

General Circular Letter No: 02 - 129/2015

My No. CF/EXI/06/2015

Ministry of Health, Nutrition & Indigenous Medicine

"Suwasiripaya"

385, Ven. Baddegama Wimalawansa Thero Mw.

Colombo 10.

02.10.2015

Provincial Health Secretaries

Provincial Directors of Health Services

Deputy Provincial Directors of Health Services

All Hospital Directors under the line Ministry and Head of Institute

**Efficiency Bar Examination for Grade III Nursing Officers In the Nursing Services - 2015 (2<sup>nd</sup> Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by Nursing Officers - Grade III before reaching the fourth salary step of the approved salary scale will be held on 29.11.2015 in Sinhala, Tamil and English Medium. The venue and the time table will be mentioned in the admission card. The officers who failed Establishment Code or Financial Regulations at the Efficiency Bar Examination under the new Nursing Service Minute or old Nursing Service Minute and those who sit the Efficiency Bar Examination for the first time can apply for this examination.

**02. Qualifications**

Nursing Officers categorized under Grade III mentioned in the amended Nursing service minute published in the Gazette Extraordinary No 1837/8 dated 19.11.2013 can apply for this examination.

**03. Applications**

Applications prepared by the candidate in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach Director (examination), suwasiripaya, No 385, Rev. Baddegama wimalawansa Thero mw, Colombo 10 on or before 30.10.2015 through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. A self address envelop (official or private address) in the size of 9"X4" inches, affixed with stamps to the value of Rs 35.00 should be sent along with the application. Applications received after the closing date, incomplete or inaccurate will be rejected.

**N.B.**

Applications should be prepared using a paper of A4 size in such a way that the numbers 01 to 04 appear on the 1<sup>st</sup> page whilst the numbers 05 to 10 appear on the 2<sup>nd</sup> page. Applications that do not comply with the above specimen will be rejected without notice.

**04. Examination fees**

**I.** Candidates who sit the examination for the first time are exempted from examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel them by placing his/her signature and date .

**II.** The examination fees paid will not be transferred to any other examination or refunded under any circumstance.

**05. Admission to the Examination**

**I.** Admission cards will be issued to the candidates whose applications are duly perfected. The admission card should be duly perfected and submitted to the supervisor at the examination hall. Otherwise it will not be allowed to sit the Examination.

**II.** Candidates should prove their identity to the supervisor at the examination hall for this purpose. For that, one as the following documents should be submitted.

- a ) National Identity Card
- b ) Departmental Identity Card
- c ) Valid Driving License
- d ) Valid Passport

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

The examination consist of two written question papers, and each paper will receive 100 marks. Candidates should score minimum of 40 marks for each paper to obtain a pass from each paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

**07. Syllabus of the Examination.**

**Efficiency Bar Examination**

**07.I Establishment Code**

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

**Syllabus**

|         |      |   |  |
|---------|------|---|--|
| Chapter | II   | - | Recruitment Procedure and Appointments         |
|         | III  | - | Transfers                                      |
|         | VII  | - | Salaries                                       |
|         | VIII | - | Overtime, Holidays, Holiday Pay and Allowances |
|         | XII  | - | Leave  |
|         | XIII | - | Railway Warrants                               |
|         | XVII | - | Concessionary Seasons Tickets                  |
|         | XXII | - | Welfare Facilities                             |
|         | XXV  | - | Concession to Members of Trade Unions.         |

## 07.2 Financial Regulations

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

### Syllabus

A written question paper to test the knowledge on matters from F.R. 1- F.R. 157 in Financial Regulation.

