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සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல ) TA/PROMO/02/2016  
My No. )  
ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 2018.11.30  
Date )

සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය  
சுகாதார, போசணை மற்றும் சுதேச வைத்திய அமைச்சு  
Ministry of Health, Nutrition & Indigenous Medicine

General Circular Letter No: 01-01/2019

All Heads of Institutions and Specialized Campaigns under the Line Ministry,

All Secretaries to the Provincial Public Service Commissions,

All Provincial Health Secretaries,

All Provincial Directors of Health Services,

All Regional Directors of Health Services,

**Filling the Vacancies in the Post of Food and Drugs Inspector of the Ministry of Health, Nutrition & Indigenous Medicine.**

The approval has been received by the letters No. PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 of the Secretary to the Public Service Commission, to fill the vacancies in the post of Food and Drugs Inspector of the Ministry of Health, Nutrition & Indigenous Medicine subject to marking transfers when the transfer scheme for making transfers between the Line Ministry and Provincial Councils, is approved. Accordingly, applications are called from the Public Health Inspectors in Grade I who are serving at the Institutes under the Line Ministry and at the Institutes under Provincial Councils and have fulfilled following qualifications.

01. **Qualifications:**

- I) Age limit is not applicable.
- II) Should be an officer in Grade I of the post of Public Health Inspector who have passed Efficiency Bar Examinations of Grade I or an officer in a post higher than that.
- III) Should have completed a satisfactory service period of 5 years immediately prior to the closing date of applications.
- IV) Should have obtained the Diploma awarded to Public Health Inspectors by the Royal Society for Public Health, London or the Diploma Certificate awarded by the National Institute of Health Sciences, Kalutara or by a training center approved by the Ministry of Health.

or

Should have obtained the Diploma or a proficiency certificate issued by the Royal Society of Public Health, London for inspection of meats and food or should have obtained the certificate issued by the Ministry of Health for inspection of food and drugs after a training of three months.

02. **Salary Scale:**

In terms of the Public Administration Circular No. 03/2016 dated 25.02.2016 the salary code applicable to this services category is MT-05-2016 and the salary scale is Rs.31635-445x10-660x11-730x10-750x10-58,145/=. The salary remains without any change due to the appointment to this post since you are an officer in Grade I.

03. **Method of Selection.**

Eligible candidates will be selected by an interview conducted to check the eligibility based on a seniority and merit list prepared considering the date of passing the proficiency examination of food and drugs inspection conducted by the Ministry of Health, Nutrition & Indigenous Medicine and the merit obtained at the said examination.

04. This appointment is subject to the Sections from 97 Chapter VIII of the PSC Procedural Rules(S) and an acting period of one year.
05. Selected candidates will be engaged in the service at the institutes under the Ministry of Health, Nutrition & Indigenous Medicine where vacancies exist in the post of Food and Drugs Inspector.

06. The functions of this post include the following.  
Provide legal provisions regarding the cleanliness of food, implement preliminary work regarding food hygiene and standards, direct the awareness programmes conducted for the traders and consumers, inspect the food items which are exported and imported and issue relevant certificates, work relevant to the Sanitary and Phytosanitary unit established under World Trade Organization, conduct special investigations into the complaints received, work with the officers at the inspections carried out by the Sri Lanka Standards Institute to register bottled drinking water manufacturing plants, take measures regarding the decisions taken by the Food Advisory Committee, assist in implementing activities of the Medical Codex Committee, take legal and judicial action in terms of the Cosmetics, Devices and Drug Act, train authorized officers to take action under the above Act, recommend wholesale and retail drug license, take samples to carry out follow-ups about the quality of cosmetics and drugs in the market, inspect the manufacturing process of cosmetics, devices and drugs, investigate into the public complaints and take legal action regarding that, conduct awareness programmes for the public, pharmacy owners and pharmacists and take legal action against unregistered cosmetics, devices and drugs.
07. Please take action to inform the Public Health Inspectors in Grade I who are willing to apply for this and have satisfied the above qualifications, to send an application prepared in compliance with the application appended to this with your recommendation to reach Director (Admin II), Ministry of Health, Nutrition & Indigenous Medicine, "Suwasiripaya" No. 385, Rev. .... 08.03.2019. The words "Selection of officers for the **"post of Food and Drugs Inspector"** should be mentioned on the top left hand corner of the envelope. Applications received after the closing date, applications which are not in compliance with the specimen form and incomplete applications will be rejected without any notice.
08. In case of any matter covered/ not covered by this circular, the decision of the Secretary of the Ministry of Health, Nutrition & Indigenous Medicine will be final. In the event of any inconsistency between Sinhala, Tamil and English texts of this circular, the Sinhala text shall prevail.

  
Secretary,

Wimalawansa Perera  
Secretary  
Ministry of Health, Nutrition & Indigenous Medicine  
"Suwasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

Specimen Application Form

Filling the Vacancies in the Post of Food and Drugs Inspector of the Ministry of Health,  
Nutrition & Indigenous Medicine.

**Part 01 - To be filled by the officer himself/herself**

01. a) Name of the officer with initials: - .....

b) Full Name : - .....

c) National Identity Card No: - .....

02. Present Service Station: - .....

03. Particulars on Post of Public Health Inspector: -

a) Date of recruitment to the training :- .....

b) Date of appointment to the permanent post: - .....

c) Date/ Dates of passing the Efficiency Bar examinations for Segment II "A" :- .....

d) Date of promotion to Segment II "A" :- .....

e) Date of promotion to Grade I : - .....  
(a certified copy of the letter of promotion should be attached)

04. a) Have all salary increments been earned as at the prescribed date during the period of 5  
years immediately prior to the closing date of application? :- .....

b) Give reasons, if all salary increments have not been earned on the due date : - .....  
.....

