

**Ministry of Health**  
**Recruitment of the Trainees of Para Medical Service – Year 2024**  
**Instruction Sheet on completing the E-application**

1. Please read the gazette notification and this instruction sheet before completing the application.
2. Applications could be submitted only through the official website of the Ministry of Health ([www.health.gov.lk](http://www.health.gov.lk))
3. Applicants who have done A/L in 2018, or in 2019 (Old/New syllabus) or in 2020 (Old/New syllabus) in the science stream are eligible to apply as per the Table 02 in the third paragraph of the gazette notification.
4. Closing date for the submission of application is 25.04.2024.
5. Each applicant can submit only one application. (See paragraph 1.1. of the Gazette Notification)
6. Rs.1000/- should not be made through online banking or money depositing machine.
7. Every applicant must visit a Bank of Ceylon branch and pay the amount of Rs.1000/- before submitting their application. For that, **the application should be forwarded only after entering the number printed on the receipt from the bank in the appropriate place of the application.** Failure to do so i.e. all paid and unpaid applications will be rejected. (See paragraphs 1.4. and 8.4 of the Gazette Notification.)
8. Every applicant must download the copy of the application form immediately after submitting it formally and keep the 05-digit code safe. Applicants who do not receive a copy of the application or 05- digit code after submitting their applications, should immediately contact the Human Resource Management and Coordinating Unit (See sub-paragraphs (a) to (d) of paragraph 8.5. and sub-paragraph (a) of paragraph 8.6. of the Gazette Notification.)
9. Students with the following disqualifications should not apply for this. (See sub-paragraphs 6.1 to 6.4 appearing in paragraph 6. of the Gazette Notification.)
  - (a) Students who are registered or currently following any fulltime/internal course conducted by a state university or a state university college recognized by the University Grants Commission under the national free education policy., that demands G.C.E. (A /L) qualifications.
  - (b) Students who are registered/studying in a full-time course recruited on the basis of A-level results in the National College of Education, Ministry of Health and other government institutions
10. No applicant shall enter false information in his/her online application. (See paragraph 1.3. of Gazette Notification.)

11. A mobile phone number must be entered. Applicant can enter mobile phone number of himself and father/mother/guardian.

12. Documents and information to be possessed by the applicant to initiate the application process. (. (See paragraph 1.4. of Gazette Notification.)

- National Identity Card
- Your height should be given in cm
- G.E.C. (O/L) / (A/L) certificate and document showing Z score
- Two callable mobile phone numbers
- Rs. 1000/- Receipt from Bank for payment of fee (Refer Para 8.4. of Gazette)

**13. Key points to be considered when completing the e-application**

- a. Application should be filled in English.
- b. Same NIC number used for the Advanced Level examination should be used.
- c. Advanced Level and Ordinary Level examination results will be automatically generated when you submit the index number. If there are differences you can state the results within the square below the results in the application.

**14. Inquiries for essential information.**

If you have fulfilled the conditions and eligible to apply, any questions on completing the application, or assistance relating to section 8.5.(C) of the gazette notification , instructions could be obtained by contacting the Human Resources Management and Coordinating Unit of the Ministry of Health during working days of the week from 9.00 a.m. to 4.00 p.m. via telephone number 0112 340 007, can also be contacted at the email address [hrcodmoh@gmail.com](mailto:hrcodmoh@gmail.com). (Here it is always necessary to mention your national identity card number and a telephone number where you can be contacted)

**Please do not call for any other reason.**

15. After conducting the interview, the information about the selected applicants will be published on the website of this Ministry and no one will be notified personally. However, if it is necessary to inform about specific information that arises from time to time, they will be done through the phone number and email address that you have submitted with the application. Therefore, it is your responsibility to keep the telephone numbers and email address provided with the application form unchanged and active, and this Ministry will not be responsible for any problematic situations that may occur due to the fact that the relevant information is not communicated in a timely manner due to such changes or being inactive.