

General Circular No: 01-24/2026

My No: 07/D/05/01/06-3/2025

Ministry of Health and Mass Media

“Suwasipaya”

385, Ven. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

14. 07.2026

All Heads of the Institution and Hospitals under the
Ministry of Health and Mass Media

Recruitment on Merit Basis to the Post of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health and Mass Media– 2025

Applications are invited from qualified officers to select eligible persons to fill 03 vacancies exist on the merit basis in the posts of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health and Mass Media, by the order of the Health Service Committee of the Public Service Commission.

b) Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the “Secretary, Ministry of Health and Mass Media, (Administration) 07 Branch, No 106, Dudley Senanayaka Mawatha, Colombo 08” on or before the date mentioned below under the registered cover. The top left corner of the envelope should clearly bear the words “Recruitment on merit basis to the Post of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health and Mass Media -2025”.

(b) Closing date of applications is 10.08.2026

Note: - Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damage caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

01. Method of Recruitment:

Candidates who obtain the highest marks on the basis of the results of a structured interview conducted by an interview board approved by the Health Services Committee of the Public Service Commission shall be recruited to the vacancies in order of merit. The structured interview shall be conducted in accordance with the marking scheme approved by the Health Services Committee of the Public Service Commission (as specified under No. 06).

The number of appointments and the effective date shall be determined by the Health Services Committee of the Public Service Commission.

02. Terms of Engagement in the Service

- i. This post is permanent and pensionable. You will be subject to any policy decision taken by the government regarding the pensions scheme in future. Further, you should contribute to the Widows'/ Widowers' and Orphans' Pension Scheme. The amount of contribution shall be made as declared by the government from time to time.
- ii. The officers appointed to this post are subject to an acting period of one year.
- iii. 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, scheme of recruitment for the posts of Assistant Director (Medical Supplies) and Senior Assistant Director (Medical Supplies) and amendments made thereto, and other Departmental Orders.

3. Salary Scale

In terms of Schedule II of the Public Administration Circular No.10/2025 dated 25.03.2025 this post is entitled to the monthly salary scale of Rs.86, 800-10x2,420-8x2,940-134,520/- (MT-08-2025). The salary will be implemented in accordance with Schedule II.

4. Experience:

Shall be a Medical Supply Assistant in Grade I or Pharmacist in Grade I in the Ministry of Health and Mass Media.

5. Other qualifications:

- i. The candidates should be citizens of Sri Lanka.
- ii. The candidates should be of an excellent character.
- iii. Shall have been confirmed in the service.
- iv. Shall have satisfied the qualifications required for recruitment to the post in all respects as at the closing date of applications.
- v. Shall have not been subject to any disciplinary punishment as per the provisions in Public Service Commission Circular No. 01/2020.
- vi. Shall have completed an active service period of (05) years immediately preceding the date considering the qualifications.

6. Interview:

6.1. The structured interview shall be conducted based on the following marking scheme.

Headings under which assessment is conducted and marks are awarded	Maximum marks
1. Educational Qualifications (a) Special Degree in Pharmacy (B.Pharm/B.Sc.Pharmacy) or B.Sc. special degree in Medical Laboratory Science (B.Sc.M.L.S) awarded by a recognized University. Or (b) B.Sc. General Degree in Pharmacy, Medical Laboratory Science or B.Sc. General Degree / Special Degree with a First class or Second class including Physics, Chemistry, Statistics and Biology as a subject awarded by a recognized University. Or (c) B.Sc. General/ Special Degree including Chemistry, Physics, Statistics, Biology, Pharmacy as a subject and a Postgraduate Degree or Postgraduate Diploma in an above subject or in a Management subject awarded by a recognized University. Or (d) B.Sc. General/ Special Degree including Chemistry, Physics, Statistics, Biology, Medical Laboratory science, Pharmacy as a subject awarded by a recognized university and a Diploma in Pharmacy, Medical Laboratory Technology or Purchasing/Supply and Management of Material awarded by a government or government affiliated institution (marks will be granted only for the highest qualification) Note: In accordance with the provisions of Public Service Commission Circular No. 01/2025, the officer shall obtain verification from the relevant university regarding the authenticity of the degree qualifications.	15
2. Experience in the relevant grade For 10 years, 05 marks per each completed year of service period in Grade I / Class I in the Medical Supplies Assistant Service (former Storekeeper Service) or completed service period in Grade I / Class I in the Pharmacist Service (50 marks for the highest qualification).	50

3. Additional professional qualifications in the relevant field a) Diploma in Medical Supply Warehouse Management from a recognized government institution (20 marks) b) Certificate course in Medical Supply Warehouse Management from a recognized government institution (15 marks) (marks will be granted only for the highest qualification.)	20
4. Computer Literacy I. Degree from a University recognized by the University Grants Commission with Information Technology as a major subject (10 marks) II. Diploma course in Information Technology of not less than 1500 hours from a government recognized institution (05 marks) III. Certificate course in Information Technology of not less than 360 hours from a government recognized institution (02 marks)	10
5. Performance at the interview	05
Total Marks	100

7. Application should be prepared using A4 size papers. Applications should be prepared in accordance with the specimen form of the application in the manner that the headings from 01 to 09 appear on the first page and headings up to 10 (III) appear on the second page and the applications which are not prepared in accordance with the specimen form of the application and are incomplete will be rejected without any notice. It would be advisable to keep a photocopy of the completed application from.

8. Providing false information

If any information provided in your application form is found to be false or incorrect before recruitment, your candidature will be cancelled. If such false or incorrect information is discovered after recruitment, you will be dismissed from service subject to relevant procedures.

9. In the event of any inconsistency between the Sinhala, Tamil and English texts, the Sinhala text shall prevail.

10. The decision of the Health Services Committee of the Public Service Commission regarding any matter not covered by this notification will be final.

By order of the public service commission,

Ministry of Health and Mass Media

No.385,

Ven. Baddegama Wimalawansa Thero Mawatha,

Colombo 10

Date: 19 07.2026



Dr. Anil Jasinghe

Secretary

Ministry of Health and Mass Media

Dr. Anil Jasinghe

Secretary

Ministry of Health & Mass Media

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10