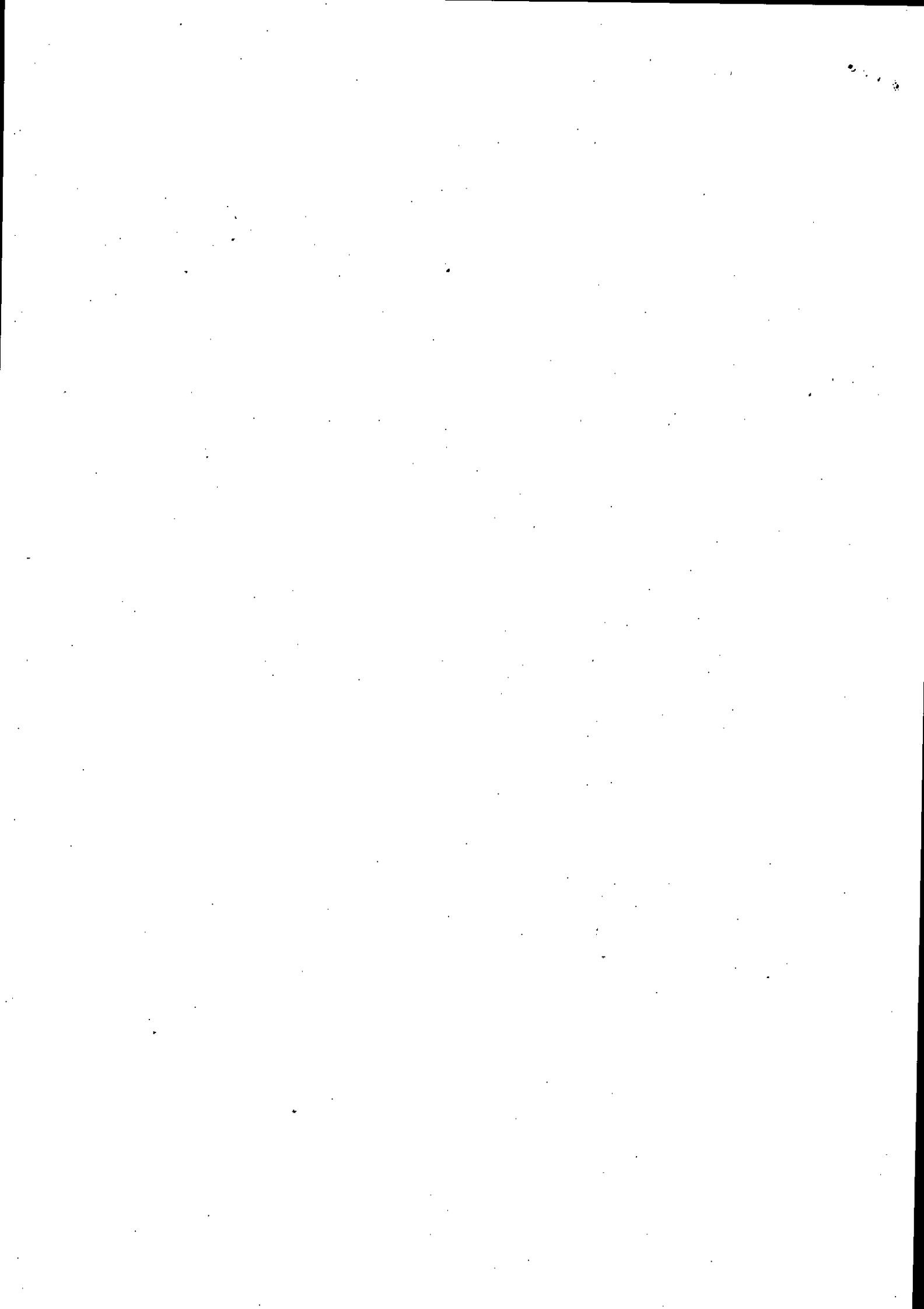
08. Please bring the contents of this circular to the notice of all relevant officers of your Division / Specialized Campaign/ Institution. The information is also available in the Web Site – [www.health.gov.lk](http://www.health.gov.lk)

n.b - Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Tamil and English mediums.

**M. B. L. Rahuman**  
Deputy Director General (Admin) II  
Ministry of Health & Indigenous Medicine  
"Dawasiripaya"  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

**M B L Rahuman**  
Deputy Director General (Admin) II  
for Director General of Health Services

|           |    |  |   |                   |
|-----------|----|--|---|-------------------|
| Copies to | 1. | Director (Medical Services) Army             | - | (F.N.A)           |
|           | 2. | Director (Medical Services) Air Force        | - | (F.N.A)           |
|           | 3. | Director (Medical Services) Navy             | - | (F.N.A)           |
|           | 4. | Director (Medical Services) Sri Lanka Police | - | (F.N.A)           |
|           | 5. | Commissioner of Ayurveda                     | - | (F.N.A)           |
|           | 6. | All Commissioners of Municipal Councils      | - | (F.N.A)           |
|           | 7. | All Superintendent of Prisons                | - | (F.N.A)           |
|           | 8. | All Principals of Nursing Schools            | - | (receive centers) |





- 05 (a) Whether you have sat the examination before:- .....
- (b) If the application is forwarded not for the first time whether stamps have been affixed?.....
- (c) If the application is forwarded for the first time? .....

Stamp Cage

06. **Certificate of the candidate :-**

- (i) I do hereby certify that the particulars furnished in this application are true and correct 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 sit the Examination not for the first time, and the stamps affixed are unused and genuine .
- (ii) I do hereby agree to comply with the rules and regulations imposed on examination and I do agree to comply with my decision to cancel my candidature if I'm decided disqualified accordance in until the minute of the examination

.....  
Date

.....  
Signature of the candidate

07. **Certificate of the Special grade Nursing Officer**

\*Mr/Mrs/Miss ..... serves as a Grade III Nursing Officer in my Section

.....  
Date

.....  
Signature of Specialgrade Nursing Officer

08. **Certification by the Management Assistant**

I do hereby certify that \*Mr/Mrs/Miss ..... has correctly handed over me the duly filled application before the closing date and particulars furnished in this application are true and accurate as per her personal file and kept a copy of this application is attached to her personal file.

.....  
Date

.....  
Name & Signature

09. **Certification of Head of Institution**

\*I do hereby certify that Mr/Mrs/Miss ..... is well known to me and \* he / she\* sits the Examination for the first time / not for the first time and has affixed stamps to the value of Rs. .... / not necessary to affix stamps and the particulars furnished in the Application are true and correct to his/her\* personal file and he/she\* is eligible to sit for the Examination. he/she\* placed his/her\* signature before me.

.....  
Date

.....  
Signature of Head of Institution/Frank/Rubber Stamp

10. **Certificate of the Head of Dcentralized unit / specialized Campaign**

\*I do hereby certify that Mr/Mrs/Miss ..... in serves as a Grade III Nursing Officer" in my Division / Campaign\* and the particulars furnished in the Application are correct with the personal filethe applicant and in he / she\* is eligible to sit for the Examination.

.....  
Date

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

\* - Delete words which are inapplicable