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சுவசிரிபாய

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சுகாதார அமைச்சு

Ministry of Health

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Your No. : )

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திகதி ) 2023.03. 29  
Date )

## General Circular Letter No:-02-115/2022

To All Directors of Hospitals/Heads of Institutions under the Line Ministry,

### Recruitment to the Post of Senior Tutor Public Health Inspector for the Public Health Inspector Training School belonging to the Para Medical Service in the National Institute of Health Sciences, Kalutara under the Ministry of Health.

Applications are called from the Public Health Inspectors working in Health Institutions/Hospitals under the Ministry of Health who have fulfilled the following qualifications and conditions to recruit to the post of Senior Tutor Public Health Inspector for the Public Health Inspector Training School under the Ministry of Health.

#### 1. Educational and Other Basic Qualifications:-

- I. Should be a citizen of Sri Lanka.
- II. Applicants should be excellent in character.
- III. Should be an officer in Supra Grade or should have completed an active and satisfactory service period of five (05) years in Grade I.
- IV. Should not have been subjected to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No.01/2020.
- V. Should have shown a performance at the satisfactory level or above the satisfactory level in terms of the approved performance appraisal scheme during the five (5) years immediately prior to the date of promotion.
- VI. Should have passed the Efficiency Bar Examination relevant to the Grade I.  
(Officers who have followed the course mentioned under No.08.03 (උ) of the scheme of recruitment for the post of Public Health Inspector (MT-05) are exempted from the requirement of passing this Efficiency Bar Examination)
- VII. Should have successfully completed the 06-month training course in teaching conducted by the National Institute of Health Sciences or followed a course of not less than 06 months in teaching recognized by the Tertiary and Vocational Education Commission or the University Grants Commission.
- VIII. All qualifications should have been completed in all respects by the date specified in the notice of calling for applications. And, applicants should submit copies of relevant certificates along with the application in proof of the qualifications.

**2. Age Limit:-**

The maximum age limit is not applicable as the recruitment is done from the senior officers who are already employed in the post of Tutor Public Health Inspector.

**3. Salary Scale:-**

In accordance with the PA Circular 03/2016 dated 25.02.2016, the salary code applicable to this post is MT-08-2016 and salaries are paid in terms of the schedule 2 of the said circular placing the officer on the third salary step of the salary scale Rs. 50,200-10x1345-08x1630-76,690.

**4. Method of Recruitment:**

Applications are called in terms of the notification of calling applications approved by the Health Service Committee of the Public Service Commission considering the number of vacancies and appointments are made by the Health Service Committee of the Public Service Commission considering the number of vacancies and based on the order of merit of the marks of those who obtained highest marks at the interview for evaluation of eligibility conducted by an interview board approved by the said commission to check the qualifications. According to the order of seniority of the officers holding the respective posts, a number equal to twice the number of vacancies or five (05) persons, whichever is greater, will be called for the interview.

**Note:** In attaching the officers promoted by the Health Service Committee of Public Service Commission, opportunity will be given to mark the choice for the vacancies exist in the approved cadre in the order of their preference based on the order of merit obtained at the interview for evaluation of eligibility.

**5. Marking Scheme:**

**I. Seniority (60 marks)**

Five (05) marks will be given for each year in Grade –I other than the basic qualification. (Marks will not be given for the service period which will be considered as the qualification required to apply for the post)

**II. Merit (40 marks)**

For a continuous and satisfactory service period of 05 years – 40 marks  
For a continuous and satisfactory service period of 04 years – 32 marks  
For a continuous and satisfactory service period of 03 years – 24 marks  
For a continuous and satisfactory service period of 02 years – 16 marks  
For a continuous and satisfactory service period of 01 years – 08 marks

Immediately prior to the date considered for promotion.

**6. Conditions of Service:**


This post is permanent and pensionable. Further you shall contribute to the Widow Orphans/Widowers Orphans Pension Fund. You shall be subject to one year probation period since their recruitment is done on limited basis.

**7. Method of applications:-**

- I. The relevant applications should be prepared only in compliance with the specimen form of application attached herewith, and the applicants should submit the completed applications to the respective Heads of Institutions. Heads of Institutions should compare the information in the applications they receive with the records contained in the personal files of the relevant officers and certify the accuracy. It will also be the responsibility of the Heads of Institutions.
  - II. In the top left corner of the envelop enclosed with the application, the words **“Recruitment to the post of Senior Tutor Public Health Inspector for the Public Health Inspector Training School belonging to the Para Medical Service located in the National Institute of Health Sciences, Kalutara under the Ministry of Health”** should be written.
  - III. Completed applications along with the report mentioned at the end of the application should be sent by registered post by the Heads of Institutions on or before **2023.05.12** to reach the Director(Administration & Establishment) 4<sup>th</sup> Floor – Left, Ministry of Health-Sub office, Medihouse Building, No-26, Sri Sangaraja Mawatha, Colombo-10.
  - IV. **Applications received late or with incorrect information will be rejected without notice.** Appeals submitted later in this regard will not be considered. The Ministry of Health is not responsible for misplacement in the mail.
08. Documents required to be submitted in proof of the particular given under No.01 and 05 above, if any should be attached to the application. Candidates who fail to submit documents when required will not be considered.
09. Candidate who will be selected for the appointment, should accept the appointment on short notice without making an extra cost to the Government, and should be willing to serve in National Institute of Health Sciences, Kalutara. If not, the appointment will be cancelled after 14 days.
10. In respect of the promotion to Special Grade or in case of any matter not covered by this notification, the decision of the Health Service Committee of the Public Service Commission will be final. And, in the event of any inconsistency between Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

**NB:-The Heads of Institutions should pay their personal attention to ensure that each section of the application is completed and that the information is correct.**

By the order of the Health Service Committee of the Public Service Commission,

  
S. Janaka Sri Chandraguptha,  
Secretary,  
Ministry of Health.

**S. Janaka Sri Chandraguptha**  
Secretary  
Ministry of Health  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.