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சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය :) MH/AD/01/09/DDG(ET&R)/2025
எனது இல :)
My No. :)

ඔබේ අංකය :)
உமது இல :)
Your No. :)

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Date :)

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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு

Ministry of Health & Mass Media

General Circular Letter No: 02-54/2025

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 (EDUCATION, TRAINING AND RESEARCH) MINISTRY OF HEALTH AND MASS MEDIA

The General Circular No. 01-21/2021 dated 02.11.2021 issued regarding the calling of applications for the post of Deputy Director General (Education, Training and Research is hereby cancelled and applications are hereby invited from **Medical Officers and Dental Surgeons in the Senior Medical Administrative Grade of the Sri Lanka Medical Service**, as stated in the Appendix V of the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service published in the Extraordinary Gazette No. 1883/17 dated 11.10.2014 and amendments made thereto from time to time, to recruitment for 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 **...2.5. 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

- I. Development and amendment of Health Human Resource Policies (Nursing Officers, Professions Supplementary to Medicine, Paramedics, Technical and Non-Technical staff).
- II. Providing service training for all staff in the health sector.
- III. Policy making and amendment of national health research guidelines.

- IV. Supervision and working together with Director (Training), Director (Research), Director (National Institute of Health Science), Director (Medical Research Institute) and Director (Nursing Education)
- V. Development and revision of curriculums of teaching, teaching materials and teaching methods.
- VI. Coordination and representations in national and international academic & professional organizations
- VII. Providing technical support to the institutions other than Health Sector.
- VIII. To prepare all educational and training plans for all basic and post basic training programs:

Basic Training Courses - Nursing, Medical Laboratory Technology, Pharmacy, Radiography, Physiotherapy, Occupational Therapy, Hospital & Public Health Midwives, Public Health Inspectors, Entomological Assistants, Public Health Laboratory Technicians (Microscopists), E.E.G. Technicians, Cardiography (E.C.G. Technicians), Ophthalmic Technology, Orthopedic Technicians, Public Health Field Assistants, Dispensers, Dental Technicians, School Dental Therapists, Audiology Technicians, Attendants, Training and Placement of foreign students in local institutions and Sri Lankan students in overseas institutions and any other course based on the requirements.

Post Basic Courses in Nursing - Pediatric training, Intensive Care Unit training, Surgical theatre training, Psychiatric training, Management and Supervision training, Teaching and Supervision training, Midwifery training, Orthopedic training, Renal care training, Ostomy care training, Emergency Nursing.
- IX. Activities related transferring students of training institutions.
- X. Conduct and evaluation of all training courses above.
- XI. Improvement, expansion, supervision and provision of technical advice and placement of trainees to all Provincial/ Regional/Public Health Midwifery training centers under the Deputy Director General (Education, Training and Research) and admission of students to them.
- XII. Monitoring of norms and standards for curricula (development and revision of curricula), teaching methods and teaching materials.
- XIII. Coordination together with officials responsible for services management (other Deputy Director Generals, Provincial Directors of Health Services etc) with the officials responsible for education and training facilities of all categories of health personnel.
- XIV. To plan, promote, monitor and implement Health System Research (HSR) activities.
- XV. Functions as the Ex-officio Secretary to the National Health Research Council (NHRC).
- XVI. Responsible for supervision and administration of Education, Training and Research Division of the Ministry of Health and Mass Media.
- XVII. Ensuring career development of the staff working in the division of Education, Training and Research Unit.
- XVIII. To implement Post Basic Training programmes and continue education/ in service training programmes for health personnel.

- XIX. To plan, organize, monitor and implement National Continuous Professional Development (CPD) programmes for all medical officers and provincial/ Regional Health officials.
- XX. To represent the ministry at all relevant meetings in Medical Colleges, University Grants Commission, Postgraduate Institute of Medicine and National Science Foundation for effective coordination of functions between the Medical and Postgraduate training standards as well as establishment of a higher level of training for health personnel.
- XXI. To coordinate all educational, training and research activities for health personnel from other countries especially from South East Asia Region and SAARC countries.
- XXII. Any other duties assigned from time to time by the Secretary of Health and Mass Media or by the Director General of Health Services.

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 4850 -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 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 Health) listed in Appendix II of the Sri Lanka Medical Service Minutes in the Sri Lanka Health Service.

(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 Medicine) Master of Science -10 marks (Medical Administration/ 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 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
"Suwasiripaya"
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. _____