

My No. CF/EXE/11/2013

Ministry of Health

"Suwasiripaya"

385, Ven. Baddegama Wimalawansa Thero Mw.

Colombo 10

J.R. 11/2013

Provincial Health Secretaries

Provincial Director of Health Services

Deputy Provincial Directors of Health Services

Heads of Decentralized Units

Directors of Hospital under the Line Ministry & Heads of Institutions

**Departmental Examination for
Preliminary Grade Medical Officers and Dental Surgeons – September 2013**

It is hereby notified that the Departmental Examination for Preliminary Grade Medical Officers & Dental Surgeons which should be passed by preliminary grade Medical Officers before promotion to grade II in terms of section 07 of the Minute of Medical Officers in the Health Services, published in the Gazette (Extra Ordinary) No. 662/11 of 17.05.1991 of the Democratic Socialist Republic of Sri Lanka, and which should be passed by Dental Surgeons before confirmation in the service will be held on **12th January 2014** in Sinhala, Tamil & English medium. The venue and the time of the examination will be notified along with the Admission Card.

02. Qualifications

Preliminary Grade Medical Officers & Dental Surgeons who have not completed the relevant examination can apply for this examination.

03. Applications

Applications that should be prepared by the candidates as per specimen shown at the end of this circular must be handed over to the head of the institute **on or before 17th December 2013**. The applications that are certified as all the eligibilities have been fulfilled, should be forwarded to the Director (Examinations), Ministry of health, "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **23rd December 2013** through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope in the size of 9" x 4" inches, affixed with stamps to the value of Rs.30.00 should be sent along with the application. (Candidates can write their official or private address) 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 (c) on the first front page and from 04 (d) to 09 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 allowed to transfer for any other Examination or refunded under any circumstances.

05. Admission to the Examination :-

- I Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same 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 hall. For this purpose one of the following documents will be accepted.
 - (a) National Identity Card
 - (b) Departmental Identity Card
 - (c) Driving License
 - (d) Passport
- III If you did not receive your admission card due to any unavoidable reason you can trace your examination centre and the index number through the web site; If you were able to trace your examination centre and the index number as mentioned above you are permitted to be presented at the examination centre in the web site together with a letter attesting your signature by your immediate superior officer and sit the examination by establishment of your identity. The Applicants who have received the admission card should certify their signature and should be bought. The applicants who have obtained the certification on their signature will not be entitled to face the examination. (Web site- WWW.health.gov.lk)

06. Scheme of the Examination :-

The examination will consist of three written question papers, & a Sinhala/ Tamil Viva Voce test. Each part will receive 100 Marks. Candidates should score a minimum of 50 marks for a pass in each part . The Examination can be completed at one sitting or at several sittings.

07. Syllabus of the Examination

07.1 Written Examination

07.1.1 Establishments Code

Duration 02 hours. Should answer five(05) out of eight (08) questions. Total marks 100.

Syllabus

- (i) Establishments Code
 - (a) Part I - Chapters II, III, V, VI, VII, VIII, IX, XI, XII, XIII, XV, XXIV, XXV, XXVII, XXVIII, XXX, XXXI, XXXII, XXXIII
 - (b) Part II - Chapters XLVII & XLVIII

(d) Whether a self-addressed envelop in the size of 9 X 4 inches with stamps affixed to the value of Rs.30.00 has been attached to the application to post the Admission Card?

(e) (i) Postal Address to post the Admission Card (In Sinhala / Tamil) :-

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(ii) Postal Address to post the Admission Card (In English Capitals):-

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05. (a) Whether you sit for the examination for the first time: -.....

(b) If not so, have you affixed stamps to the application? -.....

Stamp Cage

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.

(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 in the Application are correct in accordance with the particulars available in his / her personal file and he / she* is eligible to sit for the Examination. 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..

.....
Date

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

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

Mr/Mrs/Miss serves as a Medical Officer / Dental Surgeon in my Division / Campaign* and the particulars furnished by him / her* in the Application are 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)