

General Circular Letter No: 02-108/2019

My No; TCS/C/14/2019  
Ministry of Health, Nutrition & Indigenous Medicine  
"Suwasiripaya", 385,  
Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

17.08.2019

All Provincial Health Secretaries,  
All Provincial Directors of Health Services/Regional Directors of Health Services,  
All Directors of Teaching Hospitals/Provincial General Hospitals/District General Hospitals  
All Directors of Specialized Campaigns,  
All Deputy Medical Administrative Grade Medical Officers,

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

Applications are called from the officers in the Deputy Medical Administrative Grade who have satisfied the qualifications in terms of the Section II:I: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 30.06.2019 in the posts belonging to the Senior Medical Administrative Grade mentioned in the Appendix IV of the said Services Minute.

02. officer is requested to mention in the application a sufficient number of posts in the applications which he/ she prefer to be appointed on the order of preference. The officers who have not mentioned a sufficient number of posts will be attached to a remaining vacancy by the discretion of the Secretary, of Ministry of Health Nutrition and Indigenous Medicine.

03. list of vacancies available in the Senior Medical Administrative Grade as at 30.06.2019 is given as Annexure 02,

04. officers who wish to withdraw he /she application could be within two weeks from closing date of application,

05. Educational and other basic qualifications.

05:1. General guidelines given under the Section 11:1:1 and the provisions stated under the section 11:1:2:2 of the Medical Service Minute of Sir Lanka Health Service No .1883/17 dated 11.10.2014 will be applicable.

05:2. Officer should have completed the mandatory post graduate qualifications pertaining to the post applied for which are mentioned in the appendix IV of the Service Minute as at the closing date of applications.

05:3. Officer should have completed a satisfactory service period of minimum 03 years in the Deputy Medical Administrative Grade.

05:4. Should have completed a satisfactory service period 05 years immediately prior to the closing date of applications.

05:5. Upper age limit is not applicable since the officers concerned are already in the public Service.

06. Terms and conditions of Service.

06:1. 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.

06:2. Medical officers/Dental Surgeons appointed to these posts are not permitted to engage in private practice.

06:3. Applicants should have satisfied all qualifications in this notification as at the closing date of applications.

06:4. 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.

06:5. 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 said post from this list, he/ she will not be entitled to make any request to back date the date of appointment

#### 07. Salary Scale

07:1. The Salary Rs. 76,175x 2170= 110,895/= per month (SL- 01/2016 Step 20) is applicable to this Grade.

07:2. Officers in the Medical Administrative Grade with post graduate qualifications are paid a Medical Administrative Allowance of Rs. 6000/= per month In addition to other allowance.

07:3. 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,

#### 08. Interview,

08:1. Service Period (Total Marks 65)

08:1:1. Grade II - one mark per year (maximum 10 marks)

08:1:2. Grade I - one mark per year (unlimited)

08:1:3. Deputy Medical Administrative Grade – 05 marks per year (Unlimited)

08:1:4. For acting/attending to duties under the appointments made for acting/  
Attending to duties in a post in Senior Medical Administrative Grade approved  
by the formal Appointing Authority – one mark per year (maximum 10 marks)

Note :

I. Marks will not be given for the period of service considered under basic qualifications.

II. Marks will be given for a specific period under one heading only. Marks will not be given for such period under an other heading.

III. Marks will be given for an actual service period only. For period less than one year, marks will be given proportionately for quarters.

08:2. Educational Qualifications (Total Marks)

08:2:1. MD (Medical Administration/Community Medicine/ Community Dentistry 15 marks)

08:2:2. MSc(Medical Administration/Community Medicine/ Community Dentistry 10 marks)

Note:-

Marks will be given only for one of the above qualifications satisfied in addition to the basic qualifications mentioned under above 5:2 of this notification.

08:3. Research/ Publications (10 marks)

(2 marks for each research / publication)

Note:-

Research/ Publications for post graduate degrees are not considered for this.

08:4. Interview (Total 10 Marks).

09. Applications prepared in compliance with the specimen form of application should be sent via registered post to reach the following address on or before ..15..09..2019

Director General of Health Services  
Ministry of Health, Nutrition & Indigenous Medicine,  
"Suwasiripaya" 385,  
Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

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

.....  
Secretary  
Ministry of Health, Nutrition & Indigenous Medicine

**Wasantha Perera**  
Secretary  
Ministry of Health, Nutrition & Indigenous Medicine  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.



**Specimen Form of Application**

**Filling Vacancies in the senior Medical Administrative Grade in terms of the Medical service Minute  
No: 17/1883 dated 11.10.2014**

1. Name of the officer with initials:-.....  
.....

(i). Full Name:-.....  
.....

2. Personal Address:-.....  
.....

(i). Office:-.....  
.....

3. Present post and service station:-.....  
.....

4. Date of birth:-.....  
Years:-..... Months:-..... Days:-.....

5. Single / Married:-.....

6. Service Particulars:-  
(i).Date of the appointment to a post in Deputy Medical Administrative Grade / Senior Medical Administrative Grade:-.....  
(ii).Date of the appointment to preliminary Grade:-.....  
(iii).Date of the appointment to Grade II:-.....  
(iv).Date of the appointment to Grade I:-.....

