

**MINISTRY OF HEALTH NUTRITION AND  
INDIGENOUS MEDICINE**

**Open Recruitment to the Post of Ward Clerk  
(Female) belonging to Management Assistant Non-  
Technical Seg. 02 (MN-1-2006) and to the Posts of  
Attendant (Male/Female), Telephone Operator,  
Cook belonging to Primary Semi Skilled  
(PL-02-2006) Category of Service of the Ministry  
of Health Nutrition and Indigenous  
Medicine - 2018**

APPLICATION are called from the eligible applicants to fill the vacancies (on the open basis) in the post of Ward Clerk (female) belonging to management Assistant Non-Technical Seg. 02 (MN-1-2006) and the vacancies in the posts of Attendant (Male/Female), Telephone Operator and Cook belonging to Primary Semi Skilled (PL-02-2006) Category of Service of the Ministry of Health Nutrition and Indigenous Medicine.

**02. Educational qualifications required for the posts.**

- (a) For the post of Ward Clerk (female) belonging to Management Assistant Non-Technical Seg. 02 (MN-1-2006).

Shall have passed 06 subjects with credit passes for Sinhala/Tamil/English Language and other two subjects at the G. C. E. (O/L) examination at the first sitting ;

*and*

Shall have passed at least one subject (except the common general test) at G. C. E. (A/L) examination.

- (b) For the posts of Attendant (male/female) Telephone Operator and Cook belonging to the Primary Semi Skilled category of service.

Shall have passed six subjects at least with two (02) credit passes at G. C. E. (O/L) examination at not more than two sittings.

**03. Vocational Qualification :**

- (a) Vocational qualifications are not relevant for the post of ward clerk (female) belonging to Management Assistant Non-Technical Seg. 02 (MN-1-2006).
- (b) For the post of Attendant (male/female), Telephone Operator and Cook belonging to Primary Semi Skilled category of service.

Shall have obtained the National Vocational Qualification certificate at a level not below the level 2 or level 03 (NVQ 2 NVQ3) relevant to the post issued by the Tertiary and Vocational Education Commission.

*Note.*— Where the number of applicants with National Vocational Qualifications (NVQ level 2 or level 3) is not sufficient applicants who possess only the educational qualifications will be recruited to the posts on the order of merit.

04. *Experience.*— Not relevant to the post of Ward Clerk (female) belonging to Management Assistant Non-Technical Seg. - 02 (MN-1-2006) and to the posts of Attendant (Male/Female), Cook belonging to Primary Semi Skilled category of service.

05. *Other Qualifications.*— As at 14.05.2018 applicants shall be not below 18 years and not above 30 years for the post of Ward Clerk (female) belonging to Management Assistant Non-Technical Seg. - 02 and not below 18 years and not above 45 years for the posts of Attendant (male/female) Telephone Operator and Cook belonging to Primary Semi Skilled category of service.

(b) Only the female applicants shall apply for the post of Ward Clerk.

(c) Should be a Sri Lankan citizen.

(d) Should be excellent in character.

(e) Should have completed the qualifications required to recruitment to the post in all respects as at the closing date of application.

(f) Should be fit physically and mentally to serve in any part of Sri Lanka and to discharge the duties of the post.

**06. Method of Application :-**

(a) Applications forms should be prepared in compliance with the specimen form of application attached to this notification using the both sides of A4 size papers in such a manner that paragraphs from No. 1.0 to No. 5.1 appear on the first page and paragraphs from No. 5.2 to No. 9.0 appears on the second page and should be filled by the applicant's own handwriting.

(b) The receipt obtained by paying an amount of Rs. 200/- to the credit of the account of "Director General of Health Services - Collection of

Examination fees" of the No. 7041318 of the Bank of Ceylon, Thaprobane Branch should be affixed on the place for receipt in the application. If applying for several posts application should be paid separately. (Keep a copy of the receipt before affixing the receipt).

- (c) Signature of the applicant placed on 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 staff grade post in the public or Provincial Public who receives an annual combined salary above (Rs. 3,34,452).
- (d) Application duly perfected should be enclosed in an envelope in the size of 9x4 and "Recruitment to the Post of ..... - 2018" should be written on the top left hand corner and sent under registered post to reach Director (Administration) 03, Ministry of Health, Nutrition and Indigenous Medicine, "Suwasiripaya", No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 14.05.2018.

07. Employees who are already in Government or Semi Government Services should apply through the respective Head of Department.

08. Receipt of applications will not be acknowledged and applications received after the closing date will be rejected. The applications not compliance with the conditions above and the specimen from of application given at the end of this notification will be rejected without any notice.

