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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு

Ministry of Health & Mass Media

General Circular Letter No:-02-21/2025

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

Recruitment to the Post of Principal Public Health Inspector of the Ministry of Health.

Applications are called from officers serving under the Line Ministry who have satisfied the following qualifications and conditions as at the closing date of applications to fill the vacancy (1) in the post of Principal Public Health Inspector of Ministry of Health in accordance with the approval granted by the letter No.HSC/ PRO/ PARA/06/04/2023 dated 07.01.2025 of the Secretary to the Health Service Committee of the Public Service Commission.

Closing date of applications is 01.04.2025.

02. Candidates should have satisfied all the following conditions in terms of the new scheme of recruitment approved for the post by the Public Service Commission on 09.01.2020.

- I. Shall be a citizen of Sri Lanka.
- II. Applicants shall be of an excellent character.
- III. Shall be an officer in Supra Grade in the post of Public Health Inspector or an officer who have completed an active and satisfactory service period of five (05) years in Grade I.
- IV. As mentioned under No. 7.4.2.3 of the approved Scheme of Recruitment, Tutors of Public Health Inspectors and the officers in the post of Food and Drug Inspector are not eligible to apply for this post.
- V. Should not have been subjected to a disciplinary punishment as per the provisions set out in Public Service Commission Circular No.01/2020.
- VI. Should have shown a performance at the satisfactory level or higher than that in terms of the approved procedure for performance appraisal during the period of five (05) years preceding the date of promotion.
- VII. Should have passed the Efficiency Bar Examination for Grade I.
- VIII. Promotion to Grade I should have been made by the Line Ministry or Provincial Councils.
- IX. All Qualification should have been completed in all respects by the date specified in the notice of calling for applications. And, applicants should submit copies of relevant certificates along with the application in proof of the qualifications.

Service Conditions:-

- I. This post is permanent and pensionable. Further the selected candidate shall contribute to the Widows' and Orphans'/Widowers' and Orphans' Pension Fund.
- II. Since this recruitment is done on the merit basis the appointee shall be subjected to a period of probation of one year.
- III. This appointment shall take effect from the date of assumption of duties in the post.

03. Salary Scale

In accordance with the Public Administration Circular No.03/2016 dated 25.02.2016 the salary code specified for this post is MT 08-2016 and the selected candidate will be placed on the second salary step of the salary scale Rs.50,200-10x1345-08x1630-76,690 and paid salaries in terms of the Schedule II thereof.

04. Method of recruitment to the post

Applications are called in terms of the notification calling for applications approved by the Health Service Committee of the Public Service Commission taking into consideration the vacancies existing in the posts and, an interview for evaluating the eligibility will be conducted by an interview board approved by the said committee to check the qualifications of the candidates, and the appointments are made by the Health Service Committee of the Public Service Commission in the order of merit of the marks of the candidates who secured the highest marks. Twice the number of vacancies or five (05) persons, whichever is greater, will be called for the interview in the order of seniority of the officers holding relevant posts in Supra Grade/Grade I.

05. Method of Application.

- I. Applications should only be prepared in accordance with the specimen form attached herewith.
- II. The words **“Recruitment to the Post of Principal Public Health Inspector of the Ministry of Health”** should be mentioned in top left-hand corner of the envelope enclosing the application.
- III. Applications complying with the specimen form of the application appended hereto should be completed by the candidates themselves and submitted to the respective Head of Institution. The Head of Institution should compare the particulars furnished in the applications with the records available in the personal file of the officer concerned and satisfy himself/herself of the accuracy of the particulars furnished therein before certifying the applications received to him/her. The Head of Institution shall be held responsible in this regard, and the Head of Institution should pay his/her personal attention to ensure that every section of the application is completed and the particulars furnished are accurate.
- IV. Duly perfected applications should be forwarded by the respective Head of Institution to reach “Director (Administration -Establishments), 4 th floor-Left side, Sub office of the Ministry of Health, Building of Medi House, No. 26, Sri Sangaraja Mawatha, Colombo 10” under registered cover on or before **01.04.2025**.
- IV. Applications received later or applications containing inaccurate information will be rejected without any notice. Appeals made in this regard subsequently will not be entertained. The Ministry shall not be held responsible for loss of applications in the post.

06. Marking Scheme:-

I. Service experience (maximum 60 marks)

In awarding marks for the service experience the total marks allocated for service experience shall be awarded to the officer who have served the highest additional period of service which is in excess of the minimum period of service required for fulfilling the basic requirement whereas the other officers be awarded marks proportionately for their additional period of service, in terms of the Public Service Commission Circular 01/2019.

II. Additional educational qualifications (maximum 30 marks)

For a Bachelor of Science degree relevant to the field of duties of the post	- 25 marks
For a Diploma related to the field of duties of the post	- 20 marks
For a Certificate course related to the field of duties of the post	- 10 marks
For local/foreign educational workshops/conferences more than three days related to the field of duties of the post	- 02 marks

N.B.

Under the additional educational qualifications, marks will not be given for the diploma for the training of Public Health Inspectors, which is the basic qualification for recruitment to the post of Public Health Inspector.

Educational qualifications should have been obtained from an institution approved by the University Grants Commission and diplomas issued by an institution recognized by the University Grants Commission, the Ministry of Health or the Ministry of Education will only be considered here.

Duration of the diploma related to the field of duties of the post should be not less than 06 months and the duration of the certificate course related to the field of duties of the post should be not less than 03 months.

III. Special Merits (maximum 10 marks)


For a special project/programme implemented relevant to the post at the National level	- 10 marks
For a special project/programme implemented relevant to the post at the Provincial level	- 05 marks for each
For a special project/programme implemented relevant to the post at the District level	- 03 marks for each
For a special project/programme implemented relevant to the post at the MOH divisional level	- 02 marks for each

(maximum 10 marks)

Criteria applied for evaluating special projects/programmes

- I. The project/programme should be relevant to the subject areas related to the duties of the post of the applicant.
 - II. The report of the project/programme should have clearly presented the objectives of the project/programme, the expected results, the location of the project/programme, the time frame of the project/programme, the activities carried out, and the results achieved.
 - III. The project/programme should introduce creative and innovative strategies/solutions to community health issues/problems and the project/programme should have made an intervention that goes beyond the normal duties of the officer.
 - IV. The Head of the Institution where the project/programme was carried out must have certified that the expected results have been achieved.
 - V. An applicant who takes over and continues to carryout an ongoing project/programme will not be eligible for getting marks under this.
07. The qualified officer will be appointed to the post by the Health Service Committee of the Public Service Commission, in the order of highest marks obtained at the interview for evaluating the eligibility.
 08. The officer selected for the appointment shall accept the appointment at short notice so as not to be an extra cost to the government and must be ready to serve in the Ministry of Health.If the appointee fails to do so his/her appointment will be cancelled after 14 days.
 09. The decision of the Health Service Committee of the Public Service Commission shall be final on any matter not provided for by this notification. Furthermore, in case of any inconsistency between the Sinhala, Tamil and English texts of this notification, the Sinhala text shall prevail.

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


Dr. Anil Jasinghe,
Secretary,
Ministry of Health and Mass Media

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Secretary
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