

දුරකථන) 0112669192 , 0112675011
தொலைபேசி) 0112694033, 0112675280
Telephone) 0112675449

ෆැක්ස්) 0112693866
பெக்ஸ்) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
இணையத்தளம்)
website)



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சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය) MH/AD/01/09/Add.Se.(PHS)/2026
எனது இல)
My No.)

ඔබේ අංකය)
உமது இல)
Your No.)

දිනය) 07.07.2026
திகதி)
Date)

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General Circular Letter No: 01-55/2026

Provincial Health Secretaries,

Deputy Director Generals- National Hospital (Colombo, Kandy, Galle)

Provincial Directors of Health Services/ Regional Directors of Health Services,

Directors of Teaching Hospitals/ Directors of Specialized Campaigns

All Heads of Hospitals and Institutions perform under the Line Ministry

POST OF ADDITIONAL SECRETARY (PUBLIC HEALTH SERVICES)

MINISTRY OF HEALTH AND MASS MEDIA

01. The General Circular No. 02-163/2025 dated 15.10.2025 issued to call for applications for the post of Additional Secretary (Public Health Services) in this Ministry has been cancelled on 10.02.2026 and applications are re-called from qualified Medical Officers and Dental Surgeons in the Senior Medical Administrative Grade of the Sri Lanka Medical Service for the above post as stated in the Appendix V of the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service No. 1883/17 dated 11.10.2014 and amendments made thereto from time to time, applications are hereby re-invited for recruitment to the above post.

I. Minimum Qualifications

Should be a Medical Officer with active service as at the closing date of applications service holding a post in the Senior Medical Administrative Grade or in the Deputy Director General Grade in the Sri Lanka Medical Service, or a Dental Surgeon holding a post in that Grade.

02. Terms and Conditions of service

The Medical Officers who will be appointed to this post will not be entitled to engage in the private practice.

03. Salary Scale

- a) Step 1 of the salary segment SL-03-2025 is applicable for this post in terms of Public Administration Circular No. 10/2025 (Rs. 156,000 - 12 x 4,850 -214,200)
- b) Officers in the Medical Administrative Grade with postgraduate qualifications will be paid a Medical Administrative Allowance of Rs. 6,000/- per month.

04. Method of Recruitment

- a) The existing vacancies shall be filled through a structured interview conducted based on a marking scheme approved by the Public Service Commission.
- b) The marking scheme to be used at the interview is annexed hereto as Annex I

05. Method of Application

- a) Applications prepared in compliance with the specimen form appended to this should be sent only by registered post, through the Heads of Institutions or Heads of Decentralized Units /Specialized Campaigns to reach the Secretary, Ministry of Health and Mass Media, "Suwasiripaya", No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 24.07.2026. The title of the post applied for should be indicated on the top left corner of the envelope containing the application.
- b) Applications received after the closing date of applications will not be accepted.
- c) Applicants who wish to withdraw their applications shall inform me and are permitted to do so, within (01) one week from the closing date of applications.

06. Attention is drawn to the provision of Sri Lanka Medical Service Minutes in the Sri Lanka Health Service published in the Extraordinary Gazette No. 1883/17 of 11.10.2014 in the Democratic Socialist Republic of Sri Lanka and its amendments from time to time, conditions in the volume I of the Procedural Rules of Public Service Commission with regard to the recruitment to the posts in the Public Service and conditions of the Establishment Code of Democratic Socialist Republic of Sri Lanka.

07. In the event of any inconsistency between the Sinhala, English and Tamil texts of this notification, the Sinhala text will prevail.

08. The minimum qualifications shall be assessed as at the closing date of applications, and the date on which the selected candidate assumes duties subsequent to being selected at the structured interview shall be considered as the date of appointment.

By order of the Public Service Commission,


Dr. Anil Jasinghe
Secretary
Ministry of Health & Mass Media

Dr. Anil Jasinghe
Secretary
Ministry of Health & Mass Media
"Suwasiripaya"
385 Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10

Marking Scheme for the Post of Additional Secretary (Public Health Services)

