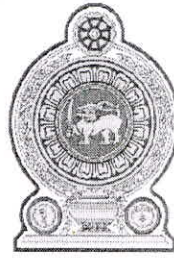


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දුරකථන ) 0112694033, 0112675280  
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இணையத்தளம் )  
website )



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SUWASIRIPAYA

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Your No. )

දිනය ) 13 . 07. 2025  
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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு

## Ministry of Health & Mass Media

General Circular Letter No: 02- 55/2025

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 (LABORATORY 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 **13 .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. Supervision and monitoring of duties and performance of Director (Laboratory Services) and Director (Blood Transfusion Service) and supervision of Laboratory Services of Medical Research Institute and other relevant institutions under the Health Ministry
- II. Ensure proper planning of all activities in relation to above Directors

- III. Establishment of all policies and policy implementation plans in the above fields namely health Laboratory Policy, National Blood Policy and Bio Security Policy
- IV. Taking all steps to ensure the availability of safe Blood and Blood products
- V. Products in sufficient amounts at all identified treatment centers and the National Blood Transfusion Services
- VI. Ensuring the use of standard laboratory technologies for diagnosis and treatment of diseases, health conditions as well as the prevention of diseases at affordable cost to the Government by extending quality laboratory services Island-wide
- VII. Proper distribution of human, financial and physical resources in relation to laboratory services
- VIII. Develop and maintain links in relation with all relevant national and international agencies to ensure sustainable development in above fields of medicine
- IX. Coordination of activities in given provincial healthcare as per instruction given by Secretary, Health and Mass Media.
- X. Function as the national focal point of antimicrobial resistance containment
- XI. Act as the focal point for Biological weapon convention in Ministry of Health
- XII. Any other relevant duties assigned by Director General of Health Services/ Secretary, Health and Mass Media.

#### 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 07<sup>th</sup> 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

As per 11.1.2.3 (a) of the 7<sup>th</sup> 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 Medicine) 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.

(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.)

- I. 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.
- II. All the qualifications will be considered as at the closing date for the applications.

## 09. Marking Scheme for the Interview

	Criteria	Marks
I.	<b>Service Period</b> (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."	<b>50 marks</b>
II.	<b>Post Graduate Qualifications</b> 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.	<b>15 marks</b>
III.	<b>Other Qualifications</b>	<b>25 marks</b>
	<b>01. Special projects carried out in the subject area relevant to the post</b> (02 marks per project up to a maximum of 10 marks for 05 projects)	10 marks

	<p>(a) Project evaluation will be based on criteria given in Annexure 1.</p> <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><b>02. Researches/ Publications in the subject area relevant to the post</b></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>	<b>10 marks</b>	
	<p><b>03. Board Certificate</b> (Medical Administration/ Community Medicine) -</p>	<b>05 marks</b>	
<b>IV. Interview</b>	<b>Interview</b> (For skills/ leadership/attitudes/personality and communication skills)		<b>10 marks</b>
<b>Total Marks</b>			<b>100</b>

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  
"Sawasiripaya"  
335 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. \_\_\_\_\_



**Deputy Director General Grade Interview**  
**Marking Scheme for Research/Publications**

**01. Article and Journals – International/National Level/Recognized Sub National**

1-3 – Author List – 02 marks

>3 - 01 mark

**02. Abstract**

1-3 – 01 mark

>3 – 0.5 marks

**03. Poster Presentation**

1-3 – 01 mark

>3 – 0.5 marks

**04. Oral Presentation - 0.5 marks**