



MINISTRY OF HEALTH

Limited Competitive Examination for Recruitment to Grade III of Public Health Management Assistants' Service – 2021

01.0 IT is hereby notified that the Limited Competitive Examination for recruitment to Grade III of Public Health Management Assistants' Service will be held by the Commissioner General of Examinations in the month of September 2021.

02.0. This examination will be held in the following towns for the officers serving in the Ministry of Health, State Ministry Pharmaceutical Production, Supply and Regulation, State Ministry of Primary Health Care, Epidemic and COVID Disease Control, State Ministry of Promotion of Indigenous Medicine, Development of Rural Ayurvedic Hospitals and Community Health and hospitals and institutions thereunder and, are receiving salaries under the PL salary codes of the Primary Level and salary codes of MN-01-2016 as per the Public Administration Circular 03/2016, and who have been confirmed in the said appointments. The list of towns and respective town numbers are given below. The Commissioner General of Examinations at his discretion, may cancel any of the examination centers owing to the insufficient number of candidates or another reason and decide an alternative center taking the candidates' second preference into consideration.

<i>Town</i>	<i>Town Number</i>	<i>Town</i>	<i>Town Number</i>
1. Colombo	01	14. Kilinochchi	14
2. Gampaha	02	15. Batticaloa	15
3. Kalutara	03	16. Ampara	16
4. Kandy	04	17. Trincomalee	17
5. Matale	05	18. Kurunegala	18
6. NuwaraEliya	06	19. Puttalam	19
7. Galle	07	20. Anuradhapura	20
8. Matara	08	21. Polonnaruwa	21
9. Hambantota	09	22. Badulla	22
10. Jaffna	10	23. Monaragala	23
11. Mannar	11	24. Ratnapura	24
12. Vavuniya	12	25. Kegalle	25
13. Mulativu	13		

03.0 The candidates shall be bound by the rules and regulations prescribed by the Commissioner General of Examinations for conducting the examination and issuance of results. He / She is liable to any punishment imposed by the Commissioner General of Examinations for breach of these rules.

04.0 Number of appointments and the effective date of appointments shall be determined by the Secretary, Ministry of Health. The Secretary reserves the right to refrain from filling some or all vacancies.

05.0 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.

06.0 *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.

Note: Appointees will be granted incremental credit subject to the incremental credit rules prevailing at the time of receiving appointment.

07.0 *Conditions of Service* :

- (i) Number of appointments and the effective date of appointments shall be determined by the Appointing Authority. The Appointing Authority reserves the right to refrain from filling of some or all vacancies.
- (ii) Selected candidates shall be appointed to a post in Grade III, 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, amendments 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.

(iii) Candidates who are successful in this examination will be appointed on an acting basis for one year from the date of the appointment. Their posts will be permanent and pensionable. First Efficiency Bar Examination shall be passed within 03 years from the date of recruitment to Grade III of Public Health Management Assistants' Service, as mentioned in the service minute.

(iv) 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.

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

(vi) *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 03 years from the date of appointment in terms of the provisions of Public Administration Circular 18/2020 and circulars incidental thereto.

(vii) 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.

(viii) Officers discharging the duties required by the Secretary of the Ministry of Health shall finish a security of Rs.5000/=

(ix) On service exigency officers serving in Health Institutions and Hospitals may be called upon to work on Saturdays and Public Holidays. They are eligible to overtime or holidays pay or leave in lieu for each such day.

Note .-The officers in the Provincial Public Service are not allowed to sit for this examination.

08.0 Method of Recruitment :

8.1 Educational Qualifications :

Shall have passed G.C.E. (Ordinary Level) Examination in 06 subjects including Sinhala / Tamil / English Language and Mathematics with credit passes for two subjects at not more than two sittings.

8.2 Professional Qualifications: Not Applicable

8.3 Experience :

Shall have completed an active and satisfactory service period of 05 years at least in a permanent post as at the closing date of applications and should not have been punished in accordance with the provisions of Public Service Commission circular 01/2020. That should be confirmed by the Head of the Department.

