

**MINISTRY OF HEALTH, NUTRITION AND
INDIGENOUS MEDICINE**

**Open Competitive Examination for Recruitment
to Grade III of Public Health Management
Assistants' Service - 2018**

1.0 IT is hereby notified that the Open Competitive Examination for recruitment to Grade III of Public Health Management Assistants' Service will be held by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine.

2.0 (a) In order to fill the vacancies mentioned in Schedule III, candidates who satisfy the prescribed qualifications will be selected on merit, after conducting interview to confirm the qualifications, as per the results of a written examination to be conducted by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine and on the basis of district population ratio to the posts in the Grade III of Public Health Management Assistants' Service. The candidates shall be bound by the rules and regulations prescribed by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine. His decision will be the final. The rules of the examination for the candidates are separately mentioned in the *Gazette* Notification.

(b) Number of persons to be appointed and effective date of appointments will be determined by the Appointing Authority. Further, the Appointing Authority reserves the right to refrain from filling some or all of the vacancies.

3.0 Medium in which candidates should sit for the Examination : This examination will be held in Sinhala, Tamil & English languages. Candidates may sit this examination in only one language medium of their preference. Candidates will not be allowed to change the language medium subsequently.

4.0 Conditions of Service :

(i) Selected candidates shall be appointed to a post in Grade III of the Public Health Management Assistants' Service, subject to general conditions governing the appointments in the Public Service, terms and conditions

set out by the Public Health Management Assistants' Service Minute published in the *Gazette Extraordinary* of Democratic Socialist Republic of Sri Lanka No. 2053/18 dated 09.01.2018, amendment which will be made thereto in due course to the said Service Minute, provisions of the Establishments Code and Financial Regulations and Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 20.02.2009.

(ii) This appointment is subject to a probation period of three (03) years. The First Efficiency Bar Examination shall be passed by the officer within a period of 03 years after recruiting to Grade III of the Public Health Management Assistants' Service as prescribed in the Service Minute and it is a condition to confirm in the post.

(iii) Candidates who receive appointments on the results of the examination will be liable to posted to any station in Sri Lanka and they would not be given the present work station, for whatever the reason.

(iv) The officer shall compulsorily serve at the service station to which he / she is appointed at first for three (03) years. However, the Appointing Authority reserves the right to transfer any officer before the lapse of said period, on special reasons as determined by the same, if it is required to make such transfer.

(v) Official language - Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.

Other Official Language - Proficiency in the Second Official Language should be achieved before lapse of 05 years from the date of appointment in terms of the provisions of Public Administration Circular 01/2014 and circulars consequent to it.

(vi) The general hours of work of the officers in the Public Health Management Assistants' Service are from 8.30 a.m. to 4.15 p.m. in all days of

the year. However the above time may vary on the service exigency and nature of the duty. It is compulsory to be on night duty and the officers may be ordered to do additional work. And also, the Public Health Management Assistants are subject to be on duty on 365 days of the year.

- (vii) Officers discharging the duties required by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine shall finish a security of Rs. 5,000.
- (viii) On service exigency officers serving in Health Institutions and Hospitals may be called upon to work on Saturday and Public Holidays. They are eligible overtime or holidays pay or leave in lieu for each such day.

5.0 Salary : Monthly Salary Scale applicable for the Grade III, II and I of the Public Health Management Assistants' Service, as per the Public Administration Circular No. 03/2016 dated 25.02.2016 : Rs. 28,940 -10x300 -11x350 -10x560 -10x660 - Rs. 47,990 and the said salary is entitled to you from 01.01.2020. Salary will be paid from the effective date of the appointment as per the provisions of Schedule II of said circular. Officers should obtain promotion to Grade II and Grade I to go beyond the salary point of Rs. 31,940 and Rs. 35,790 respectively. In addition, you are entitled to other allowances paid to the public officers by the Government from time to time.

