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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය ) TCS/C/08/ 2024  
எனது இல )  
My No. )

ඔබේ අංකය )  
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Your No. )

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Date )

2025.01.

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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு  
Ministry of Health & Mass Media

Circular Letter no;

Deputy Director General/ Director (NHSL/ NH-Kandy/ NH - Galle)

All Provincial Directors of Health Services

All Regional Directors of Health Services

All Directors of Teaching Hospitals, Specialized Hospitals, District General Hospitals

All Heads of Decentralized Units of Health Services and Specialized Campaigns

All Eligible Officers in Senior Medical Administrative Grade\_

**Re: Filling of Vacancies-The End Posts of Senior Medical Administrative Grade-2025**

Hereby applications are called from the eligible Senior Administrative Grade Medical Officers with relevant qualification for the below mentioned posts, in terms of section 11.1.2.2.II in relation to appendix IV of the Service Minutes Numbered 1883/17 dated 11.10.2014 and its subsequent amendments and the Transfer Scheme approved by the Health Service Committee of the Public Service Commission on 09.03.2021.

	Post	Station	Number of Vacancies
1	Director	Lady Ridgway Hospital	1
2	Director	Teaching Hospital, Anuradhapura	1

- 2) Selections will be subject to a structured interview. The marking scheme and the specimen of the application form are attached herewith.
- 3) Application prepared in compliance with specimen form appended to this and certified copies of the grade promotion letters, education qualifications, should be sent by the registered post or by hand on or before 10.02.2025 to;

Deputy Director General (Medical Services - I)


Ministry of Health and Mass Media

"Suwasiripaya"

385, Rev. Baddegama Wimalawansa Thero Mawatha

Colombo -10

- 4) The scanned copy of the application form and certified copies of the grade promotion letters, education qualifications should be forwarded by email to [tcs.moh.mag@gmail.com](mailto:tcs.moh.mag@gmail.com) under the subject "Special End Posts of Senior Medical Administrative Grade - 2025" on or before ...10.02.2025.
- 5) Applicant who wishes to withdraw their applications shall inform Deputy Director General I and permitted to do so before...17.02.2025.
- 6) Applications should be forwarded through the head of the institutions, Decentralized Units, Specialized Campaigns. **Applications received, without recommendation of relevant authorities and after closing date will be rejected.**

  
Dr. Anil Jasinghe  
Secretary of Health and Mass Media

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



**A. Criteria that should be considered while evaluating Projects**

- I. Applicant should have conducted Projects under the following fields.
  - i. Projects that would overcome day to day issues in duties.
  - ii. Projects that would increase the service productivity.
  - iii. Innovation projects and projects which goes beyond the normal duties and related to the health field.
- II. A project report consisting of the purpose of the project, prior expected results, place conducting the project, financial value, time frame of the project and the financial source has to be mentioned clearly.
- III. A certificate obtained from a suitable competent institution or a supervising offer that the project has achieved its expected results has to be submitted.
- IV. The applicant should attached a list of project which he / she is expecting to get marks along with the application form, in an order which from the highest propriety to the lowest priority.
- V. Ongoing projects nor projects which were taken halfway by the applicant are not entitled for any marks.
- VI. Projects which are a part of the applicants routine work or projects where the applicant is the project director, executing officer or coordinating officers or projects which are implemented as policy enforcement or as development programme by the Ministry/ Department/ Institutions shall not be entitle for any marks.
- VII. The projects done as to a part of the postgraduate qualifications are also not eligible for any marks.

**B. Criteria that should be considered while evaluating Publications/ Research**

- I. Publications
  - a. Journal Articles – Reviewed article of academic value which has been published as in a numeric series of publications.
  - b. Conference papers/ excerpts/ final translations – Reports of academic valued conferences, conferences, academic conferences, debating forums, workshops or academic sessions.
- II. If there are multiple authors, the extent of the contribution of the applicant towards the publication has to be clearly stated and marks shall be awarded to the applicant in proportion to the contribution he/ she has done towards it.
- III. Publications with similar data / research findings or with almost similar conclusions shall not be considered as different publications and in the event such similar publications have been submitted marks shall only be given to one publication.
- IV. The researches done as to a part of the postgraduate qualifications and published will not be entitled for any marks.
- V. The applicant should attached a list of publications/ researches along with the application form, in an order which from the highest propriety to the lowest priority.



### Marking Scheme for the Interview of End Posts of Senior Medical Administrative Grade

(According to approval granted via letter by the Secretary of the Public Service Commission bearing number HSC/PRO/SMAG(THD)/10/06/2021 dating 15.02.2021)

Criteria	Marks
<b>1. Seniority</b>	<b>Total Marks 45</b>
Grade II Grade I Deputy Medical Administrative Grade Senior Medical Administrative Grade (These appointments should have been appointed by a formal authority and is awarded to active duty period only)	01 mark per year 02 marks per year 02 marks per year 04 marks per year (While calculating a period of 06 months or more shall be considered as half of the marks allocated to a entire year)
<b>2. Education Qualifications</b>	<b>Total Marks 20</b>
Doctorate of Medicine (MD) Master of Science (MSc) (Marks shall only be allocated to the highest obtained qualifications and the relevant degree should be one which is included in appendix I or II in the Service Minute)	20 marks 15 marks
<b>3. Projects</b>	<b>Total Marks 15</b>
(03 marks shall be allocated for each project where a maximum of 05 projects shall be considered.) (Evaluation criteria shall be based on annexure (A)) <b>Note for applicant</b> <i>If an applicant has submitted more than 05 projects he/ she should submit them for the interview in the order from the most important project to the least important project. Marks shall not be allocated for projects which were done as requirement for Post Graduate degrees.</i>	
<b>4. Research and Publications</b>	<b>Total Marks 15</b>
(03 marks shall be allocated for each research/ publication where a maximum of 05 researches/ projects shall be considered.) (Evaluation criteria shall be based on Annexure - I (B)) <b>Note for applicant</b> <i>If an applicant has submitted more than 05 researches/ publications he/ she should submit them for the interview in the order from the most important project to the least important project. Marks shall not be allocated for researches/ publications which were done as requirement for Post Graduate degrees.</i>	
<b>5. Merit obtained during the interview</b>	<b>Total Marks 05</b>

**End Posts of Senior Medical Administrative Grade  
(Specimen Application Form)**

1	Name of the applicant			
2	Present post			
3	Date of Birth			
4	Date of appointment to;	DD	MM	YYYY
	Preliminary Grade			
	Grade II			
	Date of appointment to permanent post in DMAG			
	Date of assuming duties in DMAG			
	Date of appointment to permanent post in SMAG			
	Date of assuming duties in SMAG			
	Date of assuming duties in present post			
5	Post intern merit			
6	Post graduate qualifications <i>(Please mark with a X)</i>			
	Medical Administration	MSc		MD
	Community Medicine			
	Community Dentistry			
7	Contact Number	Office		Private
8	Email address			

9. No pay leave details

No.	Start date	End date	Reason
1			
2			
3			

**STATION SELECTED BY THE APPLICANT IN ORDER OF PREFERENCE**

Order	Station
1	
2	

I do hereby certify that the above particulars are true and correct.

Signature of the applicant:-.....

Date:- ...../...../2025

Recommendation of the Head of the Institution – Recommended & forwarded

Signature and official stamp:-.....

Date:- ...../...../2025