

General Circular Letter No: 02/124/2014

My No. CF/EXE/04/2014

Ministry of Health

"Suwasiripaya"

385, Ven. Baddegama Wimalawansa Thero Mw.

Colombo 10.

.....<sup>03</sup>..... September 2014

Provincial Health Secretaries

Provincial Directors of Health Services

Regional Provincial Directors of Health Services

Heads of Decentralized Units

Directors of Hospitals under the Line Ministry & Heads of Institutions

### **Departmental Examination and Efficiency bar Examination for Pharmacists in Class II Seg "A" / Grade II - 2014**

It is hereby notified that the Efficiency bar Examination and Departmental Examination which should be passed before reaching the fourth salary step of the salary scale approved for Pharmacists in Class II Seg "A"/ Grade II will be held respectively on 29/11/2014 and 30/11/2014 in Sinhala, Tamil and English media. The venue and the time of the examination will be notified along with the Admission Card. The subject related question paper will be prepared only in English medium.

#### **02. Qualifications:-**

Officers appointed to the Class II Seg "A"/ Grade II and who have passed the relevant Departmental Examination and Efficiency Bar Examination for Class II Seg "B"/ Grade III and completed the specified period (six years) of service and not received the letter of appointment to the Class II Seg "A"/ Grade II due to delay on the part of the office can apply for this examination.

#### **03. Applications :-**

Applications prepared by the candidates as per specimen appended to this letter should be sent under registered cover to reach the Director (Examinations) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 10/10/2014 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. Two self addressed envelopes (Candidates can write their official or private address) in the size of 9" x 4" inches, affixed with stamps to the value of Rs35.00 and Rs10.00 respectively, should be sent along with the application. Applications which are received late, incomplete or inaccurate will be rejected.

**Note:** The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04 on the first front page and from 05 to 08 on the second page. Applications which do not conform to above will be rejected any information.

**04. Examination fees:-**

- I. Candidates who sit the examination for the first time need not pay examination fees. However in every subsequent sitting they should affix stamps to the value of Rs. 25/= per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- II. The fees once paid will not be refunded or transferred to other examinations under any circumstances.

**05. Admission to the Examination:-**

- I. Candidates whose applications have been accepted will be issued with Admission Cards which should be submitted to the Supervisor at the Examination centre. Otherwise they will not be allowed to sit the examination.
- II. Candidates should prove their identity to the Supervisor at the examination centre. For this purpose one of the following documents will be accepted.
  - ( a ) National Identity Card
  - ( b ) Departmental Identity Card
  - ( c ) Driving License
  - ( d ) Passport

**06. Scheme of the Examination:-**

The Examination will be held as Departmental and Efficiency Bar Examination. The Departmental Examination consists of 03 parts viz: Subject Related Essay Question paper, Viva Voce and a Practical test. Each part will carry 100 Marks. Efficiency Bar Examination consists of two papers as E code and financial Regulations.

**07. Syllabus of the Examination**

**07.1 Departmental Examination**

**07.1.1 Subject related question paper**

Duration 03 hours. Should answer 04 out of 07 questions. Total marks 100. Candidate should secure minimum of 40 marks for Paper to have a pass in the Examination.

**Syllabus**

- i. Pharmacology
- ii. Judicial Pharmacology ( Poisons Opium and Dangerous drugs )
- iii. Pharmacy
- iv. Departmental Manual
  - a. Annual Estimates and indent of drugs, dressings, surgical items and medical gas Local purchase of drugs and surgical items and procedure of purchase
  - b. Procedure for the disposal of (date fixed) excess products date expired, non moving drugs, dressings and surgical items, drugs withdrawn due to quality failure and disposal of empty cans and containers
  - c. Procedure for obtaining, storing, issuing and accounting of drugs dressings and surgical items.
  - d. Procedure for the disposal of unusable and polluted drugs and surgical items

**07.1.2 Practical Test** - A practical test related to the subject field to examine skill and abilities. Duration 1½ hours. Total Marks 100

**07.1.3 Viva Voce** - An oral test on issues that would arise in the subject field. Duration 15 minutes. Total Marks 100.

## **07.2 Efficiency Bar Examination**

There will be Two Questions Papers as Establishments Code & Financial Regulations Each paper will receive 100 Marks. They can complete the Examination in one or several sittings. Candidate should secure minimum of 40 marks for each Paper to have a pass in the Examinations.

### **07.2.1 Establishments Code**

Duration 02 hours. The question paper will have 07 questions and candidates are required to answer any 04 question out of them.

Chapter XV	- Travel abroad for study Training or on duty.
Chapter XVI	- Holiday Travel
Chapter XXIII	- Special concessions and conditions regarding officers suffering from special type of illness.
Chapter XXIV	- Salary loans/Advances
Chapter XXV	- Connections to trade union Members
Chapter XXVII	- Channel of Communication
Chapter XXVIII	- Administrative Procedure
Chapter XXX	- Right of Government over its Officers
Chapter XXXIII	- Legal advice and legal actions
Chapter XLVII	- General Conduct and discipline
Chapter XLVIII	- Disciplinary Procedure

Public Administration Circulars on officers' performances and evaluation will also apply.

### **07.2.2 Financial Regulations.**

Questions will be based on following chapters. Time 02 hours. The question paper will have 07 questions and candidates are required to answer any 04 question out of them.

(1) Chapter VI

Custody of Public Finances Etc.

Imprest and Bank Accounts – Security of Public Finances, Board of Survey, Bank Draft, Bank Accounts. (F.R. 315 – 396)

(2) Chapter XIII

Supplied works and services: - Supplies/ Purchasing system, Stores Verifications Storage System, Contracts Deviation from tender procedure (FR – 708 – 775)

**08.** Please bring the contents of this circular to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution. The information is also available in the Web Site – [www.health.gov.lk](http://www.health.gov.lk)



**Rohana De Silva**

Act. Deputy Director General (Admin) II  
For Director General of Health Services



05. (a) Whether you sit for the examination for the first time: - .....  
 (b) If not so, have you affixed stamps to the application? - .....

Stamps Cage
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06. Certificate of the candidate:-

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and I need not affix stamps since I sit the Examination for the first time / have affixed stamps to the value of Rs. .... since I repeat the Examination,\* and the stamps affixed by me to the application are genuine and not used before.
- (ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

.....  
Date

.....  
Signature of the candidate

07. Certification of Head of Institution

\*Mr/Mrs/Miss ..... is well known to me and he / she\* sits the Examination for the first time / repeats the Examination \* he / she\* need not affix stamps / has affixed stamps to the value of Rs..... to the Application, and he / she\* placed his / her\* signature in my presence. The Application is correct in accordance with the particulars available in his / her\* personal file and he / she\* is eligible to sit for the Examination.

.....  
Date

.....  
Signature of Head of Institution/Frank

08. Certificate of the Head of Decentralized unit / specialized Campaign

\*Mr/Mrs/Miss ..... serves as a Class II Seg "A"/ Grade II Pharmacist in my Division / Campaign\* and the particulars furnished by him / her\* in the Application is correct in accordance with the particulars available in his / her\* personal file and he / she\* is eligible to sit for the Examination.

.....  
Date

.....  
Signature of Head of Decentralized Unit /  
Specialized campaign  
(Frank/Rubber stamp)

\* - Delete words which are inapplicable