6.0 This post is permanent and pensionable. It is subject to the policy decision to be taken by the Government in the future relating to the pension scheme. Officers must contribute to the "Widows and Orphans" Pension Fund / "Widowers & Orphans" Pension Fund from their salary, as per the decisions taken by the government in timely manner.

7.0. Candidates should be satisfied following qualifications to apply for the post.

7.1. Basic Qualifications :

- (a) Should be a citizen of Sri Lanka.
- (b) Should be not less than 18 years and not more than 30 years of age on the closing date of applications.
- (c) Should be of an excellent character.
- (d) Shall be of an excellent moral character and physical fitness to serve at any part of the island.

7.2. Educational Qualifications :

- (1) Shall have passed 06 subject with four (04) credit passes including Sinhala or Tamil or English Language and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting

And

- (2) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting (except the General Paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

Note.– It is compulsory to have satisfied all qualifications prescribed for the post by candidates on or before 30.04.2018.

8.0 Selection on District Population Basis :

- (a) District Name list is indicated as Schedule I. The District selected to compete for vacancies and its number should be mentioned in the application correctly according to the Schedule I.
- (b) Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the vacancies to be filled in said district.
- (i) At the instances where it is not possible to fill the number of vacancies allocated to a particular district by the qualified candidates applied for the same district, that number of vacancies shall be re-distributed among all the adjoining districts, in proportionate to the population of such districts.
- (ii) If the total number of posts to be filled is few and the district's population basis cannot be applied, selection shall be made in the order of the merit.
- (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.

(c) Eligibility for Inclusion in a District : At least one of the following requirements shall be fulfilled by a candidate to compete for the vacancies in the district.

(i) The candidate should have been born in the district,

or

(ii) He shall have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for examination,

or

(iii) He shall have received secondary school education within the district for five (05) continuous years.

Note.— If the father / mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service or of a State Corporation, then such candidate shall be permitted to choose his father's / mother's place of birth as his district. (At the interview or any time candidates are required to forward documents to prove the place of birth of the parents and that they are public servants).

In order to confirm the residence of the candidate who is selected from the written examination, he / she is bound to forward following documents, at the interview or any time inquired.

(i) Birth Certificate.

(ii) Extracts from electoral registers confirming the residence in continues three (03) years period and the certificate of residence issued by Grama Niladari duly counter signed by the Divisional Secretary.

(iii) Student Performance Report

(iv) No candidate will be allowed to complete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, it should remain irrevocable.

9.0. Examination Procedure :

(a) The examination will be held in Sinhala, Tamil and English media. Candidates may sit this

examination in only one language medium of their preferences and should answer for the question papers using that language medium. Candidates will not be allowed to change language medium applied initially. The examination will consist of two papers.

	Marks	Duration
(I) Language Proficiency	100	2 ½ Hours
(II) Aptitude	100	1 Hour

Language Proficiency : The question paper shall consist of subject related question designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, making graph based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.

Aptitude : This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

Note :-

(a) These papers shall be designed to test the aptitude and ability of the candidates to perform his official duties.

(b) Marks will be deducted for unclear handwriting and spelling mistakes in all the written question papers.

(c) Despite this being a competitive examination, candidates are expected to secure at least 40% of the marks allocated for each subject and an aggregate of at least 50% of the total marks of the examination. Appointments will strictly be made in the order of merit based on the total marks scored, depending on the number of vacancies set apart to be filled on the results of the competitive examination.

(d) **Examination Results.**— Issuance of results to candidates will be made by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine via the official website www.health.gov.lk.

10.0. *Penalty for Furnishing False Information :*

Candidates should take care to furnish correct information when filling the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled prior to, during or after the examination, if his / her ineligibility to sit for the examination is disclosed. If any of the particulars furnished by a candidate is found to be false at any stage he / she will be liable to dismissal from the Public Service.

