

General Circular No: 01-22/2019

My No:- 07/D/AD(MSD)/REC/සීම/01/2014

Ministry of Health, Nutrition & Indigenous Medicine
"Suwasipaya"

385, Rev.Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

07.03.2019

All Heads of the Institution and Hospitals under the
Ministry of Health, Nutrition and Indigenous Medicine

Limited Competitive Examination for Recruitment to the Post of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health, Nutrition and Indigenous Medicine – 2019

Applications are called from qualified citizens of Sri Lanka for the limited competitive examination to select eligible persons to fill 05 vacancies in the post of Assistant Director (Medical Supplies), by the order of the Health Service Committee of the Public Service Commission. Applications prepared according to the specimen form of application appended at the end of this notification should be sent to reach the "Director – Admin 07, Ministry of Health, Nutrition and Indigenous Medicine, "Suwasiripaya", No.385, Rev.Baddegama Wimalawansa Thero Mawatha, Colombo 10" on or before the date mentioned below under the registered cover. The top left corner of the envelope containing the application should clearly bear the words "Limited Competitive Examination for Recruitment to the Post of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health, Nutrition and Indigenous Medicine – 2019". The title of the examination should be indicated in English language as well, on both Sinhala and Tamil application forms.

(a) Closing date of applications is03.05.2019

Note :- Complaints made on the loss or delay of applications and other connected letters in the post will not be considered. The damages caused due to delay in the submission of applications until the closing date shall be borne by the applicant.

1. Method of Recruitment:

Selection shall be made in the order of merit, out of the candidates who secure 40% or above for each question paper of the written examination which will be conducted by the Examination Branch of the Ministry of Health, Nutrition and Indigenous Medicine as per the approval of the Health Service Committee of the Public Service Commission.

Educational and other qualifications will be checked by an Interview Board approved by the Health Service Committee of the Public Service Commission.

The number of vacancies to be filled and the effective date of the appointments will be determined as per the order of the Health Service Committee of the Public Service Commission.

2. Terms of Engagement in the Service

- i. This post is permanent and pensionable and you will be subject to any policy decision taken by the government regarding the pensions scheme in future and you should contribute to the Widows'/ Widowers' and Orphans' Pension Scheme. The amount of contribution shall be as declared by the government from time to time.
- ii. This appointment is subject to an acting period of 01 year.
- iii. This appointment shall be subject to the Procedural Rules of the Public Service Commission, Establishments Code of the Democratic Socialist Republic of Sri Lanka, Financial Regulations of the government and other Departmental Orders.

3. Salary Scale

In terms of Schedule I of the Public Administration Circular No.03/2016 dated 25.02.2016 this post is entitled to the monthly salary scale of Rs.50,200-10x1,345-8x1,630-76,690/-(MT-08-2016). The provisions in the above Circular and Schedule II thereof will be applicable in paying salaries.

4. Qualifications

4.1 Educational Qualifications.

- (a) Special Degree in Pharmacy (B.Pharm/B.Sc.Pharmacy) or B.Sc.special degree in Medical Laboratory Service awarded by a recognized University.
Or
- (b) B.Sc. General Degree in Pharmacy, Laboratory Science or B.Sc. General Degree / Special Degree with a First class or Second class including Physics, Chemistry, Statistics and Biology as a subject awarded by a recognized University.
Or
- (c) B.Sc. General/ Special Degree including Chemistry, Physics, Statistics, Biology, Pharmacy as a subject and a Postgraduate Degree or Postgraduate Diploma in an above subject or in a Management subject awarded by a recognized University.
Or
- (d) B.Sc. General/ Special Degree including Chemistry, Physics, Statistics, Biology, Medical Laboratory Service, Pharmacy as a subject awarded by a recognized university and a Diploma in Pharmacy, Medical Laboratory Technology or Purchasing/Supply and Management of Material awarded by a government or government affiliated institution.

4.2 Experience:

Shall have completed an active and satisfactory service period of 05 years in a Ministry post which is under the salary codes MT 04, MT 05, MT 06.

