sinhala and English texts, the Sinhala language text shall prevail.

11. Deduction for No pay leave

Marks will be given as per clause XI of 9.4.1 of the Medical Services Minute dated 16.04.2007 and 6.1.3.7 and 6.1.3.8 of the revised Medical Services Minute dated 22.03.2001.

By order of the Public Services Commission.

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S Janaka Sri Chandraguptha  
Secretary  
Ministry of Health.

**Criteria to evaluate publications –**

I. Publications :

(a) Journal Papers - A full-text essay or article of academic importance peer-reviewed and published in a numbered publication series.

(a) Conference Papers / Abstracts / Final Transcribed Essays

Reports used for conferences, congresses, conferences, academic conferences, symposiums, workshops or academic conferences of academic value.

II. Publications with the participation of several authors, the amount of contribution of the applicant must be clearly stated, and marks will be given to the applicant in proportion to the amount of contribution. Maximum marks will be awarded if the applicant is among the first three authors.

III. Publications based on the same data/research information and reaching similar conclusions will not be considered as separate publications. In such cases, only one publication will be considered for scoring.