

දුරකථන) 0112669192 , 0112675011
දිதාலைபேசி) 0112694033, 0112675280
Telephone) 0112675449

ෆැක්ස්) 0112693866
பெக்ஸ்) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
இணையத்தளம்)
website)



සුවසිරිපාය
சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය) MH/AD/01/09/DDG(DS)/2025
எனது இல)
My No.)

ඔබේ අංකය)
உமது இல)
Your No.)

දිනය) 13.07.2025
திகதி)
Date)

සෞඛ්‍ය හා ජනමාධ්‍ය අමාත්‍යාංශය

சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு

Ministry of Health & Mass Media

General Circular Letter No: : 02 – 56/2025

Provincial Health Secretaries,
Deputy Director Generals- National Hospital (Colombo, Kandy, Galle)
Provincial Directors of Health Services/ Regional Directors of Health Services,
Directors of Teaching Hospitals/ Directors of Specialized Campaigns
All Heads of Hospitals and Institutions perform under the Line Ministry

POST OF DEPUTY DIRECTOR GENERAL (DENTAL SERVICES)

MINISTRY OF HEALTH AND MASS MEDIA

As stated in the Appendix V of the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service No. 1883/17 dated 11.10.2014 and amendments made thereto from time to time, applications are hereby invited from qualified **Medical Officers and Dental Surgeons in the Senior Medical Administrative Grade of the Sri Lanka Medical Service** for recruitment to the above post.

02. Applications prepared in compliance with the specimen form appended to this should be sent by **registered post** to reach the Secretary, Ministry of Health and Mass Media, "Suwasiripaya", No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **28.07.2025**.

03. Applicants who wish to withdraw their applications shall inform me and are permitted to do so, within two weeks from the closing date of applications.

04. Job Description

- Plan preventive and curative dental services and making recommendations to the Director General of Health Services on related matters.
- Make recommendations to the Director General of Health Services on appointments, transfers, promotions and disciplinary matters of Grade Dental Surgeons and Specialist Dental Surgeons who engage in preventive and curative dental services.

- III. Timely supervision of preventive and curative dental services over the Island with prior approval of Director General of Health Services and performance appraised and evaluation for the improvement of dental services.
- IV. Propose projects regarding the development of preventive and curative dental services to submit for different Public Institution, Non- Government Organizations and Agencies.
- V. Assist Deputy Director General (Laboratory Services) and Deputy Director General (Bio Medical Engineering Services) to develop the policy on laboratory and equipment of dental services.
- VI. Responsibility on Coordination and supervision of private dental services institutions in the Island.

05. Terms and Conditions

- a) This post is permanent and pensionable. The applicant selected will be appointed in terms of the Rule 118 of Chapter VIII of the Procedural Rules of the Public Service Commission subject to an acting period of one year from the date of appointment. In the event that any time during the period of acting or at the end of the acting period, if the selected officer is found to be unsatisfactory for any reason, the officer is liable to be reverted to the previous post held.
- b) The officer who is selected to this post is not entitled to engage in the private practice.
- c) In terms of the Subsection VIII of 11.1.2.3 of 07th amendment to the Medical Service Minutes of Sri Lanka Health Service published in the Extraordinary Gazette No. 2410/09 dated 17.11.2024, this post is considered as an End Service Station post and this post is not subject to transfers.
- d) All appointments will be effective from a future date, if an officer who is already acting or attend to duties or covering duties in this post will be selected, that officer will have no right to request ante-date the appointment on any grounds.

06. Salary Scale

- a) Step 1 of the salary segment SL-03-2025 is applicable for this post in terms of Public Administration Circular No. 10/2025 (Rs. 156,000 - 12 x 4,850 -214,200)
- b) Officers in the Medical Administrative Grade with post graduate qualifications will be paid a Medical Administrative Allowance of Rs. 6,000/- per month.
- c) If a Specialist Medical Officer is selected for this post, he/she is entitled to the salary and allowances which are entitled to Specialist Medical Officer Grade.

07. Age Limit

Since eligible officers are already serving in the Public Service, age limit is not applicable.

08. Qualifications

I. As per 11.1.2.3 (a) of the 7th Amendment to the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service published in the Extraordinary Gazette No. 2410/09 dated 17.11.2024, should be a Medical Officer in the Senior Medical Administration Grade or a Dental Surgeon or a Specialist Medical Officer who has obtained a Master of Science (Medical Administration/ Community Dentistry/ Community Medicine) listed in Appendix II of the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service.

I (a) - When selecting an officer for this post, priority will be given to officers who have obtained the Master of Science (Community Dentistry) as the basic qualification and if there are no officers with sufficient qualifications, the qualification of a Master of Science (Medical Administration/ Community Medicine) will be considered.

I (b) - This compulsory qualification will not be applied for the officers those who are holding a post in the Senior Medical Administration Grade as at the date the Gazette Notification No. 1493/3 dated 16.04.2007 coming into force.

II. Should not have been subject to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No. 01/2020 and the circulars incidental thereto.

