

(37)
a.

Recruitment (open) to the posts belong to
Management Assistant Non-Technical segment – 02 – 2017.

01. Applications are called from eligible candidates to fill the vacancies on open basis in the following posts of the Ministry of Health, Nutrition & Indigenous Medicine – 2017.

- Medical Supplies Assistant
- House Warden
- Diet Stewards

02. Educational Qualifications Relevant to the post:

a. House Warden: - Should have passed six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics & other two Subjects in one sitting at the G.C.E. (O/L) Examination.

And

Should have passed at least one subject (except Common General Test) at the G.C.E. (A/L) examination.

b. Diet Stewards: - Should have passed six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics, Home science & two other Subjects in one sitting at the G.C.E. (O/L) Examination.

And

Should have passed at least one subject (except Common General Test) at the G.C.E. (A/L) examination.

c. Medical Supplies Assistant: - Should have passed six (06) subjects with credit passes for Sinhala/Tamil/English language, Mathematics and Science & one other Subject in one sitting at the G.C.E. (O/L) Examination.

And

Should have passed chemistry at the G.C.E. (A/L) examination, (only for the post of Medical Supplies Assistant)

03. Experience:-

- a. A post of Diet Stewards and Medical Supplies Assistant – Not Applicable
- b. House Warden – Should have two years experience as a warden in an institute afflicted to Government or a private institute recognized by Government.

04. Vocational Qualifications :-

- a. Diet Stewards and House Warden - Not Applicable
- b. Medical Supplies Assistant – Should have followed a course in computer word processing/ type Writing/ shorthand of not less than 06 months. Which is recognized by tertiary and Vocational Education commission.

05. Other Qualifications :-

- a. Should be not less than 18 years and not more than 30 years of age by 28/6/2017
- b. Only male applicants are eligible to apply for the post of Medical Supplies Assistant and female applicants are eligible to apply for the post of Diet Stewards.
- c. Should be a Sri Lankan citizen.
- d. Should be excellent in character.

- e. Should have satisfied the qualifications required to recruit to the post as at the closing date of application in all respects.
- f. Should be fit physically and mentally to serve in any part of Sri Lanka and to discharge duties of the post.

06. Method of Application:-

- a. Applications should be prepared in accordance with the specimen form of application appended to this notification using both sides of a paper of size A4 and numbers from 01.0 to 5.1 should appear on the first side of the page and numbers from 5.2 to 8.0 should appear on the second side. The application should be perfected in the own hand writing of the candidate.
- b. The receipt obtained by paying Rs.500/- to the credit of the account of “ Director General of Health Services Collection of Exam fees” No 7041318 of the Bank of Ceylon, Traprobane Branch should be affixed so as not be detached, on the relevant place of the application. (Please keep a copy of the receipt)
- c. Candidate’s signature in the application should be attested by a Principal of a Government School or a Justice of the Peace or a Commissioner for Oaths or a Notary Public or an Attorney – at – Law, or a Commissioned Officer in the Armed Forces or an officer holding a gazetted post in the Police Service or an officer holding a permanent post in the public service who gets an annual consolidated salary more than Rs.334452/=
- d. The words “ Recruitment to the Post of- 2017” should be mentioned on the top left hand corner of the envelope of size 9” x 4” in which the duly completed application is enclosed and it should be sent to reach Director (Administration) 03, Ministry of Health, Nutrition and Indigenous Medicine “ Suwasiripaya” , 385, Rev.Baddegama Wimalawansa Thero Mawatha, Colombo 10 under registered post on or before 28/8/2017.

07. Employees in Government or Semi Government Services should submit applications through the respective Head of Department.

08. Receipt of applications will not be acknowledged and applications which will be received after the closing date will be rejected. The applications which are not complying to the above terms and the relevant specimen from given in this notification will be rejected without any notice.

09. Method of Recruitment:-

From the applicants who have satisfied qualification given in the notification, those who obtain the highest marks on the basis of the results of written examination which is conducted by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine will be recruited to Grade III of the relevant post considering the number of vacancies after calling them for an interview which is held to check the physical fitness and eligibility of candidates.

10. Details of Written Examination:-

Question paper	Syllabus	Duration	Maximum Marks	Minimum Pass marks
1.General knowledge	Testing logical explanation and general knowledge in relation to the field	02 hours	100	40%
2.Intelligence Test	Testing the candidate's ability of understanding the meaning, quantification and co-relation between the time and space through the conclusions and responses of candidates to the problems given in terms, numbers and pictures.	01½ hours	100	40%

- a) Marks will be deducted for eligible hand writing and spelling mistakes in each written answer sheet.
- b) Minimum 40% marks should be obtained for each subject. Appointment will be made in the order of merit considering the enlisting number of vacancies.

11. Identity of Candidates :-

Candidates who have forwarded applications which are correct in all respects will only be called for the written examination. Following documents of identity will be accepted to prove their identity at the written examination.

- a. National Identity card issued by the Commissioner of Registration of Persons.
- b. Valid passport
- c. Valid driving license.

