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சுகாதார அமைச்சு
Ministry of Health

General Circular Letter No – 02 - 161 / 2024

TO: All Provincial Secretaries,
DDG-NHSL, DDG-NHK,
All Provincial/Regional Directors of Health Services,
All Heads of Programmed, Specialized Health Institutions,
All Directors of Teaching Hospitals, PGH & DGH,
All Medical Superintendents of Base Hospitals,
All Specialist Medical Officers,

Placement of End Post of Specialist Medical officers – 2025

Applications are invited from suitably qualified Specialist Medical Officers for End Posts in the Ministry of Health. A list of available End Posts under different specialties is attached.

- Definitely Vacant Posts:** All End Posts marked as 'Vacant' are considered **Definite Vacant**.
- Potentially Vacant Posts:** All End Posts currently occupied by Specialist Medical Officers are considered potentially vacant, as these officers are eligible to apply for transfer to another vacant End Post from the list. Consequently, their current End Post may become vacant.
- Post Codes:** Each post is coded with a unique number. Therefore, if there are multiple posts in the same specialty within the same institution, applicants must specify their selection accurately according to these codes, as they will be posted according to their chosen codes.
- Eligibility:** All Specialist Medical Officers who have been promoted to specialist grade by the Health Services Committee of the Public Services Commission by 28/02/2025 are eligible to apply for the posts in their respective fields. Applications will not be accepted from officers who are pending approval by the Health Services Committee of the Public Service Commission.
- Profile Completion:** Specialist Medical Officers must complete their profile in the HRMIS Specialist Module and upload all relevant documents before applying. **The provided information will be verified, and incorrect information will result in disciplinary action as per the Transfer Board's decision. Accurate details about No-Pay leave are mandatory.**
- Application Process:** Specialist Medical Officers should apply for End Posts in their order of preference. Both definite and potential vacancies will be available for application. **Please note that the last submitted online application will be considered final. The online application is available at <https://hrmis-sm.health.gov.lk>**
- It is not compulsory for Specialist Medical Officers to apply for this End Post transfer.

8. **Application Submission:** Eligible applicants are requested to send their applications online. The online application is available at HRMIS. The online system will be open from 09/ 11/ 2024 to 23/11/ 2024. Applications submitted after the closing date will not be accepted.
9. **Application Certification:** Applicants should forward their applications from their duly appointed station from the immediate past Annual Transfers/End Post placement. **Applications will not be entertained if submitted through any station other than their due station.** Upon submission of the online application, a printout should be taken for certification by the respective Head of the Institution. The certified application should be sent to the Director (Tertiary Care Services) via post to reach on or before 07/ 12/ 2024 at the following address:

**Director (Tertiary Care Services),
Ministry of Health
"Suwasiripaya"
385, Baddegama Wimaladharma Mw,
Colombo 10.
Tel: 011-2699145**
10. **Effective Date:** The End Post placement for the year 2025 will be considered effective from 01/01/2025 for all future transfer related administrative purposes. This list will be done as per the health services minute appearing in the Government Gazette no. 1176/15 dated 22nd March 2001. Points will be calculated accordingly, up to 28 /02/2025.
11. **Application Withdrawal:** The application withdrawal form will be available in the HRMIS -SM system. Specialist Medical Officers who wish to withdraw their application can do so in writing to the Director General of Health Services through the head of their respective institutions within one week of the closing date. Please print the completed withdrawal form and send it to the DGHS. No further withdrawals will be entertained after this period. If an applicant is selected for a post, they are required to accept it. Changes to the preference order will not be allowed after the application closing date including during the withdrawal period.
12. **Teaching and Training:** Undergraduate and postgraduate teaching and training are essential duties of all Specialist Grade Medical Officers occupying End Posts.
13. **Vacancy Allocation:** Once all applications are considered for definitely vacant posts and potentially vacant posts any remaining vacancies will be available for appeals. Please note that only those applicants who applied for main end post transfer are eligible to apply for appeal.
14. **Observations and Issues:** If a Specialist Medical Officer has any observations or issues with the End Post vacancy list in a particular specialty, they should inform the Director of TCS, Ministry of Health, via the HRMIS Specialist Module – Observation portal, within one (1) week of the vacancy list being published.
15. **Notification:** Heads of institutions are requested to bring the content of this circular to the notice of all Specialist Medical Officers in their institutions.
16. **Consent:** This notification is published with the consent of the Health Services Committee of the Public Service Commission.

Dr.P.G.Mahipala
Secretary

Dr. P. G. Mahipala
Secretary
Ministry of Health
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10. Sri Lanka.

Copy: - Secretary, Health Service Committee of the Public Service Commission