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Ministry of Health & Mass Media

All Eligible Specialist Medical Officers

**Mandatory HRMIS Registration for Annual Transfers 2025 – Deadline: 10th February 2025**

**Eligibility Criteria:**

The Annual Transfers 2025 apply only to applicants in **active service as Board-Certified Specialist Medical Officers in the Ministry of Health, Sri Lanka.**

- All Specialist Medical Officers who have completed a minimum of 04 years in transferable posts from the effective date (1st of January 2021) of the transfer order by 31.12.2024. – (Compulsory Applicants)
- Specialist Medical Officers who have completed 02 years or more in transferable posts from the effective date (1st of January 2023) of the transfer order by 31.12.2024 – (Eligible Applicants)
- Specialist Medical Officers who have completed a Minimum of one year of service in the same station from the effective date (1st of January 2024) of the transfer order by 31.12.2024 are eligible to apply only for the New Vacant Posts mentioned in the previous paragraph (c) (New Posts).
- Specialist Medical Officers, currently occupying End Posts, and have completed a 4-year tenure in the duly appointed station from the effective date (the published date of the End Post transfer order).
- Newly board-certified Specialists Medical Officers by the Postgraduate Institute of Medicine (PGIM) by 31.12.2024, awaiting grade promotion to Specialist Grade by the Health Service Committee (HSC) of the Public Service Commission (PSC), must apply for the Annual Transfer 2025. However, they may be formally appointed to the Specialist Grade by the Health Service Committee of the Public Service Commission at the time of approving the final Annual Transfer list 2025 by PSC-HSC, to be considered for placement. Therefore, applicants in this category must provide the Board Certification letter certified by the PGIM, issued on or before 31/12/2024, along with the application. Additionally, the letter issued by the Director PGIM confirming backdated board certification may be available on or before the closing date. This requirement applies only to Newly Board-Certified specialist Medical Officers.
- All Board-Certified Specialist Medical Officers who have returned to the Ministry of Health following long-term foreign leave, any other type of leave, or reinstatement before the application closing date, must apply for the Annual Transfer 2025.

As part of the Annual Transfer Process for 2025, all eligible applicants must complete their registration and update their profiles in the **HRMIS Specialist Module by 10th February 2025**. This step is crucial for finalizing the vacancy list in alignment with the number of eligible applicants.

**HRMIS Specialist Module: <https://hrmis-sm.health.gov.lk>**

### 1) Application Requirements:

All applicants must ensure that their HRMIS Specialist Module profile is accurately updated before submitting their application. This includes:

✓ Correct details of grade promotion dates

✓ No-pay leave periods

✓ Current workstation (only one should be mentioned as per your appointment letter or transfer order issued by the Ministry of Health)

### 2) Required Documents:

The following documents must be scanned and uploaded in the correct fields within the HRMIS Specialist Module:

1. Birth Certificate (Both sides)
2. National Identity Card (Both sides)
3. Preliminary Grade Promotion Letter
4. Grade Two Promotion Letter
5. Grade One Promotion Letter (If applicable)
6. PGIM Board Certification Letter/Certificate
7. PSC Specialist Grade Promotion Letter (If issued)
8. Ministry of Health Specialist Grade Promotion Letter (If issued)
9. SLMC Specialist Registration Certificate

△ Failure to upload accurate and complete documents may lead to delays in processing or disqualification from the transfer process. Ensure that all documents are clear, legible, and in the correct format.

### 3) Responsibilities of Applicants:

- It is the sole responsibility of the applicant to provide accurate information.
- Any discrepancies identified during verification may result in disciplinary action as per the Transfer Board's decision.
- Eligible applicants must apply for transfers only from their assigned station as per the previous transfer order.

### 4) HRMIS-Specialist Module Features:

- a) All vacancies are categorized under Definite Vacancies, Potential Vacancies, and New Vacancies for each speciality.
- b) Currently occupying Specialist Medical Officers for each vacancy are indicated.
- c) Applicants can save their preferences and revise them before final submission.
- d) The system records the date and time of each submission.
- e) A PDF copy of each submission is automatically generated. Applicants must save a copy of the final submission for future reference.

### 5) Contact Information for Assistance:

- For **Administrative Issues**: Dr. Avanthi Rupasinghe (Former Deputy Director TCS) – 0777282899
- For **Technical Issues**: Dr. Chaminda Weerabaddena (Specialist in Health Informatics) - 0773303353

Your timely registration and accurate data entry will ensure a smooth and transparent transfer process.

Dr. Lal Panapitiya

Deputy Director General (Medical Services 1)

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