11.0. *Examination Fees.*— Examination fee is Rs. 800/=. This fee can only be paid to any Branch of Bank of Ceylon to be credited to Revenue Head 7041318 of the Director General of Health Services. **The receipt obtained for the examination fee should be pasted in the relevant cage of the application form. (It would be advisable to keep a photocopy of the receipt.)** The fee is non-refundable and it shall not be paid back under any circumstances. Money Orders or stamps are not accepted for examination fees.

12.0. *Procedure of Applications :*

(i) Candidates should be prepared their applications in the following manner using a paper size A4 (21x29cm) as to paragraphs from 01 to 02 should appear on the first side of the page, paragraphs 03 to 06 should appear on the first side of the page, and remain paragraphs onwards should appear on the other pages, and should be printed in 03 pages.

(ii) Then the set of applications should be sent only by the registered post addressed to the Secretary, Ministry of Health, Nutrition and Indigenous Medicine, P. O. Box No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, before 06.07.2018 and the words "**Open Competitive Examination for Recruitment to Grade III of Public Health Management Assistants' Service – 2018(Indicate the District applied for)**" should be written on the top left-hand corner of the envelope in which the application is enclosed. (Should not sent to personal name or any other address.). It would be more useful to keep a photo copy of application along with you.

Note.- (i) At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination centre, they will be directed to the town which they have indicated as second preference.

However, if there is not sufficient number of candidates even at the second centre, the candidates will be directed to an adjoining city. The Secretary, Ministry of Health, Nutrition and Indigenous Medicine reserves the right to make the final decision about the cities where exam will be held.

(ii) Appointments are issued to the selected candidates strictly by the name with initials mentioned in the application and therefore the name should be correctly written following the specimen provided. It shall not be allowed to change the name or include a part in the name or remove a part at the issuance of appointments.

(iii) The signature of the candidate in the application should be attested by the person who hold the position mentioned in the 13 (c) of the notification.

(iv) All applicants who have paid prescribed examination fees and forwarded their applications on or before the prescribed date will be allowed to sit the competitive examination, on the presumption that only those who possess qualifications, indicated in the *Gazette* Notification have forwarded their applications. Issuing of an admission card to a candidate to sit the competitive examination does not mean that the candidates' eligibility for the post has been accepted. If it is found at the interview that the applicant does not possess the required qualifications prescribed in the *Gazette* Notification, his or her candidature will be cancelled.

13.0 *Sitting the Examination:*

(a) A notification will be published in official website of the Ministry of Health, Nutrition and Indigenous Medicine as soon as the admission cards are issued to the candidates. If the admission card is not received even after 05 days of such advertisement, steps should be taken to notify the Examination Branch of the Ministry of Health, Nutrition and Indigenous Medicine regarding same.

(b) Here it would be advised to inquire from Examination Branch of the Ministry of Health, Nutrition and Indigenous Medicine with keeping the certified photocopies of the application form and the cash receipt kept at your possession, receipt of registration in hand and mentioning the name of the Examination applied for, full name, NIC No. and address. It would be advisable for candidates outside Colombo to fax a letter of request including candidate's details along with a fax number of the candidate to the fax number 0112698763. in order to obtain a copy of the admission card via fax.

(c) The signature of the applicant placed on the admission card should also be attested. An applicant who submits the application through an institution should get his / her signature attested by the Head of the Institution or any officer authorized by him. Other applicants should get their signature attested by a School Principal / Retired Officer, Grama Niladhari of the Division, Justice of Peace, Commissioner of Oaths, Attorney at Law, Notary Public, a commissioned officer in three armed forces, a staff officer in the Public or Provincial Public Service who earn a combined salary of Rs. 240,360 or higher or a chief incumbent of a Buddhist temple or clergy of any other religion who holds a considerable position. At the first instant the admission in which the signature is attested should be presented to the head of examination hall. A candidate who does not present the admission card will not be permitted to sit for the examination.