5. Other qualifications:

- i. Shall be a citizen of Sri Lanka.
- ii. Shall be of an excellent character.
- iii. Shall have satisfied the qualifications required for recruitment to the post in all respects as at the closing date of applications.
- iv. Shall have completed an active and satisfactory service period of five (05) years immediately prior to the date of considering qualifications.

6. Syllabus:

6.1 Written Examination

- i. Intelligence Test - 100 marks - pass marks 40%
- ii. Subject Related General Knowledge - 100 marks - pass marks 40%

Name of the question paper	Syllabus
1.Intelligence Test	To test The language skills, mathematical skills and logical skills of the candidates.
2. Subject Related General Knowledge	<ol style="list-style-type: none">i. On Management and Organizations with special attention to Medical Supplies Management.ii. On the Medical Supplies Field of the government and private sector in Sri Lanka and on main sector in Health Service (prevention & treatment)iii. Case study relating to Basic Management and Organization Theories.

7. Interview

7.1 General Interview (Marks not allocated)

Educational qualifications and other qualifications shall be verified by a General Interview Board approved by the Health Service Committee of the Public Service Commission.

7.2 Examination Conditions:

- I. The examination will be held in Sinhala, Tamil and English media. Candidates may sit this examination in only one language medium of their preference and should answer for all question papers using that language medium. Candidates are not allowed to change the language medium applied initially. For the purpose of satisfying the basic qualifications candidates shall appear for all question papers.
- II. The fee for examination which is Rs.500/- should be paid to any Branch of the Bank of Ceylon in Sri Lanka to be credited to the account **No 7041318** in the name of **Director General of Health Services** at the Theprobane Branch, Bank of Ceylon. The receipt obtained in the name of the applicant should be affixed in the relevant cage not so as to be detached. It is advisable to keep a photo copy of the cash receipt with the candidate.
- III. Under no circumstance the examination fee will be refunded.
- IV. This examination will be held in Colombo. Date of the examination will be notified later.
- V. Applications which are not complete will be rejected without any notice.

Note: Candidates are not allowed to enter the examination hall without the admission card.

Only the admission card where the candidate's signature has been attested shall be surrendered to the Supervisor of the examination hall on the first day of the examination.

Issue of an admission card to a candidate does not necessarily mean that he/she has the required qualifications to sit the examination.

- VI. Applications should be prepared using A4 size (21x29cm) papers in the manner that the heading from 1 to 10 appear on the first page and heading from 11 to 12 (III) appear on the second page. Relevant information should be given legibly by the candidate's own handwriting. Applications which are incomplete and not prepared in accordance with the specimen form of the application will be rejected without any notice. It would be advisable to keep a photocopy of the completed application form. It is the responsibility of the candidate to make sure that the application form perfected by himself/herself complies with the specimen given in the examination notice, as otherwise the application may be rejected. So that, applicants shall prepare the applications in compliance with the specimen form of application appended at the end of this notification.

- VII. Receipt of application shall not be acknowledged. A notice shall be published in the newspapers as soon as admission cards are issued. If the admission card is not received even after 2 or 3 days of such as advertisement steps shall be taken to notify the Ministry of Health, Nutrition and Indigenous Medicine in the manner specified in the advertisement. And, it would be advisable to make inquiries from the Ministry of Health, Nutrition and Indigenous Medicine with the following particulars: a photocopy of the application, a photocopies of the receipt of payment of money and registered post article receipt, your letter of request stating the fax number to which the admission card should be sent if the candidate is a resident out of Colombo. (You may make inquiries over the telephone)
- VIII. Secretary of the Ministry of Health, Nutrition and Indigenous Medicine reserves the right to postpone or cancel this examination on the approval of the Health Service Committee of the Public Service Commission.
- IX. Candidates shall be bound by the rules and regulations imposed by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine for the purpose of conducting the examination and they shall be liable to be subjected to any punishment imposed by the Ministry of Health, Nutrition and Indigenous Medicine for violation of these rules and regulations.
- X. Identity of Candidates: Candidates are required to prove their identity at the examination hall to the satisfaction of the supervisor. For this purpose any of the following document will be accepted.
- i. National Identity Card issued by the Department of Registration of Persons
 - ii. A valid passport
 - iii. Valid driving license