	Criteria	Marks
01	Service Period I. 20 marks for Senior Medical Administrative Grade (SL-1 Grade I) (4 marks per active service of one year) II. 20 marks for Deputy Director General Grade (SL-3) (5 marks per active service of one year) Note:- For the service period less than one year, marks should be allocated as follows. a) For 09 months or more than 09 months' period – $\frac{3}{4}$ of the above marks. b) For 06 months or more than 06 months, and less than 09 months' period – $\frac{1}{2}$ of the above marks. c) For 03 months or more than 03 months, and less than 06 months' period – $\frac{1}{4}$ of the above marks. d) For less than 03 months- No marks	40 marks
02	Educational Qualification I. MD (Medical Administration/Community Medicine) – with the Board Certificate - 10 marks II. MD (Medical Administration/Community Medicine) – without the Board Certificate - 5 marks	10 marks
03	Extra Qualification	
	I. Service Experience (02 marks per active service of one year) Note:- Marks will be given for the service experience for the post held in Public Health Service posts as per the Appendix IV of the Medical Service Minute No. 1883/17 and dated 11.10.2014 and amendment made thereto from time to time. (Appointment letters issued by the appointing authority should be submitted.)	10 marks

	II. Special Projects carried out in the subject area relevant to the post (03 marks per project up to a maximum of 15 marks for 05 projects) (a) Project evaluation will be based on criteria given in Annexure I (I). (b) List of projects should be submitted along with the application and projects given in the list will only be considered for awarding marks at the interview. (c) When awarding marks for special projects the marking scheme in the Annexure I (II) will be utilized. N.B.: Projects should be completed on or before the date of closing for the applications.	15 marks
	III. Researches/ Publications in the subject area relevant to the post (a) Evaluation of researches/publications will be based on the criteria given in Annexure I (III). (b) List of researches/publications should be submitted along with the application and researches/ publications given in the list will only be considered for awarding marks at the interview. (c) When awarding marks for researches/publications the marking scheme in the Annexure I (IV) will be utilized.	15 marks
04	Performance at the Interview (a) Communication Skills - 02 marks (b) Personality - 02 marks (c) Professional courtesy - 02 marks (d) Leadership - 02 marks (e) Decision making and analytical skills - 02 marks	10 marks
	Total Marks	100

Guidelines for evaluating Special Projects:

- I. The project should be relevant to the subject areas identified in the job functions of the post applied by the applicant.
- II. The Project report should outline clearly the objectives and anticipated deliverables of the project, including the place, monetary value, the time frame and the source of funds.
- III. The project should underline creative, innovative strategies/ solutions to institutional or public health related issues/ problems and address interventions beyond the routine activities related to his/her job functions.
- IV. Evidence should be submitted at the interview from the relevant competent authority/ supervising officer with regard to the authenticity and whether the deliverables were achieved.
- V. Continuation of an ongoing project or a project taken over by the applicant during its implementation shall not be eligible.
- VI. No mark will be given to a project which was initiated and implemented by the Ministry/ Department/Institution as a part of policy implementation or programme development where the applicant has been identified as the project director/ implementer/ coordinator with or without remuneration as a part of his job function.
- VII. No marks will be given to a project which was done as a part of the post graduate training of the post graduate qualification to which marks are allocated at the interview.
- VIII. The applicants must annex and submit **a list of projects for which they intend to obtain marks**, along with the application. (A maximum of 08 projects) —————

Marking Scheme for Special Projects

- I. Applicants must submit **maximum of 08 Projects** to the interview panel among the projects completed by the applicants, which are relevant to the subject area of the Post that the applicants apply for.
- II. In accordance with the criteria mentioned in the Annexure I, a maximum of 15 marks (3x5=15) will be awarded for 05 projects with 03 marks each.
- III. When awarding marks, regarding the results achieved by the Projects which are submitted by the applicants will be considered the most.

Guidelines to evaluate Researches/Publications:

I. Researches/ Publications:

(a) Journal Paper - Fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are prescribed only if they pass peer review.

(b) Conference papers/ abstracts/ finally scripted essays

Reports with academic significance which were used in conferences, congresses, seminars, colloquiums, fora, workshops and sessions or symposiums

N.B.- It is the responsibility of the applicant to confirm that the Researches/ Publications have been submitted for the events mentioned above.

II. In the case of Researches/Publications with joint authorship, proportionate of the applicant should be clearly indicated and marks will be awarded to the applicant accordingly.

III. Publications which are based on same data/ research material where the contents of the Research/ Publication have a high similarity index will not be considered as separate Researches/ Publications. Only one of the Researches/ Publications shall be eligible to earn marks.

IV. No marks will be awarded for Researches/ Publications published as a part of Postgraduate Qualification/ Postgraduate Training which were awarded marks at the interview. _____

Marking Scheme for Research/Publications

01. Article and Journals – International/National Level/Recognized Sub National

1-3 – Author List – 03 marks

>3 – 1.5 mark

02. Abstract

1-3 – 02 mark

>3 – 01 mark

03. Poster Presentation

1-3 – 01 mark

>3 – 0.5 marks

04. Oral Presentation - 0.5 marks