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சுவசிரிபாய
SUWASIRIPAYA

මගේ අංකය)
எனது இல)
My No.) CF/EXD/03/2020
මගේ අංකය)
உமது இல)
Your No. :)

දිනය 28/01/2020
திகதி)
Date)

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சுகாதாரம் மற்றும் சுதேசவைத்தியச் சேவைகள் அமைச்சு
Ministry of Health and Indigenous Medical Services

General Circular Letter No: 02 - 06 / 2020

Provincial Health Secretaries

Deputy Director General – National Hospital of Sri Lanka

Provincial Directors of Health Services

All Hospital Directors under the Line Ministry

Regional Directors of Health Services

Heads of Departments

First Efficiency Bar Examination for Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers of the Field /Office based – Segment 01 Service Category (MN 06 – 2006) A 2020 (1st Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers within three years from the date of their appointment to Grade II will be held on **28.03.2020 and 29.03.2020** in Sinhala, English, and Tamil media. The venue and the time of the examination will be notified on the Admission Card.

02. Qualifications

Officers who have got an appointment in Grade II of the above posts and not yet completed the examination are eligible to 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) Ministry of Health, No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **28.02.2020** through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed envelope (Candidates can write their official or private address) in the size of 9" x 4" inches, affixed with stamps to the value of Rs. 45.00 should be sent along with the application. Applications which are received late, incomplete or inaccurate will be rejected Without notice.

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 03 on the first front page and from 04 to 08 on the second page. Application 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. 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) A Formal identity card issued by the Ministry of Health and Indigenous Medical Service or a relevant institution
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination :-

This Efficiency Bar Examination consists of three essay type question papers viz office Systems, Finance Systems & Subject Related Matters. Each question paper carries 100 marks. Duration is 2 hours. for each paper. Minimum 40% marks should be obtained for each question paper pass to the examination. Candidate can complete the examination in one sitting or several sittings. However, candidates who sit the examination for the first time should apply for all the subjects.

07. Syllabus

7.1 Efficiency Bar Examination

07.1.1 Office Systems Question paper - (Duration 02 hours.)

The question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

Establishments Code.

- | | | |
|--------------|---|--|
| Chapter II | - | Recruitment procedure an Appointment |
| Chapter III | - | Transfers |
| Chapter VII | - | Salaries |
| Chapter VIII | - | Overtime, Holidays, Holiday pay and Allowances |

Chapter XII	-	Leave
Chapter XIII	-	Railway Warrants
Chapter XVI	-	Holiday Travel
Chapter XXVIII	-	Administrative Procedure
Chapter XXX	-	Right of Government over its Officers
Chapter XLVII	-	General Conduct and Discipline

- Code of Procedural Rules issued by the Public Service Commission Published in the Gazette Extraordinary No 1589 / 30

Chapter III	-	Appointment
Chapter V	-	Persons not qualified for appointment of the Public Service
Chapter VI	-	Terms and Conditions Governing Appointments
Chapter VII	-	Procedure relating to Appointments
Chapter VIII	-	Period of Probation, Period of Acting and Confirmation of Appointment
Chapter XIV	-	Termination of Employment and Resignation from Public Service
Chapter XV	-	Vacation of Post

07.1.2 Finance Systems Question paper - (Duration 02 hours.)

This question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds, Write off etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipts
Chapter V	-	Payments
Chapter VI	-	Custody of Public Money, ETC, Imp rests and Bank Accounts

07.1.3 Subject related Question paper - (Duration 02 hours.)

The question paper consists of essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

This is a question paper to test skills relevant to each post and knowledge on orders and acts which authorize the institute, functions of the post, analysis, preparation and distribution of collected details, preparation of reports/progress reports.

08. To follow the Regulations Related to Examination Procedure

Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another candidate or person. Further Mobile phones & the similar electronic equipment should not be used. Any candidate who disregards this rule is liable to punishment.

09. Please bring the contents of this circular to the notice of all officer of your Division/ Specialized Campaign of Service category. The information is also available in the Web Site – www.health.gov.lk Please bring the contents of this circular to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution.

Note; In case of any inconsistency between the texts in Sinhala , Tamil and English the text in Sinhala Language shall prevail.



Donald Murage
Deputy Director General (Admin) II
For Secretary
Ministry of Health and Indigenous Medical Service

Donald Murage
Deputy Director General (Admin) II
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

EXD

For Office Use Only

Specimen form of application

First Efficiency Bar Examination for Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers of the Field /Office based – Segment 01 Service Category (MN 06 – 2006) A 2020 (1st Term)

01. (a) i. Full Name of the Applicant in Sinhala.....

ii. Full Name of the Applicant in English (block letters)

Grid for English name entry

iii. Names with initials in Sinhala.....

iv. Names with initials in English (In block letters)

Grid for English initials entry

(b)i. Designation –(Mark “✓” within the cages against the relevant Post)

Research officer

Officer of Health Education

ii. Date of the First Appointment.....

iii. Reference number and the date of the appointment letter.....

iv. Present annual salary :.....

v. Mobile Phone Number:-

Grid for mobile phone number entry

vi. National Identity Card Number:-

Grid for national identity card number entry

02. Mark “✓” within the cages against the subjects you wish to sit in this time and Mark “X” against the subjects for which you do not wish to sit for.

Establishments code

Finance Systems

Subject related matters

03. (a) Present Working Station :- (In Sinhala).....

(In English).....

(b) The Working Station Administrate by: Line Ministry

Provincial Council

(c) If under the provincial council mention the province :-

(d) District of the Present Working Station:

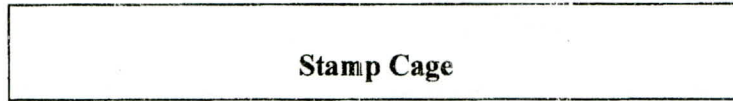
(e) Whether two self-addressed envelope in the size of 9 X 4 inches with stamps affixed to the value of Rs. 45.00 has been attached to the application to post the Admission Card?

(f) Postal Address (In block letters).....

04 Medium you sit for the examination (Sinhala / English / Tamil).....

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

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



06 Certificate of the candidate :-

- (i) I hereby certify that the particulars mentioned by me in this application are true and correct to my knowledge and that 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 cancellation.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health and Indigenous Medical service concerning this Examination and I agree with whatever decision taken to cancel my candidature. If it was found that I am not eligible according to the rules of this examination.

.....
Date

.....
Signature of the candidate

07. Certification of by the Officer in charge of personal files

I certify that this application was submitted to me before the closing date and that the applicant has filled the application correctly according to the particulars in the personal file and a copy of this application is filed in the personal file.

.....
Date

.....
Name and Signature

08. **Certification of Head of Institution:**

I do hereby certify that Mr./Mrs./Miss*..... serves as a In this institution 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 the Head of Institution
(Rubber Stamp)

09. **Certificate of the Head of Decentralized unit / specialized Campaign**

I certify that Mr./Mrs./Miss*..... serves as a in this institution, and the particulars furnished in the application are correct in accordance with the particulars available in the personal file of the candidate and he/she* is eligible to sit for this examination.

.....
Date

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

Delete words which are inapplicable