(A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period for satisfying above qualifications. Further the period of service under casual / temporary basis completed by a candidate before his appointment to a certain post on a permanent basis shall not be considered for the 05 year period for satisfying above qualifications.)

8.4 Physical Fitness :

All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

8.5 *Other :*

- (i) Shall be officers serving in the Ministry of Health, State Ministry Pharmaceutical Production, Supply and Regulation, State Ministry of Primary Health Care, Epidemic and COVID Disease Control, State Ministry of Promotion of Indigenous Medicine, Development of Rural Ayurvedic Hospitals and Community and the Health Institutions thereunder, who are holding permanent posts and confirmed in appointments and receiving salaries under the PL Salary Codes of Primary Level and the officers who obtained salaries under Salary Code MN-01-2016 as per Public Administration Circular No. 03/2016.
- (ii) Candidates should have an excellent character.
- (iii) Should have satisfied all the qualifications required for recruitment to the post as at the closing date of applications.

Note :

1. Candidates should have completed a satisfactory service of 05 years preceding the closing date of applications. Satisfactory service period is described by following facts :
 - (i) Should have earned all the salary increments during the five years preceding the closing date of applications,
 - (ii) Should not have been subjected to any disciplinary punishment during the period of 05 years preceding the closing date of applications.
2. The Head of Department should agree to release the officer if he / she is selected for an appointment.
3. Temporary and casual employees serving in hospitals and other institutions under the Ministry of Health are not eligible to sit for this examination.

4. The candidates, before forwarding their applications, should satisfy themselves that they have fulfilled all the requirements prescribed herein. Candidates who sit for the examination without fulfilling the requirements prescribed in this notification will be disqualified, even if they obtained the marks required.

09.0 *Applications :*

- (i) Candidates should get their applications forms printed in 03 pages using A4 size (21cm x 29cm) papers complying with the specimen form of application appended at the end of this notification in such a manner that No.1.0 to 4.0 appear on the first page, No. 5.0 to 8.0 on the second page and other sections from 9.0 appear on the third page.
- (ii) Printed applications which are duly perfected by candidates should be submitted to Head of the Institutions before 16.07.2021 and get them personally certified by Head of the Institution that the information furnished by the applicant is true and correct. Then applications should be sent by registered post to reach the Commissioner General of Examinations, Institutional Examinations Organization Branch, Department of Examinations, P.O. Box 1503, Colombo on or before 30.07.2021. The top left corner of the envelope containing the application should bear the words “**Limited Competitive Examination to Grade III of Public Health Management Assistants’ Service – 2021** (Mention the district in which you intend to sit the examination)”. (It is advisable to keep a photocopy of the application form with the candidate)
- (iii) When preparing the applications, the title of the examination should be written in English in addition to Sinhala on Sinhala applications and in addition to Tamil on Tamil applications.
- (iv) The post and the service station of the candidate at the time of applying for the examination will be applied for all the action of the examination. Any changes taken place after submitting application will not be taken into consideration.

Note: Appointments are issued to the selected candidates strictly according to the full name mentioned in the application and therefore the name should be correctly written. It shall not be allowed to change the name or include a part to the name or remove a part there of at the issuance of appointments.

10.0 *Examination Fees:* Examination fee of Rs.600/= should be paid at any Post office/Sub post office to be credited to Revenue Head 20-03-02-13 of the Commissioner General of Examinations. The receipt obtained thus should be pasted in 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.

11.0 If it is found at the interview that the applicant does not possess the required qualifications in terms of this circular, his / her candidature will be cancelled.

12.0 *Sitting the Examination :*

- i. The Commissioner General of Examinations will issue admission cards to the candidates who have forwarded duly perfect applications along with the receipt of paying the prescribed examination fee on or before the closing date of applications, on the presumption that only those who possess the qualifications mentioned in the *Gazette* notification have applied. As soon as the admission cards are issued to candidates, Department of Examinations will publish a paper notice announcing the same. If the admission card is not received even after 2 or 3 days of such an advertisement it should be inquired from the Institution Examination Organization Branch, Department of Examinations in the manner as mentioned in the notification. The applicant should correctly mentioned the name of the examination applied for, full name of applicant, National identity card number and address when making such inquiry. In case of applicants outside Colombo, it would be advisable to make a request sending a letter of request stating the same to the fax number mentioned in the notification along with the fax number to which a copy of the admission card can be sent promptly. It would be useful to have the following documents in hand at the time of calling the Department of Examinations, i.e. a photocopy of the application form, receipt of

payment of examination fees (if applicable) and receipt of registration.