7. Educational Qualifications:-.....  
.....  
.....  
.....

8. Professional Qualifications and Skills:-.....  
.....

9. Language Proficiency (Year and Index No.):-  
.....  
.....  
.....  
.....

10. Posts held up to now:-

Post	Institute	Period

11. Have you ever been subject to any disciplinary order on any occasion during your service period:-

.....  
.....

12. Special Claims:-.....

13. Permanent post in senior Medical Administrative Grade / Deputy Medical Administrative Grade:-

.....

14. Posts applied in the order of preference:-

Serial No.	Order of preference	Serial No.	Order of preference

Note:

I do certify that the information furnished by me in this application is true and correct. And, I agree to accept all terms and conditions mentioned in the circular issued in calling applications and the Medical Service Minute of Sri Lanka Health Service published in the Gazette (Extraordinary) No:1883/17 dated 11.10.2014 as amended by the gazettes No:313/01, dated 22.03.2001 , No:1176/15 dated 20.10.2006 , No:1467/32 and No 1493/3 dated 16.04.2004.

And, I am aware that if I am selected I will be appointed to one of the transferable posts in Senior Medical Administrative Grade indicated in Appendix I in the first instance according to the criteria mentioned in the circular.

.....	.....	.....
Name of the Applicant	Signature	Date

Recommendation and observations of Head of the Institution:-

.....  
.....

.....	.....
Signature of Head of the Institution	Date

Recommendation and observations of Provincial Health Secretary:-

.....  
.....  
.....

.....	.....
Signature	Date

## Senior Medical Administrative Grade Posts – 2019

1	Director, NHSL –Colombo - OPD	
2	Director, National Institute of Mental Health, Angoda	
3	Director, Base Hospital, Mulleriyawa	
4	Director, Sirimawo Bandaranayake Special Hospital for Children - peradeniya	
5	Director, National Cancer Institute, Maharagama	
6	Director, National Institute of Health Sciences - Kalutara	
7	Director, Medical Research Institute	
10	Director, Anti Malaria Campaign	
11	Director, Anti Filariasis Campaign	
12	Director, Nutrition Unit	
13	Director, Medical Services	
15	Director, Youth, Elderly and Disable Patients Unit	
16	Director, Estate & Urban Health	
17	Director, Cancer Control Programme	
18	Director, Mental Health	
20	Director, Organizational Development	
21	Director, Policy Analysis	
22	Director, MT& S	
23	Director, Training	
24	Director, Research	
25	Director, Dental Services	
26	Director, Prison Medical Service	
27	Provincial Director of Health Services,-Central Province	
28	Deputy Provincial Director of Health Services,-Southern Province	
29	Deputy Provincial Director of Health Services,- Sabaragamuwa Province	
30	Deputy Provincial Director of Health Services,- Northern Province	
31	Deputy Provincial Director of Health Services,- Western Province	
32	Deputy Provincial Director of Health Services,-North Western Province	
33	Deputy Provincial Director of Health Services,-Eastern Province	
34	Deputy Provincial Director of Health Services,-Central Province	
35	Deputy Provincial Director of Health Services,-North Central Province	
36	Deputy Provincial Director of Health Services,- Uva Province	
37	Regional Director of Health Services, Gampaha	
38	Regional Director of Health Services, Kandy	
39	Regional Director of Health Services, Matale	



Senior Medical Administrative Grade Posts – 2019

40	Regional Director of Health Services, Kalmune	
41	Regional Director of Health Services, Ampara	
42	Regional Director of Health Services, Kilinochchi	
43	Regional Director of Health Services, Mullaitive	
44	Regional Director of Health Services, Mannar	
45	Regional Director of Health Services, Polonnaruwa	
46	Regional Director of Health Services, Anuradhapura	
47	Regional Director of Health Services, Puttalam	
48	Regional Director of Health Services, Trincomalee	
49	Regional Director of Health Services, Kegalle	
50	Regional Director of Health Services, Galle	
51	Regional Director of Health Services, Hambantota	
52	Regional Director of Health Services, Monaragala	
53	Regional Director of Health Services, Badulla	
54	Regional Director of Health Services, Jaffna	
55	Regional Director of Health Services, Batticaloa	
56	Director, District General Hospital, Ampara	
57	Director, District General Hospital, Chilaw	
58	Director, District General Hospital, Gampaha	
59	Director, District General Hospital, Hambantota	
60	Director, District General Hospital, Kaluthara	
61	Director, District General Hospital, Kegalle	
62	Director, District General Hospital, Killinochchi	
63	Director, District General Hospital, Mannar	
64	Director, District General Hospital, Matale	
65	Director, District General Hospital, Monaragala	
66	Director, District General Hospital, Mullaitive	
67	Director, District General Hospital, Nawalapitiya	
68	Director, District General Hospital, Negambo	
69	Director, District General Hospital, Trincomalee	
70	Director, Base Hospital, Gampola	
71	Director, Teaching Hospital Anuradhapura	
72	Director, Provincial General Hospital, Badulla	
73	Director, Teaching Hospital, Rathnapura	