05. Particulars of no-pay leave, obtained during the service period of 5 years immediately prior to the closing date of application (if no pay leave has been obtained, mention relevant periods and reasons) : - .....
06. a) Is there, any disciplinary inquiries or disciplinary punishments against the officer during the period of 05 years immediately prior to the closing date of application? : - .....
- b) Particulars, if any: - .....
07. Salary drawn at present: - .....
08. Year and Date of passing the Food and Drug Inspector Course: - .....  
(a certified copy of the result sheet should be attached )
09. Particulars on special qualifications that you have obtained: - .....
- .....
- .....
- .....
- .....

I hereby certify that above particulars are true and correct. I also know that I will be a disqualified candidate, if it is found that any particulars mentioned herein by me is false or incorrect, and I will be subjected to dismiss from the service without any compensation, if it is found after making appointment.

.....  
Date

.....  
Signature of the Applicant

**Part - 02 Recommendation of the immediate Supervising Officer.**

If Mr. .... who is serving in the post of Public Health Inspector in Grade I under my supervision, has completed the required qualifications, I recommend to appoint the officer for the post of Food and Drugs Inspector.

.....  
Date

.....  
Signature and official stamp of the Officer in Special Grade / Head of the Branch

**Part 03 - To be filled by the Officer- in charge of the subject according to the personal file of the officer concerned.**

Particulars on leave obtained within the service period of five (05) years immediately prior to the closing date of application.

Year	2013	2014	2015	2016	2017	2018
Casual						
Vacation						
Half-pay						
No- pay						
Other						

I hereby certified that all information furnished from 01 – 09 and particulars mentioned on the back page also are correct, according to the personal file of the officer concerned.

.....  
Date

.....  
Signature of the Officer in –charge of the subject

**Part 04 – Recommendation of the Administrative Officer: -**

I hereby certify that all information furnished from 01 – 09 in the application are correct and recommend the application.

.....  
Date

.....  
Signature and official stamp of the  
Administrative Officer

**Part 05 - Recommendation of the Head of the Institution:-**

I certify that all information furnished above of Mr. ....  
..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and he has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Head of  
the Institution.

**Part 06 - Recommendation of the Regional Director of Health Services:-**

In accordance with the approval of the Secretary of the Public Service Commission granted by the letters no PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 respectively to obtain services from the Public Health Inspectors who are serving under the Provincial Councils and have fulfilled the qualifications in terms of the Scheme of Recruitment for the post of Food and Drug Inspector under the Central Government subject to making the transfers after approved the Scheme of Transfer for making the transfers between the Line Ministry and the Provincial Councils, I certify that all information furnished above of Mr. ....

..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Regional  
Director of Health Services.

**Part 06 - Recommendation of the Regional Director of Health Services:-**

In accordance with the approval of the Secretary of the Public Service Commission granted by the letters no PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 respectively to obtain services from the Public Health Inspectors who are serving under the Provincial Councils and have fulfilled the qualifications in terms of the Scheme of Recruitment for the post of Food and Drug Inspector under the Central Government subject to making the transfers after approved the Scheme of Transfer for making the transfers between the Line Ministry and the Provincial Councils, I certify that all information furnished above of Mr. ....

..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Regional  
Director of Health Services.

**Part 07 - Recommendation of the Provincial Director of Health Services:-**

In accordance with the approval of the Secretary of the Public Service Commission granted by the letters no PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 respectively to obtain services from the Public Health Inspectors who are serving under the Provincial Councils and have fulfilled the qualifications in terms of the Scheme of Recruitment for the post of Food and Drug Inspector under the Central Government subject to making the transfers after approved the Scheme of Transfer for making the transfers between the Line Ministry and the Provincial Councils, I certify that all information furnished above of Mr. ....  
..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Provincial  
Director of Health Services.

**Part 08 - Recommendation of the Provincial Secretary of Health Services:-**

In accordance with the approval of the Secretary of the Public Service Commission granted by the letters no PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 respectively to obtain services from the Public Health Inspectors who are serving under the Provincial Councils and have fulfilled the qualifications in terms of the Scheme of Recruitment for the post of Food and Drug Inspector under the Central Government subject to making the transfers after approved the Scheme of Transfer for making the transfers between the Line Ministry and the Provincial Councils, I certify that all information furnished above of Mr. ....  
..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Provincial  
Secretary of Health Services.

**Part 09 - Recommendation of the Secretary of the Provincial Public Service Commission:-**

In accordance with the approval of the Secretary of the Public Service Commission granted by the letters no PSC/EST/03-03/01/2014 and PSC/EST/3/1/13/3/2013 dated 31.03.2017 and 26.07.2018 respectively to obtain services from the Public Health Inspectors who are serving under the Provincial Councils and have fulfilled the qualifications in terms of the Scheme of Recruitment for the post of Food and Drug Inspector under the Central Government subject to making the transfers after approved the Scheme of Transfer for making the transfers between the Line Ministry and the Provincial Councils, I certify that all information furnished above of Mr. ....  
..... in the post of Public Health Inspector is correct and he has promoted to Grade I of the said post as at ..... and has completed the Efficiency Bar of the Grade I on ..... I recommend this application submitted for the post of Food and Drug Inspector belonging to the Para Medical Service.

.....  
Date

.....  
Signature and official stamp of the Secretary of the Provincial Public Health Commission