14.0 Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor. For this purpose, any of the following documents will only be accepted.

- (i) The National Identity Card issued by the Department of Registration of Persons
- (ii) A Valid Passport
- (iii) A Valid Driving License

15.0 The issuing of an admission card to a candidate does not necessarily mean that he / she has the required qualifications to sit the examination. Candidates shall be bound by the rules and regulations imposed by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine

for the purpose of conducting examinations. They shall be liable to be subjected to any punishment imposed by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine for violation of these rules and regulations.

16.0 Any matter not referred to herein will be decided by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine. All candidates are bound to comply with the general examination rules published in this *Gazette* Notification.

17.0 In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

JANAKA SUGATHADASA,
Secretary,
Ministry of Health, Nutrition and
Indigenous Medicine.

Ministry of Health, Nutrition and Indigenous Medicine,
"Suwasiripaya", No. 385, Rev. Baddegama Wimalawansa
Thero Mawatha,
Colombo 10,
23rd of May 2018.

SPECIMEN APPLICATION FORM

MINISTRY OF HEALTH, NUTRITION AND INDIGENOUS MEDICINE
OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE
III OF PUBLIC HEALTH MANAGEMENT ASSISTANT'S SERVICE -
2018

(Indicate the correct code / number clearly in the
relevant cages)

Language medium of Examination :

Sinhala	- 2	<input type="checkbox"/>
Tamil	- 3	
English	- 4	

(Indicate the relevant number in the cage)

- Indicate the District and District No. in which you select to complete for vacancies as per the paragraph 9.0 of the *Gazette* Notification. (See the Schedule I for the numbers of districts. Indicate the number and the district in the relevant cage.)

District	District No.

and / or provision of erroneous information. I also state that all sections herein have been correctly filled.

(b) I am aware that if any particulars contained herein are found to be false I am liable to disqualification before appointment and to dismissal from service if the inaccuracy is detected after appointment.

(c) Further, I state that I am bound by the rules and regulations and decisions taken by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine in relation to conduct the examination.

(d) I shall not change any information mentioned herein subsequently.

_____,
Signature of Applicant.

Date : _____.

District

District Number

9. Hambantota	09
10. Jaffna	10
11. Mannar	11
12. Mulativu	12
13. Vavuniya	13
14. Trincomalee	14
15. Batticaloa	15
16. Ampara	16
17. Puttalam	17
18. Kurunegala	18
19. Anuradhapura	19
20. Polonnaruwa	20
21. Badulla	21
22. Monaragala	22
23. Kegalle	23
24. Ratnapura	24
25. Kilinochchi	25

9.0 Attestation of Applicant's Signature :

SCHEDULE - II

I certify that Mr./ Mrs./ Miss. _____, employed at my place of work and who is personally known to me, placed his / her signature in my presence on _____.

TOWNS WHERE EXAMINATION CENTERS WILL BE LOCATED

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
01. Colombo	Kotahena	01
	Maradana	02
	Borella	03
	Kurunduwatta	04
	Bambalapitiya	05
	Havelock Town	06
	Nugegoda	07
	Moratuwa	08
	Piliyandala	09
	Maharagama	10
	Hanwella	11
	Awissawella	12
	Homagama	13

_____,
Signature of the Officer attesting the Signature.

Date : _____.

Name in Full : _____.

Designation : _____.

Address : _____.

