

General Circular Letter No: 02-31/2024 My No: 07/A/03/01/06/02/2021

Ministry Of Health

“Suwasiripaya”

385, Rev Baddegama Wimalawansa Thero Mawatha

Colombo 10

28.02.2024

All Heads of Institution under the Ministry of Health

**Recruitment (Limited) to the Grade III of the Post of Orthopedic Workshop Technician belonging to the Supervisory Management Assistant Non-Technical / Technical Service Category of Ministry of Health – 2024**

Applications are invited from those who possess following qualifications to fill 04 vacancies in the post of Orthopedic Workshop Technician in Grade III (MN-03) – (Limited) belonging to the Sri Lanka Technological Service, which exist in the Ministry of Health and hospitals and institutions thereunder.

**01. Qualifications**

**1.1 Educational Qualifications:**

- i. Should have passed 6 subjects with credit passes for Sinhala/Tamil/English Language, Science and Mathematics in not more than two sittings at the G.C.E. (O/L) examination.

**1.2 Vocational Qualifications:** Should have satisfied one of the following qualifications

- i. National Diploma in Technology (Electrical/Electronic) offered by the University of Moratuwa or Hardy Advanced Technological Institute, Ampara
- ii. National Diploma in Engineering Science (Electrical/Electronic) offered by the National Apprentice and Industrial Training Authority
- iii. Higher National Diploma in Engineering (Electrical/Electronic) offered by the Ministry of Education and Higher Education
- iv. Diploma in Technology (Electrical/Electronic) offered by the Open University of Sri Lanka
- v. Should have successfully completed the Part I of Engineering Examination conducted by the Institution of Engineers, Sri Lanka
- vi. Should have completed the qualifications in National Vocational Qualifications Level (NVQ) – 06 in relation to the job field
- vii. Should have possessed any other technological qualifications which are recognized as equivalent to the above mentioned technical qualifications in all respects by the Tertiary and Vocational Education Commission in consultation with the Ministry of Higher Education and institutions by which the above certificates are issued.

**1.3 Experience:**

Should have active and satisfactory service experience of at least 05 years in the field concerned in a permanent departmental post belonging to primary service category or above.

Note:

Satisfactory service period means “Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission circular No. 01/2020”

#### 1.4 Physical Fitness:

Every candidate should be physically and mentally fit to serve in any part of Sri Lanka and to discharge duties of the post.

#### 1.5 Other

- i. Should be confirmed in the post.
- ii. The officer is deemed to have satisfied required qualifications to sit the written examination for recruitment, only if he/she has satisfied all qualifications as at the date mentioned in the notification for calling applications.

**02. Age Limit:** Not applicable

#### 03. Salary Structure and Monthly Salary Scale:

According to the Schedule (i) of Public Administration Circular No. 03/2016 dated 25.02.2016, the salary (MN – 3 – 2006(A) is Rs. 31,040-10 x 445-11 x 660-10x730-10 x 750 - 57,550/-

#### 04. Method of Recruitment

Recruitments will be made on the results of a written competitive examination and a general interview. Eligible candidates will be selected by interviewing a number equal to the number of candidates expected to be recruited in the order of merit of the aggregate marks obtained by the candidates who pass the written examination.

Candidates who have satisfied all the qualifications mentioned under above 01 are required to sit the written examination as follows.

| Subjects                       | Syllabus   | Duration  | Maximum Marks | Pass Marks |
|--------------------------------|--|-----------|---------------|------------|
| Intelligence Test              | This paper will be designed to test the aptitude and ability of the candidate to perform his/her duties in the service | 2 hours   | 100           | 40%        |
| Subject related Technical Test | This paper will be designed to measure technical knowledge relevant to the post.                                       | 1 ½ hours | 100           | 40%        |

#### 05. Terms of Engagement:

- i. Officers recruited should be willing to serve in any part of the Island.
- ii. This post is permanent. You shall be subject to a policy decision taken by the Government in future in respect of the Pension Scheme entitled to you. And, you shall contribute to the Widows' and Orphans' Pension Scheme/ Widowers' and Orphans' Pension Scheme. You shall make contributions to that as ordered by the Government from time to time.

- iii. Applications should be certified by and forwarded through the respective Head of Department/Institute of the present service station. Every applicant should get their signature attested by the respective Head of Institute.
- iv. The experience should be certified by the respective Head of the Department.
- v. This appointment shall be subject to a probationary period of one year and the candidates shall pass the first efficiency bar examination within three years from the date of recruitment.
- vi. Proficiency in the official language shall be acquired within 05 years from the date of recruitment in terms of the Public Administration Circular No. 18/2020 and the circulars incidental thereto.
- vii. This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the Government, provisions of the circulars issued by the Government, Scheme of Recruitment for the Supervisory Management Assistant Technical/Non-Technical Service Category (MN 03 – 2006 - A) of Ministry of Health and circulars and general provisions issued by the Secretary of Health.
- viii. The medium of language you are qualifying for the appointment will be the medium of language you mention in the application.