- ii. The signature of the applicant placed on the application and admission card should have been attested. Every applicant should get his / her signature attested by the Head of the Institution or any officer authorized by him. The candidate would be allowed to sit for the examination only in the examination hall assigned to him/her at the in the examination center established at provincial level. And in such case, first of all the admission card attested should be presented to the supervisor of the Examination Hall. **A candidate who does not present the admission card will not be permitted to sit for the examination.**

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

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

Candidates should enter the examination hall without covering their face and ears in order to prove their identity. Further, any candidate who refuse to assist for proving his/her identity will not be allowed to enter the examination hall. The candidate should remain in the examination hall from the time of entering up to the time of leaving the examination hall without covering face and ears enabling the invigilators to identify the candidate.

14.0 Heads of Departments should approve duty leave to officers to whom admission cards have been issued by the Commissioner General of Examinations enabling them to appear for the examination. Traveling expenses are not paid.

15.0 *Penalty for Furnishing False Information :* Candidates should be careful 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.

16.0 *Scheme of Examination :*

(i) The subjects of the examination and the marks assigned to each subject are given below:

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Minimum marks required to pass the examination</i>
(1) Language Proficiency and Eligibility Test for Management Assistants' Service	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

(ii) Marks shall be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates shall sit this examination only in one language as their preference. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Appointments shall strictly be made in the order of the merit and the number of vacancies.

17.0 *Syllabus of the Examination :*

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Language Proficiency and Eligibility Test for Management Assistants' Service	The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graphs based on the given data, and use of simple grammar, questions designed to test the knowledge of the candidate on basic rules and regulation applied in taking action regarding the documents of an office and Management Assistants' knowledge on duties such as action to be taken on a letter containing matters for which officer shall be attended to and further questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stamp, official stamp and mail bag and their use.
(2) Aptitude	This paper shall consist of subject related questions designed to test the candidates' numerical skills, power of critical reasoning and general intelligence.

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

18.0 The issuing of an admission card to a candidate does not necessarily mean that he / she has satisfied the required qualifications to sit the examination.

19.0 Any matter not provided for herein will be decided by the Secretary of the Ministry of Health. All candidates are bound to comply with the general examination rules published in this *Gazette* Notification.

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

Dr. S. H. MUNASINGHE,
Secretary,
Ministry of Health.

Ministry of Health,
"Suwasiripaya", No. 385,
Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
12th of June, 2021.

(For office use only)

SPECIMEN FORM OF APPLICATION

MINISTRY OF HEALTH

LIMITED COMPETITIVE EXAMINATION FOR RECRUITMENT TO GRADE III OF
PUBLIC HEALTH MANAGEMENT ASSISTANTS' SERVICE - 2021

Language medium of Examination

Town the candidate intend to appear for the examination

Sinhala - 2

Tamil - 3

First Preference

English - 4

Second Preference

(Indicate the relevant number in the cage)

(Indicate the relevant number in the cage)

- 1.0 1.1 Name with Initials :
(In English block capitals)
- 1.2 Name in Full:.....
(In Sinhala/Tamil)
- 1.3 Address to which the admission card should be sent:
(In English block capitals)
- 1.4 National Identity Card No. :
- 1.5 Marital Status :
- 1.6 Nationality :

2.0 Place of Work and Address:

- 2.1 Name and Address of Office/Department/Institution:.....
(In English block capitals)

- 3.0 3.1 Sex : Male - 0 Female - 1
(Indicate the relevant number in the cage)

3.2 Mobile phone No :

3.3 Date of Birth : Year : Month : Date :

3.4 Age as at 16.07.2021 : Years : Months : Days :

4.0 Educational Qualifications

- 4.1 Particulars of G. C. E. (O/L) Examination:
- (i) Year of the Examination :
- (ii) Index Number of Candidate :
- (iii) Results :

Subject	Grade	Subject	Grade
1.		6.	
2.		7.	
3.		8.	
4.		9.	
5.		10.	