III. All the qualifications will be considered as at the closing date for the applications.

09. Marking Scheme for the Interview

	Criteria	Marks
I.	Service Period (Maximum 50 marks, 05 marks per year for the active service period in Senior Medical Administrative Grade) "In calculating active service period, points are calculated pro rata for quarters for periods of less than a year."	50 marks
II.	Post Graduate Qualifications In terms of 11.1.2.3 (a) II and the interim provision of the 7th Amendment to the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service, marks will be given as follows. Doctor of Medicine -15 marks (Medical Administration/ Community Dentistry/ Community Medicine) Master of Science -10 marks (Medical Administration/ Community Dentistry/ Community Medicine) N.B. - Marks will be given only for the highest qualification obtained among the above.	15 marks
III.	Other Qualifications	25 marks
	01. Special projects carried out in the subject area relevant to the post (02 marks per project up to a maximum of 10 marks for 05 projects) (a) Project evaluation will be based on criteria given in Annexure 1.	10 marks

	<p>(b) List of projects should be submitted along with the application and projects given in the list will only be considered for awarding marks at the interview.</p> <p>(c) When awarding marks for special projects the marking scheme in the annexure 2 will be utilized.</p> <p>N.B. : Projects should be completed on or before the date of closing for the applications.</p>		
	<p>02. Researches/ Publications in the subject area relevant to the post</p> <p>(02 marks per research/ publication up to a maximum of 10 marks for 05 researches/publications)</p> <p>(a) Evaluation of researches/publications will be based on the criteria given in Annexure 3.</p> <p>(b) List of Researches/ Publications should be submitted along with the application and Researches/ Publications given in the list will only be considered for awarding marks at the interview.</p> <p>(c) When awarding marks for Researches/ Publications the marking scheme in the annexure 4 will be utilized.</p> <p>N.B. : Researches/ Publications should be completed after appointing to the post of Senior Medical Administrative Grade and the relevant Researches/ Publications should be completed on or before the date of closing for the applications.</p>	10 marks	
	<p>03. Board Certificate (Medical Administration/ Community Dentistry/ Community Medicine)</p>	05 marks	
IV. Interview	(For skills/ leadership/attitudes/personality and communication skills)	10 marks	
Total Marks		100	


10. Applications should be forwarded through the Heads of Institutions/ Decentralized Units/ Specialized Campaigns on or before the closing date of applications. Applications received after the closing date of applications will not be accepted.

11. Attention is drawn to the provision of Sri Lanka Medical Service Minutes in the Sri Lanka Health Service published in the Extraordinary Gazette No. 1883/17 of 11.10.2014 in the Democratic Socialist Republic of Sri Lanka and its amendments from time to time, conditions in the volume I of the Procedural Rules of Public Service Commission with regard to the recruitment to the posts in the Public Service and conditions of the Establishment Code of Democratic Socialist Republic of Sri Lanka.

12. In the event of any inconsistency between the Sinhala, English and Tamil texts of this notification, the Sinhala text will prevail.

13. If any issue arises regarding appointment to this post or in connection with any matter covered or not covered by this circular, the decision of the Health Services Committee of the Public Service Commission will be the final decision.

By order of Health Service Committee of Public Service Commission,


Dr. Anil Jasinghe
Secretary
Ministry of Health & Mass Media

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

Guidelines for evaluating Special Projects:

- I. The project should be relevant to the subject areas identified in the job functions of the post applied by the applicant.
- II. The Project report should outline clearly the objectives and anticipated deliverables of the project, including the place, monetary value, the time frame and the source of funds.
- III. The project should underline creative, innovative strategies/ solutions to institutional or public health related issues/ problems and address interventions beyond the routine activities related to his/her job functions.
- IV. Evidence should be submitted at the interview from the relevant competent authority/ supervising officer with regard to the authenticity and whether the deliverables were achieved.
- V. Continuation of an ongoing project or a project taken over by the applicant during its implementation shall not be eligible.
- VI. No mark will be given to a project which was initiated and implemented by the Ministry/ Department/Institution as a part of policy implementation or programme development where the applicant has been identified as the project director/ implementer/ coordinator with or without remuneration as a part of his job function.
- VII. No marks will be given to a project which was done as a part of the post graduate training of the post graduate qualification to which marks are allocated at the interview.
- VIII. The applicants must annex and submit **a list of projects for which they intend to obtain marks**, along with the application. (A maximum of 08 projects) —————

Marking Scheme for Special Projects

- I. Applicants must submit **a maximum of 08 Projects** to the interview panel among the projects completed by the applicants, which are relevant to the subject area of the Post that the applicants apply for.
- II. In accordance with the criteria mentioned in the Annexure I, a maximum of 10 marks (2x5=10) will be awarded for 05 projects with 02 marks each.
- III. When awarding marks, regarding the results achieved by the Projects which are submitted by the applicants will be considered the most. _____

Guidelines to evaluate Researches/Publications:

I. Researches/ Publications:

(a) Journal Paper - Fully scripted essay of academic significance in a serial publication in numbered volumes to which articles may be submitted at any time and are prescribed only if they pass peer review.

(b) Conference papers/ abstracts/ finally scripted essays

Reports with academic significance which were used in conferences, congresses, seminars, colloquiums, fora, workshops and sessions or symposiums

N.B.- It is the responsibility of the applicant to confirm that the Researches/ Publications have been submitted for the events mentioned above.

II. In the case of Researches/Publications with joint authorship, proportionate of the applicant should be clearly indicated and marks will be awarded to the applicant accordingly.

III. Publications which are based on same data/ research material where the contents of the Research/ Publication have a high similarity index will not be considered as separate Researches/ Publications. Only one of the Researches/ Publications shall be eligible to earn marks.

IV. No marks will be awarded for Researches/ Publications published as a part of Postgraduate Qualification/ Postgraduate Training which were awarded marks at the interview. _____