



MINISTRY OF HEALTH

Open Competitive Examination for Recruitment to Grade III of Public Health Management Assistants' Service - 2021

IT is hereby notified that the Open Competitive Examination for recruitment to the posts in Grade III of Public Health Management Assistants' Service will be held by the Commissioner General of Examinations in the month of October 2021. For the relevant application which has been published on the website of Department of Examinations, Sri Lanka, www.doenets.lk click on “Online Applications - Recruitment Exams” which is under “Our Service”. And, application can only be submitted online. Once the application is submitted online it should be downloaded and the relevant sections of the printed copy of same should be filled in handwriting and after the candidate’s signature is attested it 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 the closing date of applications along with the certification of the Head of Institution if applicable (It is advisable to keep a photocopy of the application with you). The words “**Open Competitive Examination for Recruitment to the Posts in Grade III of Public Health Management Assistants’ Service - 2021**” should clearly be indicated on the top left hand corner of the envelope. Closing date of application is 03.08.2021. The examination will be held in October 2021 and places where the examination is conducted will be

decided based on the number of applications received. (And, the examination will be held only at the examination centers located in the towns mentioned in the Scheduled II. The expected town to sit for the examination should be selected as per the above schedule and the town expected to sit for the examination and the relevant number of the town should be mentioned correctly according to Schedule II.)

Note.- Printed copy of the application should compulsorily be sent by post and no complaint that the printed copy of application has been lost or delayed in post shall be considered. Candidates shall bear the losses which may occur due to their delay in sending applications until the closing date.

2.0 (a) Candidates who satisfy the prescribed qualifications will be selected on merit, after conducting an interview to check the eligibility, according to the results of a written examination to be conducted by the Commissioner General of Examinations and on the basis of district population ratio, to the posts in the Grade III of Public Health Management Assistants' Service. All candidates are bound to comply with the rules and regulations imposed by the Commissioner General of Examinations with regard to conducting and issuing results of this examination. 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:* 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, amendments which have already been made and 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 shall work at any station in Sri Lanka.

(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.

Second 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 consequent thereto.

(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 shall furnish 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 for 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 salary code is MN-02-2016. 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 decisions 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' & Orphan' Pension Fund, as per the decisions taken by the Government from time to time.

7.0. Candidates should be satisfied following qualifications to apply for this 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 as at the closing date of applications. (Accordingly, the candidates whose birth day falls on or before 03.08.2003 and on or after 03.08.1991 may only apply for this)
- (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 subjects with credit passes for four (04) subjects including

Sinhala or Tamil or English Language and Mathematics at the G.C.E. (Ordinary Level) Examination in one sitting

And,

- (2) Shall have passed all the subjects at the G.C.E. (Advanced Level) Examination in one sitting (except the General Paper and General English). Passing three (03) subjects under the old syllabus in 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 03.08.2021.

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 the 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 proportion 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 should 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 should 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 continuous three (03) years period and the certificate of residence issued by Grama Niladari duly counter signed by the Divisional Secretary.

(iii) School leaving certificate.

(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. *Scheme of Examination :*

(a) This 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.

	<i>Marks</i>	<i>Duration</i>
(I) Language Proficiency	100	2 ½ Hours
(II) Aptitude	100	1 Hour

Language Proficiency : The question paper will consist of subject related questions designed to test the candidates' ability of expression, comprehension, spelling, language and essay, drafting a given letter, preparing graphs and tables with the given data, summarizing paragraphs, expressing the idea of several given sentences in one sentence and application of simple rules of grammar.

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

Note.-

(a) These papers will 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 each candidate will be made by the Commissioner General of Examinations *via* the website www.results.exams.gov.lk.

10.0. *Penalty for Furnishing False Information.*— Candidates should be very careful to furnish correct information in the application form. As per the rules and regulations of the examination, the candidature of any applicant may be cancelled any time before, 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 he / she is liable to dismissal at any time from the Public Service.

11.0. *Examination Fees :*

- (a) Examination fee is Rs.600/-. Payments should be made only *via* following methods of payment provided by the online system.
- (i) Any bank credit card.
 - (ii) Any bank debit card with internet transaction facilities.
 - (iii) Bank of Ceylon online banking method.
 - (iv) Bank of Ceylon slip payment.
 - (v) Postal Department payment at any post office.

Note.- Instructions on making payments through above methods are published under the technical instructions relevant to the examination on the website.

- (b) Receipt of payment will be notified *via* an SMS or email. The total of the examination fee should be paid and the applications with payment of lesser or higher amount shall be rejected. Department of Examinations shall not be responsible for any error that occurs in payment of examination fees *via* above methods of payment.
- (c) under no circumstances the examination fee will be refunded or transferred for another examination.

12.0. *Method of Application.*— Online application for the examination should only be filled in English. Once the Department of Examinations receives both the soft copy of the applications submitted online and the printed copy of the application sent via registered post, the soft copy and the printed copy will be verified and the candidates will be notified *via* SMS to the mobile phone number used to access the system or *via* email whether the application was accepted/

not accepted by the Department. Before completing the online application, applicant should download the “instructions”, and strictly adhere to the instructions in filling the application. Any alternation done after taking the printout of the application will not be considered as a valid modification. Incomplete applications are rejected without any notice.

N.B. - I. Candidates are not allowed to change the town in which they apply to sit the examination. At the instances where the number of candidates apply for a certain town, is not sufficient to hold an examination center, 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 center, the candidates will be directed to an adjoining city. The Commissioner General of Examinations reserves the right to make the final decision about the cities where exam will be held.