(To be confirmed by Official Stamp)

SCHEDULE - I

THE LIST OF THE NAMES OF DISTRICTS AND NUMBERS

<i>District</i>	<i>District Number</i>
1. Colombo	01
2. Gampaha	02
3. Kalutara	03
4. Matale	04
5. Kandy	05
6. NuwaraEliya	06
7. Galle	07
8. Matara	08

02. Gampaha	Negombo	14
	Minuwangoda	15
	Divulapitiya	16
	Veyangoda	17
	Gampaha	18
	Ja-Ela	19
	Wattala	20
	Kelaniya	21
	Dompe	22

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
03. Kalutara	Horana	23	11. Mannar	Mannar	66
	Panadura	24		Murukkan	67
	Kalutara	25	12. Mullativu	Mullativu	68
	Matugama	26			
	Aluthgama	27	13. Vavuniya	Vavuniya	69
04. Matale	Matale	28			
	Galewela	29	14. Trincomalee	Kantalai	70
	Naula	30		Trincomalee	71
	Laggala Pallegama	31		Muttur	72
05. Kandy	Kandy	32		Padavi Parakramapura	73
	Katugastota	33	15. Batticaloa	Kinniya	74
	Teldeniya	34		Batticaloa	75
	Wattegama	35		Eravur	76
	Nugawela	36		Kathankudi	77
	Galagedara	37	16. Ampara	Ampara	78
	Gampola	38		Serankada	79
06. Nuwara Eliya	Hedunuwewa	39		Kalmunai	80
	Nuwara Eliya	40		Akkaraeipattu	81
	Watumulla	41		Sammanthurai	82
	Hatton	42	17. Puttalam	Wennappuwa	83
	Ginigathhena	43		Madampe	84
07. Galle	Ambalangoda	44		Chilaw	85
	Galle	45		Puttalam	86
	Baddegama	46	18. Kurunegala	Kuliyapitiya	87
08. Matara	Weligama	47		Bingiriya	88
	Matara	48		Narammala	89
	Kamburupitiya	49		Polgahawela	90
	Hakmana	50		Kurunegala	91
	Deiyandara	51		Ibbagamuwa	92
	Dikwella	52		Dodangaslanda	93
	Akuressa	53		Nikaweratiya	94
	Kotopola	54		Maho	95
09. Hambantota	Beliatta	55	19. Anuradhapura	Medawachchiya	96
	Walasmulla	56		Kekirawa	97
	Weeraketiya	57		Anuradhapura	98
	Tangalle	58		Galenbindunuwewa	99
	Ambalantota	59		Kahatagasdigiliya	100
	Hambantota	60	20. Polonnaruwa	Polonnaruwa	101
	Tissamaharama	61		Hingurakgoda	102
10. Jaffna	Chavakachcheri	62			
	Jaffna	63			
	Thellipallai	64			
	Point Pedro	65			

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	SCHEDULE III	
			NO. OF VACANCIES EXISTS AND VACANT DISTRICTS	
			<i>District</i>	<i>No. of Vacancies Exists</i>
21. Badulla	Bandarawela	103		
	Welimada	104		
	Badulla	105	01. Colombo	473
	Passara	106	02. Gampaha	32
	Mahiyanganaya	107	03. Kalutara	12
	Girandurukotte	108	04. Matale	No vacancies exists in the district
	Hasalaka	109	05. Kandy	42
			06. NuwaraEliya	16
22. Monaragala	Bibile	110	07. Galle	28
	Monaragala	111	08. Matara	11
	Wellawaya	112	09. Hambantota	12
			10. Jaffna	23
			11. Mannar	No vacancies exists in the district
23. Kegalle	Kegalle	114	12. Mulativu	No vacancies exists in the district
	Rambukkana	115	13. Vavuniya	No vacancies exists in the district
	Mawanella	116	14. Trincomalee	20
	Ruwanwella	117	15. Batticaloa	13
			16. Ampara	27
			17. Puttalam	03
24. Ratnapura	Eheliyagoda	118	18. Kurunegala	16
	Ratnapura	119	19. Anuradhapura	62
	Pelmadulla	120	20. Polonnaruwa	15
	Balangoda	121	21. Badulla	08
	Kalawana	122	22. Monaragala	08
	Embilipitiya	123	23. Kegalle	07
			24. Ratnapura	09
25. Kilinochchi	Kilinochchi	124	25. Kilinochchi	No vacancies exists in the district
	Pallai	125		