5.0 Have you ever been convicted of any offence in a Court of Law ? (Indicate (✓) in the relevant cage) (Indicate particulars, if the answer is yes)

..... Yes No
.....

6.0 Service Particulars :

- 6.1 Name of the Institution in which you are serving at present :
- 6.2 Designation of present post :
- 6.3 Date of appointment to the present post:
- 6.4 Whether the present post is permanent or temporary:
- 6.5 Whether confirmed in the present post:
- 6.6 The date on which you qualified for confirmation :
- 6.7 Reference No. and date of letter issued confirming you in the present post:.....
- 6.8 Present basic salary:
- 6.9 Salary Scale (Salary Code as per Public Administration Circular No. 03/2016 dated 25.02.2016):- P.L. 1-2016, P.L.-2-2016, P.L.-3-2016, MN-01-2016 - (cross off irrelevant words)
- 6.10 Whether the present appointment is pensionable:.....
- 6.11 Period of service in the present post as at 16.07.2021:

7.0 Particulars of the receipt obtained by paying the examination fee :

- i. Branch of the Bank to which the examination fee was paid:
- ii. The date and number of the receipt:.....
- iii. Amount paid:

Affix the relevant receipt firmly here.
(It would be advisable to keep a photocopy of the receipt with the candidates.)

8.0 Candidate’s Certificate :

- (a) I solemnly declare that particulars furnished by me in this application are true and accurate to the best of my knowledge.
- (b) I agree to suffer any loss that may cause as a result of incompleteness of sections and / or provision of erroneous information.
- (c) I also state that all sections herein have been correctly filled. 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. Further,
- (d) I state that I am bound by the rules and regulations and decisions taken by the Commissioner General of Examinations in relation to conduct of the examination.

Date:.....

.....,
Signature of Applicant.
(In the presence of the Head of Department)

Note: The applicant should place his / her signature in the presence of his / her Head of Department or an officer authorized to sign on behalf of him.

9.0 Attestation of Applicant's Signature :

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

Date :.....

.....,

Signature of the Officer attesting the Signature

Attestor's name in Full:

Designation:

Address:

(To be confirmed by Official Stamp)

10. Certificate of the Head of Department:

I do certify,

- 10.1 that this candidate (Mr./ Mrs./ Miss.) is an employee in this Institution,
- 10.2 that he / she is holding a permanent post,
- 10.3 that he / she has been confirmed in a permanent post as at 16.07.2021,
- 10.4 that he / she has been issued a letter confirming him / her in a permanent post,
- 10.5 that he / she has completed at least 5 years of active and satisfactory service on or before 16.07.2021,
- 10.6 that he / she is drawing a salary / or is on a scale of salary which is within the limits prescribed in para 8.0 of the said *Gazette* Notification,
- 10.7 that his / her work and conduct during the 5 years immediately prior to 16.07.2021 have been satisfactory,
- 10.8 that he / she could be released from his / her present post, if selected for an appointment on the results of this examination,
- 10.9 that the application bears a receipt to the value of Rs. 600/=,
- 10.10 that the particulars given in his / her application have been checked with the records available in the personal file in this departments and that he / she is eligible to sit this examination according to the regulations prescribed in the *Gazette* Notification relating to this examination.

.....,

Date:

Signature of the Certifying Officer.

Name in Full:

Designation:

Address:

(To be confirmed by Official Stamp)

Note:

- (1) This certificate should be signed only by the Head of Department or by a Staff Officer duly authorized to sign on his behalf. The officer issuing the certificate should satisfy himself that the contents of the certificate are correct in all aspects.
- (2) The Applications of candidates who do not satisfy all the requirements of eligibility should not be forwarded, if any.