12. Terms of engagement and conditions of service.

- a. You should be subject to the policy decisions taken by the Government in future in respect of pension scheme assigned to you.
- b. This post is on probation for a period of three (03) years.
- c. You should obtain the proficiency in other official language in addition to the language you entered the service within 05 years from the date of appointment in terms of Public Administration Circular 01/2014 and circulars incidental to there.
- d. You should pass the first efficiency bar examination within 03 years.
- e. Selected applicants shall be subjected to the scheme of recruitment of Management Assistant Non – Technical Segment 2 Service Category and amendments made to there from time to time, Establishments code, Financial Regulations, Procedural Rules issued by the Public Service Commission, and orders and regulations issued by the Government.

13. The numbers of appointments will be decided considering the number of existing vacancies. Accordingly, if the Ministry of Health, Nutrition and Indigenous Medicine decides to grant permanent appointments, actions will be taken to appoint the candidates to the Grade III of the posts in terms of the conditions in the scheme of recruitment and considering the number of vacancies. The posts of Diet Stewards, Male/ Female House Warden and Medical Supplies Assistant carry the salary scale of MN -01-2016 Rs. 27140-10 x 300 – 11 x 350 – 10 x 495 – 10 x 660 – 45,540 in terms of Public Administration Circular No 03/2016 and the salaries will be paid according to the scheme II of the said circular.
14. Applications which are not in compliance with the specimen form of application, not satisfied required qualifications ,not paid the fees properly, furnished incomplete particulars and delayed are rejected without any notice. Complaints on loss or delay of applications in the post are not accepted.
15. Applicants should carefully and accurately fill the particulars of education and other qualifications in the application. If the above certificates are proved be the counterfeit, action will be taken to refer to the Criminal Investigation Department for legal action, to cancel the appointment, to dismiss him from the post and to enter his name in the black list of those who are not permitted to be re-employed in the Public Service after taking disciplinary actions against him.
16. The decision of the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine's will be final on any matter not covered by this Gazette notification. Secretary of Ministry of Health, Nutrition & Indigenous Medicine will make the final decision to fill the vacancies or not to fill the vacancies or to fill some of the vacancies.
17. In the event of any inconsistency between the Sinhala, Tamil and English texts of this gazette notification, the Sinhala text shall prevail.

Selected applicants will only be informed in writing and result sheet will be published on the website www.health.lk

Date - 10/07/2017


Janaka Sugathadasa,
Secretary
Ministry of Health, Nutrition & Indigenous Medicine

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

Application

Calling Applications for the Open Competitive Examination to recruit to the posts of Management Assistant Non – Technical Segment -2 (MN -01-2006(A) Service Category in Ministry of Health, Nutrition & Indigenous Medicine – 2017

Medium for the post: -

Sinhala - 1,

Tamil - 2,

English - 3,

Applied to the post and the preference

1.

2.

3.

(Mentioned the relevant number in the cage)

01. a. Name of the applicant with Initials:- (In Block Capitals) E.g. - Mr. SILVA A.B.

Mr. /Mrs. /Ms. -

.....
.....

b. Name in Full: (In English Block Capitals)

.....

c. Name in Full: (In Sinhala or Tamil)

.....
.....

02. i. Postal Address: - (In English Block Capitals)

.....
.....

ii. Permanent Address: - (In Sinhala or Tamil)

.....
.....

iii. District of Residence:-.....

iv. Telephone No:-.....

iv. Address to which the admission for the examination should be posted - (In English Block Letters)

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03. i. Date of Birth: - Year Month Date

ii. National Identity Card Number

iii. Age as at the closing date of applications. Year Month Date

04. I. Whether a citizen of Sri Lanka:- Yes No (Mark √ in the relevant cage)

05. Educational Qualifications :- (Relevant certificates should be attached)

i. G.C.E. (Ordinary Level) Examinations Year..... Index No.....

No.	Subject	Result	No.	Subject	Result
1.			5.		
2.			6.		
3.			7.		
4.			8.		

ii. G.C.E. (Advanced Level) Examinations Year..... Index No.....

No.	Subject	Result	No.	Subject	Result
1.			3.		
2.			4.		

iii. Experience: - Yes No (Mark √ in the relevant cage)

Give relevant particulars.....

iv. Vocational Qualifications (Relevant to the post) :- Yes No

(Mark √ in the relevant cage)

Give relevant particulars.....

6. Have you ever been convicted before a court of law? Yes No (Mark √ in the relevant cage)

Give relevant particulars, if yes.....

7. Certificate of the applicant:-

I hereby certify that the particular furnished here in are true and correct to my knowledge and belief, and that receipt obtained by paying examination fees is affixed. I accept that if any information herein found to be incorrect or false prior to selection my application will be rejected and if so found after selection I am liable to be dismissed from service without any compensation.

Affix here the receipt obtained by paying the fees. Keep a photocopy of the receipt

Date:

Signature of the applicant: -.....

Attestation Of the signature of the applicant

I certify that Mr./Mrs./Missis known to the personally and he/she placed his/her signature in my presence on.....

Date:-.....

.....

Signature of the attester

Full name of the attester: -.....

Post: -.....

Address:

(Should be authenticate with the official stamp)