09. *Method of Recruitment.* – A written examination will be held by the Secretary on the Ministry of Health, Nutrition and Indigenous Medicine for the applicants who have satisfied the qualifications for the post of Ward Clerk (female) given in this notification and on the results of this examination applicants those who secure the highest marks will be called for an interview to check whether they are physically fit and eligible and based on the number of vacancies recruitment will be made to Grade III of the relevant post. Only the applicants selected will be acknowledged by a letter and the list of results will be published on the website [www.health.gov.lk](http://www.health.gov.lk).

Applicants who satisfy the qualifications for the posts of Attendant (male/female) and Telephone Operator given in this notification will be selected on the order of merit, on the results of a written examination held by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine. Only the applicants selected will be acknowledged by a letter and the list of results will be published on the website [www.health.gov.lk](http://www.health.gov.lk).

*Note.* – These who are selected to the post of Attendant (male/female) will be given a training of three months. Appointments of the Trainees recruited under the open stream who do not comply with the disciplinary and leave rules of leave of the training institute or fail the examination conducted at the end of the training will be cancelled.

Applicants who satisfy the qualifications for the post of Cook given in this notification will be selected on the results of a written examination and vocational test conducted by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine. Written examination will be held first and the applicants who pass the written examination will be called for the vocational test on the order of merit of the marks they obtain. Those who pass the vocational test will be recruited to the post of Cook on the order of merit of the total marks they obtain at the written examination and vocational test.

10. Details of Written Examination are as follows :

A for the post of ward clerk (female) belonging to Management Assistant Non-Technical Seg. - 02.

Name of the Question paper	Syllabus	Duration	Maximum Marks	Minimum Pass Marks
1. General Knowledge	To test the logical reasoning and general knowledge related to the relevant field	02 hours	100	40%
2. Intelligence Test	To test the candidate's ability of understanding questions given in the form of terms, numbers and pictures through their conclusions and their the ability of understanding the qualifications between the time and space	01 1/2 hours	100	40%

(a) Marks will be deducted for unclear hand writing and spelling mistakes in all written question papers.

(b) At least 40% of the marks should be obtained for each subject above. Recruitments will strictly be made on the order of merit depending on the number of vacancies existing.

(b) A for the post of Attendant (male/female), Telephone Operator and Cook belonging to Primary Semi Skilled.

Name of the Question paper	Syllabus	Duration	Maximum Marks	Minimum Pass Marks
Subject related knowledge	Knowledge on the duties of the post, knowledge on use of equipment, knowledge on technical safety while engaged in the vocation, vocational knowledge.	01 1/2 hours	100	40%

11. Details of the vocational test for the post of cook.

Name of the Question paper	Syllabus	Maximum Marks	Total Marks	Pass Marks
Subject related knowledge (Technical functions relevant to the post, identifying installing and repairing equipment)	1. Basic knowledge relevant to the field	20	100	40%
	2. Knowledge on installing and repairing equipment	20		
	3. Identifying defects of the equipment in the relevant field	40		
	4. Knowledge on use of equipment in the relevant field	20		

12. *Identity of Candidate.*– Only the applicants who forward applications which are correct in all respects will be called for the written examination. Following are accepted in support of the identity of the applicants at the written examination :

- (a) National Identity Card issued by the Commissioner of Registration of Persons,
- (b) Valid passport,
- (c) Valid driving license.

13. *Terms of engagement and conditions of service :*

- (a) These posts are pensionable. you shall be subject to any policy decision taken by the government in future in respect of the pension scheme you are entitled to.
- (b) Appointees to these posts are subject to a probation period of three years.
- (c) You shall obtain the proficiency in the other official language in addition to the language you entered the service within a period of 05 years from the date of recruitment to the post as per the public administration circular No. 01/2014 and consequent circulars.
- (d) Shall pass the first efficiency bar examination before expiration of 03 years.
- (e) Applicants selected to the post of ward clerk (female) and the applicants selected to the posts of attendant (male/female) telephone operator and cook will be subject to scheme of recruitment for Management Assistant Non-Technical Seg - 02 category of service and the scheme of recruitment for Primary Semi Skilled category of service respectively and also to the amendments made to the above schemes of recruitment from time to time, establishments code, financial regulations, procedural rules issued by the public service commission and the orders and regulations that may be issued by the government.

14. Applications not conforming to the specimen form of application which is at the end of this notification and applications for which examination fee is not paid properly and applications filled incompletely and received late will be rejected without any notice. Receipt of the applications will not be acknowledged. Any complaint of loss or delay in the post will not be entertained.

15. Number to be recruited to the posts will be decided based on the number of vacancies existing at the time. If the Ministry of Health, Nutrition and Indigenous Medicine decides to grant permanent appointments will be made to Grade III of the relevant post subject to the conditions in the schemes of recruitment and the number of vacancies existing. Salary Scale PL-02-2016 Rs. 25,250 -10x270 - 10x300 - 10x330 - 12x350 - Rs. 38,450 mentioned in the public administration circular No. 03/2016 is entitled to the posts of attendant (male/female) Telephone Operator and cook and salaries will be paid according to Schedule II of the same circular. Salary scale MN-01-2016 Rs. 27,140 - 10x300 - 11x350 - 10x495 - 10x660 - Rs. 45,540 is entitled to the post of ward clerk (female) which is set out in the public administration Circular No. 03/2016 and salaries will be paid according to Schedule II of the same circular.