II. As appointments are issued to the selected candidates strictly to the full name mentioned in the application, the name should be correctly written. 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 a person who hold a 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 the newspapers as soon as the admission cards are issued to the candidates. If the admission card is not received even after 02 or 03 days of such advertisement, steps should be taken to notify the Department of Examinations in the manner specified in the advertisement.
- (b) Here it would be advised to inquire from the Department of Examinations 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 Department of Examinations through the fax number mentioned in the notification for sending a copy of the admission.
- (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 the Peace, Commissioner for Oaths, Attorney at Law, Notary Public, a commissioned officer in three armed forces, a staff officer in the Public or Provincial Public Service 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.

For this purpose, any of the following documents will be accepted.

- (i) National Identity Card,
- (ii) Valid Passport,
- (iii) 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 refuses 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.

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 Commissioner General of Examinations for the purpose of conducting examinations. They shall be liable to be subjected to any punishment imposed by the Commissioner General of Examinations 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.

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.

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

Ministry of Health,
"Suwasiripaya",
No. 385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10,
29th of June, 2021.

14.0 Candidates will be required to prove their identity in the examination hall to the satisfaction of the supervisor.

Schedule - I		<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
The List of the Names of Districts and Numbers				
<i>District</i>	<i>District Number</i>			
1. Colombo	01		Piliyandala	09
2. Gampaha	02		Maharagama	10
3. Kalutara	03		Hanwella	11
4. Kandy	04		Avissawella	12
5. Matale	05	02. Gampaha	Homagama	13
6. Nuwara Eliya	06		Negombo	14
7. Galle	07		Minuwangoda	15
8. Matara	08		Divulapitiya	16
9. Hambantota	09		Veyangoda	17
10. Jaffna	10		Gampaha	18
11. Mannar	11		Ja-Ela	19
12. Vavuniya	12		Wattala	20
13. Mulativu	13		Kelaniya	21
14. Kilinochchi	14		Dompe	22
15. Batticaloa	15			
16. Ampara	16	03. Kalutara	Horana	23
17. Trincomalee	17		Panadura	24
18. Kurunegala	18		Kalutara	25
19. Puttalam	19		Matugama	26
20. Anuradhapura	20		Aluthgama	27
21. Polonnaruwa	21			
22. Badulla	22			
23. Monaragala	23	04. Kandy	Kandy	28
24. Ratnapura	24		Katugastota	29
25. Kegalle	25		Teldeniya	30
			Wattegama	31
			Nugawela	32
			Galagedara	33
			Gampola	34
Schedule - II				
Towns where Examination Centers will be located				
<i>District</i>	<i>Town</i>	<i>No. of the Town</i>		
			05. Matale	
			Matale	35
			Galewela	36
01. Colombo	Kotahena	01	Naula	37
	Maradana	02	Laggala Pallegama	38
	Borella	03		
	Kurunduwatta	04	06. Nuwara Eliya	
	Bambalapitiya	05	Hedunuwewa	39
	Havelock Town	06	Nuwara Eliya	40
	Nugegoda	07	Watumulla	41
	Moratuwa	08	Hatton	42
			Ginigathhena	43

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>	<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
07. Galle	Ambalangoda	44	16. Ampara	Ampara	75
	Galle	45		Serankada	76
	Baddegama	46		Kalmunai	77
08. Matara	Weligama Matara Kamburupitiya Hakmana Deiyandara Dikwella Akuressa Kotopola	47 48 49 50 51 52 53 54		Akkræipattu	78
				Sammanthurai	79
			15. Trincomalee	Kantalai	80
				Trincomalee	81
				Muttur	82
				Padavi Parakramapura	83
				Kinniya	84
			09. Hambantota	Beliatta Walasmulla Weeraketiya Tangalle Ambalantota Hambantota Tissamaharama	55 56 57 58 59 60 61
Bingiriya	86				
Narammala	87				
Polgahawela	88				
Kurunegala	89				
Ibbagamuwa	90				
Dodangaslanda	91				
Morathihe	92				
Nikaweratiya	93				
Maho	94				
10. Jaffna	Chavakachcheri Jaffna Thellipallai Point Pedro	62 63 64 65	19. Puttalam	Wennappuwa	95
				Madampe	96
				Chilaw	97
				Puttalam	98
11. Mannar	Mannar Murukkan	66 67	20. Anuradhapura	Medawachchiya	99
				Kekirawa	100
				Anuradhapura	101
Galenbindunuwewa	102				
Kahatagasdigiliya	103				
12. Vavuniya	Vavuniya	68	21. Polonnaruwa	Polonnaruwa	104
13. Mullativu	Mullativu	69		Hingurakgoda	105
				14. Kilinochchi	Kilinochchi Pallai
Welimada	107				
Badulla	108				
Passara	109				
15. Batticaloa	Batticaloa Eravur Kathankudi	72 73 74	Mahiyanganaya	110	
			Girandurukotte	111	
			Hasalaka	112	

<i>District</i>	<i>Town</i>	<i>No. of the Town</i>
23. Monaragala	Bibile	113
	Monaragala	114
	Wellawaya	115
24. Ratnapura	Eheliyagoda	116
	Ratnapura	117
	Pelmadulla	118
	Balangoda	119
	Kalawana	120
	Embilipitiya	121
25. Kegalle	Kegalle	122
	Rambukkana	123
	Mawanella	124
	Ruwanwella	125