



“ විශිෂ්ට භාජ්‍ය සේවාවක් සඳහා දැරූ කැපවීම ”
ප්‍රධාන ලේකම් කාර්යාලය - බස්නාහිර පළාත
பிரதான செயலாளர் அலுவலகம் - மேல் மாகாணம்
OFFICE OF THE CHIEF SECRETARY - WESTERN PROVINCE



204, ඩෙන්සිල් කොබ්බෑකඩුව මාවත, බත්තරමුල්ල.
 204, டென்சில் கொப்பேகடுவ மாவத்தை. பத்தரமுல்ல.
 204, Denzil Kobbekaduwa Mawatha, Battaramulla.



ISO/IEC: 17021
 QMS-001-01

ප්‍රධාන ලේකම් } දුරකථන / தொலைபேசி / Telephone - 011 - 2092599 }
 பிரதான செயலாளர் } லக்ஷி / பெக்ஸ் / Fax - 011 - 2092601 }
 Chief Secretary } டீ-மீல் / மின்னஞ்சல் / E-mail - chiefsecretary@wpc.gov.lk }
 } தொலைபேசி இலக்கம் } 011 - 2093000 }
 } General Telephone }



මගේ අංකය } CSWP/PTR/18-6/FI/1(C) } ඉහළ } 2022.05.25
 எனது இலக்கம் } } உமது இலக்கம் } திகதி
 My No. } } Your No. } Date

Translation

Secretary,
 State Ministry of Indigenous Medicine Promotion, Rural and Ayurvedic Hospital Development and
 Community Health

Chief Secretary,
 (Northern/ Eastern/ Southern/ Sabaragamuwa/ Uwa/ North Western/ Central/ North Central) Province

Secretary,
 Provincial Ministry of Health and Indigenous Medicine (W.P.)

Secretary,
 Ministry of Local Government (W.P.)

Commissioner of Ayurveda, Department of Ayurveda

**Calling applications for the posts Vacant in the Sri Lanka Ayurvedic Medical Service
 in the Indigenous Medicine Department and Drugs Manufacturing Factory of the
 Colombo Municipal Council**

Applications are called from qualified Officers of Sri Lanka Ayurvedic Medical Service for the following
 vacancies in the Indigenous Medicine Department of Colombo Municipal Council.

Post for which applications are called
Indigenous Medicine Department

Grade approved

- Deputy Chief Urban Ayurvedic Medical Officer - Grade II / I

Drugs Manufacturing factory

- Ayurveda Deputy Chief Urban Medical Officer - Grade II / I

02 . Qualifications related to recruitment to the posts

Should be an Officer of Grade I or II of the Sri Lanka Ayurvedic Medical Service who has completed 5 years
 of active and satisfactory service prior to the closing date of applications.

කොමර්ස් ප්‍රධාන ලේකම් பிரதான செயலாளர் Deputy Chief Secretary	පාලන நடவடிக்கை Administration Tel : 0112092606 Fax : 0112092609 dcsadmin@cs.wpc.gov.lk	සිරිස් ක පුහුණු ஆளணி மற்றும் பயிற்சி Personnel & Training Tel : 0112092631 Fax : 0112092647 dcspt@cs.wpc.gov.lk	ජය நித Finance Tel : 0112092640 Fax : 0112092636 dcsfinance@cs.wpc.gov.lk	සංලක්ෂි திட்டமிடல் Planning Tel : 0112092532 Fax : 0112092533 dsplan@cs.wpc.gov.lk	ඉංජිනේරු பொறியியல் Engineering Tel : 0112092501 Fax : 0112092505 dcs@eng.wpc.gov.lk	ප්‍රධාන අභ්‍යන්තර විමර්ශක பிரதான உள்நகல் கண்காணிப்பாளர் Chief Internal Auditor Tel : 0112092628 Fax : 0112092625 ria@cs.wpc.gov.lk
--	---	--	--	---	--	---



03. Selection Methodology-

Applications will be called from the Officers of the of Sri Lanka Ayurvedic Medical Service who have fulfilled the qualifications mentioned in **paragraph 02** and will be subjected to a structured interview and marks will be given based on the seniority and merit. The Marking Scheme is attached herewith and marks will be given as maximum of 40 marks for seniority and 60 marks for merit.

04. Applications of the Officers should be submitted with the recommendation of the Head of the Institution, Head of the Department and the Secretary to the Ministry. Also, if applications are submitted for more than one post, the officers should submit separate applications for each.