16. Particulars of educational qualifications and other qualifications should be mentioned very carefully and accurately when filling the applications. If the certificates forwarded in support of the qualifications are found to be false after making appointments action will be taken to refer the matter to the criminal investigations Department for taking legal action and also action will be taken to cancel the appointment and dismiss such applicant from the service and disciplinary action will be taken regarding the matter and enter his/her name into the blacklist which is an index of the names of persons who are not allowed to enter the public service.

17. Final decision regarding any matter not provide for in this *Gazette* notification shall be as ordered by the Secretary of Ministry of Health, Nutrition and Indigenous Medicine further the Secretary of Health reserves the right to fill or refrain from filling the vacancies or fill some of the vacancies.

18. In the event of any inconsistency between the Sinhala, Tamil and English text of this *Gazette* Notification the Sinhala text shall prevail.

JANAKA SUGATHADASA,  
Secretary,

Ministry of Health, Nutrition and Indigenous Medicine.

Date .....

#### APPLICATION

OPEN COMPETITIVE EXAMINATION FOR RECRUITMENT TO THE POST OF WARD CLERK (FEMALE) BELONGING TO MANAGEMENT ASSISTANT NON-TEACHNICAL SEG. 02 (MN-1-2006) AND TO THE POSTS OF ATTENDANT (MALE/FEMALE), TELEPHONE OPERATOR, COOK BELONGING TO PRIMARY SEMI SKILLED (PL-02-2006) CATEGORY OF SERVICE OF THE MINISTRY OF HEALTH NUTRITION AND INDIGENOUS MEDICINE - 2018

Language Medium of examination :

Sinhala	-	1	
Tamil	-	2	<input type="checkbox"/>
English	-	3	<input type="checkbox"/>

(Indicate the relevant number in the cage)

The post applied

1.	.....
2.	.....
3.	.....

01. (a) Name of the applicant with initials (In Block Capitals) *Eg.* : 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. : Land : \_\_\_\_\_ Mobile : \_\_\_\_\_.

(v) Address to which the admission for the examination should be posted (In English Block letters) : \_\_\_\_\_.

03. Date of Birth : Year     Month   Date

(i) National Identity Card Number :

(ii) Male/Female :

(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) Examination : Year :\_\_\_\_\_. Index No. :\_\_\_\_\_.

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

(ii) G. C. E. (Advanced Level) Examination : Year :\_\_\_\_\_. Index No. :\_\_\_\_\_.

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

(iii) Experience : Yes  No  (Mark ✓ in the relevant cage)

Mention the relevant particulars (Certificate should be submitted in proof) :\_\_\_\_\_.

(iv) Vocational Qualifications (Relevant to the post) Yes  No  (Mark ✓ in the relevant cage)

Give relevant particulars (Certificate should be submitted in proof) :\_\_\_\_\_.

06. Have you ever been convicted by a court of law ? Yes  No  (Mark ✓ in the relevant cage)

If yes, give relevant particulars :\_\_\_\_\_.

07. Certificate of the applicant :

I hereby certify that the information furnished herein by me are true and correct according to my knowledge and belief, and that receipt obtained by paying the prescribed examination fees is affixed here. I am also aware that if any particulars contained herein found to be false or incorrect before selection this application will be cancelled and if found so after selection I am liable to be dismissed without any compensation.

Affix here the receipt obtained by paying the money. Keep a photocopy with you.

\_\_\_\_\_,  
Signature of the applicant.

Date :\_\_\_\_\_.

08. Attestation of the Signature of the Applicant :

I certify that the applicant Mr./Mrs./Ms..... is personally known to me and placed his/her signature in my presence on .....

\_\_\_\_\_,  
Signature of the attester.

Date :\_\_\_\_\_.

Full name of the attesting officer :\_\_\_\_\_.

Designation :\_\_\_\_\_.

Address :\_\_\_\_\_.

(Place the official stamp)

09. Only for the officers who are serving in Public Institutions or Semi-Government Institutions :

Certification of the Head of Department/Institute,

I certify that Mr./Mrs./Miss ..... who has submitted this applications, has been serving in ..... Department/Institute from ..... to ..... and disciplinary proceedings are not pending against him/her. His/Her work, conduct and attendance are satisfactory/not satisfactory, I also inform that he/she has paid prescribed examination fees, and affixed the receipt and he/she, can/cannot be released from this Department/Institute if he/she will be selected for the post.

\_\_\_\_\_,  
Signature of the Head of Department/Institute.