**06. Method of Application: -**

- i. Applications prepared in compliance with the specimen form appended to this should be sent by registered post to the following address not to the name of any officer.
- ii. The words **“Recruitment (Limited) to the post of ..... (Mention the post applied for) belonging to the Supervisory Management Assistant Non-Technical / Technical Service Category (MN-03-2006 – (A)) of the Ministry of Health - 2023”** should be mentioned on the top left hand corner of the envelope in which the application is enclosed, and applications should be sent under registered cover to the address **Director (Admin) 07, Ministry of Health, “Suwasiripaya” No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10.**
- iii. Closing date of applications: ...08.04.2024.....
- iv. The examination fee is Rs. 1000.00. The receipt obtained by paying this amount from any Bank of Ceylon branch to be credited to the Account No.7041318 in the name of Secretary of Health of the Thaprobane Branch, Bank of Ceylon should be affixed in the cage given in the application so as not to be detached. The examination fee will neither be refunded nor transfer for any other examination under any circumstance. It is advisable to keep a copy of the receipt obtained by paying the examination fee and the application. (Money orders and stamps will not be accepted.)
- v. When preparing the application, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and in addition to Tamil on Tamil applications.
- vi. Any change after submitting the application will not be entertained.

## **07. Identity of Candidates**

Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor for each subject they offer. For this purpose, any of the following documents will be accepted:

- i. National Identity Card
- ii. Valid Passport
- iii. Driving license valid in Sri Lanka

Candidates should enter the examination hall without covering their face and ears enabling to verify the identity. Further, any candidate who refuses to assist for verifying his/ her identity will not be allowed to enter the examination hall. The candidates should remain in the examination hall with their face and ears uncovered until they leave the examination hall enabling the invigilators to identify the candidate. In addition, other instructions relevant to the examination will be given on the admission card. In respect the candidates who violate these rules relevant to the examination, the Supervisor of the examination hall shall reserves the right to not to allow them to enter the examination hall/ to remove them from the examination hall.

## **08. Attestation of the Signature:**

- i. The application should be certified by the Head of Department or a staff officer duly authorized to certify on his behalf. The officer certifying the application should satisfy himself that the particulars furnished in the application are correct in all aspects.
- ii. The application of any candidate who does not satisfy all the requirements of eligibility should not be forwarded.

## **09. Furnishing False Information:—**

The candidate should be very careful to include the correct particulars in the application. According to the rules and regulations of this examination, if it is found that any information furnished by the candidate is false or incorrect before recruitment, his/her candidature will be cancelled. If it is found so at any time after recruitment, action will be taken to dismiss him/her from the service following relevant procedures.

## **10. Conditions of the Examination**

- i. Candidates shall have satisfied all the qualifications required for the recruitment as at the closing date of applications. Candidates who have not satisfied the prescribed qualifications will not be eligible for appointment, even if they secure sufficient marks at the examination.
- ii. Applications which are not in compliance with the specimen form appended to this and incomplete will be rejected without any notice.
- iii. Receipt of the applications will not be acknowledged and applications received later than the closing date will not be accepted.
- iv. Candidate who have submitted duly completed applications, will be called for the competitive examination on the assumption that only the individuals, who have satisfied the qualifications mentioned in the Gazette notification, have applied for the examination. And, it will be informed to the address mentioned in the application.
- v. Candidates who will pass both the above examinations will only be considered as the officers who passed the examination for recruitment. Eligible applicants will be selected by an interview based on the merit of the marks obtained at the competitive examination.

Officers selected as such will be appointed to fill the vacancies exist in the Ministry of Health and hospitals and institutes thereunder.

- vi. The examination will be held in Sinhala, Tamil or English media. Candidates may sit the examination in a language of their preference and will not be permitted to change the language medium of the examination later. Candidates shall answer all the papers of the examination in one and the same language.

N.B.

- i. Candidates shall ensure that every section of the application is completed and such information is accurate.
- ii. Applications of the candidates who fail to submit relevant documents when it is required to do so, will not be entertained. Otherwise, any document not relevant to the application or a copy thereof should not be attached to the application.
- iii. The permanent post held and the service station of the candidate as at the date of application for the examination will be considered for all the matters mentioned in the gazette notification and any changes occurred later will not be considered
- iv. No complaint that an application or a related document has been lost or delayed in post will be considered. The candidate shall bear the losses which may occur due to their delay in sending applications until the closing date.
- v. Number of persons called for the interview, number of persons appointed to the post and the effective date of appointments will be determined by the Appointing Authority. The Appointing Authority reserves the right to refrain from filling some or all of the vacancies.
- vi. In case of any problem arises in respect of any matter regarding recruitment to the posts which is covered or not covered by this gazette notification, the decision of the Secretary to Ministry of Health will be final. In the event of any inconsistency between the Sinhala, Tamil and English texts of this Gazette notification, the Sinhala text will prevail.

28/02/2024  
Ministry of Health  
385, "Suwasiripaya"  
Rev. Baddegama Wimalawasana Thero Mawatha,  
Colombo 10.

Dr. P.G. Maheepala  
Secretary

**Dr. P. G. Mahipala**  
Secretary  
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