05. Please inform the officers of the Ayurvedic Medical Service serving in the Ministry/ Department and the institutions operated under it in this regard and to forward their applications prepared according to the specimen Application attached herewith on or before **24.06.2022 by register post to the Chief Secretary, Chief Secretary's Office (Western Provincial Council), No. 204, Denzil Kobbekaduwa Mawatha, Battaramulla.**

06. Also the posts applied for should be mentioned in the upper left corner of the envelope. Applications received after the closing date will be rejected and the final decision on recruitment rests on the Chief Secretary, Western Province.

J.M.C. Jayanthi Wijetunga
Chief Secretary
Western Province

Copies

1. Provincial Commissioner of Ayurveda, Provincial Department of Ayurveda (WP) – For necessary actions
2. Commissioner of Local Government, Department of Local Government (WP) - For necessary actions

Marking Scheme for the Interview for the post of Deputy Chief Urban Ayurveda Medical Officer and Ayurveda Deputy Chief Urban Medical Officer of the Colombo Municipal Council

1	Seniority	Maximum Marks 40	Marks will be given as follows for all officers of Grade I and II of the Sri Lanka Ayurvedic Medical Service who have applied. In addition to the 05 years service period in Grade II, 04 marks will be given for 01 year of active service period completed 02 marks for 06 months and above, 1 marks for 03 months or above.	40 marks
2	Merit	Maximum Marks 60	Marks will be given for only one certificate from each category below as 15 marks – for Mphil. 10 marks – for Post Graduate Degree 05 marks – for Post Graduate Diploma 04 marks – for Diploma (06 months or above) relevant for the scope indicated in the Appendix II of the Service Minutes of Sri Lanka Ayurvedic Medical Service or given approval to get applicable by any letter	15 marks
			Experience in the field - (Relevant periods should be confirmed by written appointment letters) Hospital Director – 10 marks for 05 years as 02 marks for 01 year Medical Superintendent 7.5 marks for 05 years as 1.5 marks for 01 year Medical Officer in Charge 05 for 05 years as 01 mark 01 year	10 marks
			Courses related to administration more than 6 months – 05 marks 3 - 6 months – 03 marks 2 - 3 months – 02 marks (The period should be confirmed by Documents and if not confirmed so, marks will not be given)	05 marks
			Research done by himself in relation to the scope – 01 mark Dissertations published by himself in relation to the scope – 01 mark Books written by himself in relation to the scope – 01 mark Articles written by himself for a newspaper in relation to the scope – 01 mark Articles written by himself for periodicals in relation to the scope – 01 mark (These documents should be submitted in addition to the documents submitted by you for the MPhil, Postgraduate Degree or Postgraduate Diploma. A maximum of one mark will be given for each item)	05 marks
			Training on Information Technology (Obtained from a Institution recognized by the Government) More than 1 month – 05 marks More than 02 weeks and less than 01 month – 03 marks (The period should be confirmed by Documents and if not confirmed so, marks will not be given)	05 marks
			Skills and personality displayed in the interview	05 marks
			Performance, (in approximat 05 years) Excellent level (03 marks) Above average level (02 marks) Satisfactory level (01 mark) (Marks will be given only if there is one of the above choices in the performance, and no marks will be awarded if there are several choices.)	15 marks

(For office use)

Specimen Application Form

Recruitment to the post of
Colombo Municipal Council

- 01. Name with initials -
- 02. Name in Full -
- 03. Date of Birth -
- 04. Personal Address -
- 05. National Identity Card Number -
- 06. Telephone Number -
- 07. Date of First Appointment -
- 08. Permanent Post held at present -
- 09. Grade at present -
- 10. Date of appointment to that grade -
- 11. Present Workplace -
- 12. Address of the Present Workplace -
- 13. Has completed 05 years of satisfactory service period - Yes / No
- 14. Has earned salary increments in the previous 05 years - Yes / No.....
- 15. Has obtained No-pay leave during the previous 05 years - Yes / No
- a) If No-pay leave has been obtained, the details
- 16. Performance in the 05 years prior to the closing date of application (Copies certified by the Head of the Institution should be attached) **(NB - No marks will be given for unmarked performance.)**

Year	Performance level (unsatisfactory/ satisfactory/ above average/ excellent)

I confirm that the above details given by me are true and correct.

Date -
Signature

Recommendation of the Head of the Institution / Head of the Department-

I certify that there is conducting/ not conducting a disciplinary inquiry against Mr./ Mrs./ Ms.
and the information provided by him/ her are correct according to the personal file. If this officer is selected for the above post, I agree/ do not agree to release the officer from the present working place with/ without a successor.

Date -
Signature and official seal

Recommendation of the Secretary to the Ministry -

I agree/ disagree with the recommendation of the Head of the Institution/ Head of the Department.

Date -
Signature and official seal