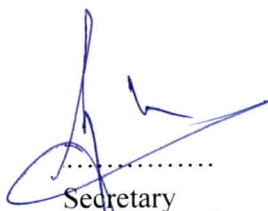
- N.B. :** a. Any document or copy of a document shall not be forwarded with the Application.
b. Applications of the candidates who fail to produce the necessary documents when called for, will not be considered.

Every candidate should get his/her signature attested in advance by the Head of the Institution under whom they serve.

8. Procedural Rules of the Public Service Commission, Circulars issued from time to time concerning the Public Service, Scheme of Recruitment for the post of Assistant Director (Medical Supplies) and Senior Assistant Director (Medical Supplies) of the State Medical Supplies Division and the conditions in the amendments made thereto shall be applicable for this post.

9. In the event of any inconsistency between the Sinhala, Tamil and English medium notifications, the Sinhala notification shall prevail.

By the order of Health Service Committee of the Public Service Commission,


Secretary

Ministry of Health, Nutrition & Indigenous Medicine

07 .03.2019

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

Specimen Form of Application

Limited Competitive Examination for Recruitment to the Post of Assistant Director (Medical Supplies) in the State Medical Supplies Division of the Ministry of Health, Nutrition and Indigenous Medicine – 2019

District of Residence

01. 1.1 Name with initials: Mr/Mrs/Miss

(In English Block capitals) Ex :- Mr/Mrs/Miss . SILVA A.A.B.

1.2 Name in full :-.....

(In English block capitals)

1.3 Name in full :-.....

(In Sinhala/Tamil)

02. 2.1 Address (Private) :-

(In English block capitals)

2.2 Address (Private) :-

(In Sinhala/Tamil)

2.3 Address (Official) :-

(In English block capitals)

2.4 Address (Official) :-

(In Sinhala/Tamil)

2.5 Telephone Number (Personal) :-

2.6 Telephone Number (Official) :-

2.7 e-mail Address :-

03.3.1 Current Post and Grade :-

3.2 Date of appointment to the current post :-

3.3 Salary Code :-

04. Date of birth

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Year

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Month

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Date

4.1 Age as at the closing date of application:-

Years :- Months :- Days :-

05. Indicate the language medium in which you intend to sit the written examination :-

06. National Identity Card No :-

07. Sex (Male/Female) :-

08. Civil status (Married/Single) :-

09. Particulars of the service rendered at the Department

Nature of the post	Institution where the officer served	Period of service
Casual		
Permanent		

10. Educational qualifications and other qualifications: -

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11. Experience:-

Period of service	Nature

12. Other qualifications:-

I declare that the particulars furnished by me in this application are true and correct. I am also aware that if any of the particulars in this application is found to be false or incorrect before or after the recruitment I am liable to be disqualified to this post and action shall be taken against me.

Affix in the cage the receipt obtained by paying Rs.500/- to any Branch of Bank of Ceylon not so as to be detached

.....
Date

.....
Signature of the Applicant

Recommendation of the Head of the Institution:

- i. I hereby certify that the particulars furnished by the candidate in the application from section 1 or 12 are correct
- ii. Particulars of the punishments imposed on and commendations received by the candidate are indicated below.

Punishment and the Nature	Date of Punishment	Commendations and the Nature	Date of Commendation

- iii. Candidate's :
 - Work : Excellent/Good/Average/Satisfactory.
 - Conduct : Excellent/Good/Average/Satisfactory.
 - Attendance : Excellent/Good/Average/Satisfactory.

Date:

.....
Signature of the Head of the Department /Institution

Designation:
Official Stamp