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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXG/01/2020  
  
ඔබේ අංකය )  
உமது இல )  
Your No. : )  
  
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திகதி )  
Date ) 02/2020

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சுகாதாரம் மற்றும் சுதேச வைத்திய சேவைகள் அமைச்சு  
Ministry of Health & Indigenous Medical Services

General Circular Letter No :- 02 - 15 / 2020

Provincial Health Secretaries  
Deputy Director General - National Hospital of Sri Lanka  
Provincial Directors of Health Services  
Directors of Hospitals under the Line Ministry and Heads of Institutions  
Deputy Provincial Directors of Health Services  
Relevant Heads of Institutions

**First Efficiency Bar Examination for The post of Saukya Karya Sahayaka (Junior) in Grade III Of primary Nontechnical Service Category PL - 01 - 2006 (A) of the Ministry of Health & Indigenous Medical Services - 2020 ( 1st Term)**

First efficiency Bar Examination for the primary Nontechnical Service Category PL - 01 - 2006 (A) In the Ministry of Health & Indigenous Medical Services which should be passed before 03 years after recruitment to the grade III will be held on 2020.04.05 in the medium of Sinhala, English and Tamil. Venue and the time of the examination will be mentioned on the admission card. (All the Grade III officers and those who are required to pass the first efficiency bar examination according to their appointment letter should compulsorily appear for this examination.)

02. **Qualifications:**

The officers who have got an appointment to a post of saukya karya sahayaka (junior) in grade III Which belong to primary Non - Technical Service Category PL - 01 - 2006 (A) of the Ministry of Health & Indigenous Medical Service are only eligible to apply this examination.

(N:B :- Since those who have exceeded three years in Grade III in the post of saukya karya sahayaka (junior) as at 20.07.2012 have been exempted from this examination as mentioned in the General Circular Letter No. 20-90/2015 and the letter dated 12.08.2015 of the Secretary of Health they need not to appear for this examination. )

**03. Applications:**

Applications prepared by the candidates in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach Director (Examinations) Ministry of Health & Indigenous Medicine Services, Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **2020.02.28** 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 addressed **Two (02)** envelope (Official or private address) in the size of 9"x4" inches, affixed with stamps to the value of Rs. 45.00 should be sent along with the application. Applications received after the closing date, incomplete or inaccurate will be rejected without notice.

**The application in Annexure 1 should be Perfected and sent by the employees under the Line Ministry and the application in Annexure 2 by those who serve in the provincial public Service.**

**N.B.: If under the Line Ministry , applications be prepared in compliance with the specimen form of application in the size of A4 using in such a way that No: 01 to 04 appear on the first page whilst the No 05 to 07 appear on the second page. If in the Provincial Public service application should be prepared using a paper in the size of A4 in such a way that No 01 to 04 appear on first page whilst the No 5 to 08 appear on second page.**

**04. Examination Fees:**

- I. Candidates who sit the examination for the first time are exempted from paying examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel the same by placing his/her signature.
- 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 are issued to the candidates whose applications are accepted. The admission card should be duly completed and submitted to the supervisor of the examination centre. Otherwise, it will not be allowed to sit for 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 & Indigenous Medical Services or a relevant Institution
  - c) Valid Driving License
  - d) Valid Passport

06. **Examination Procedure**

- This written examination consists of one question paper which contains 20 multiple choice questions and 20 short structured questions. The duration is 01 hour.
- Total marks 100. A Candidate should secure atleast 40 marks to pass the examination.

07. **Syllabus of the Examination:-**

**General Administration**

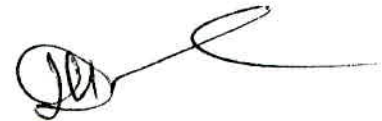
- I. Knowledge on the tasks assigned to the Institution the officer is serving.
- II. Knowledge on general office systems and Institutional administrative methodologies.
- III. Sufficient Knowledge and proficiency regarding various tasks assigned to the post.

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 equipments should not be used. Any candidate who disregards this rule is liable to punishment.

09. Please bring this Circular to the notice of the saukya karya sahayaka (junior) in grade III officers of the primary non-technical service category for which the prescribed salary scale PL - 0 1-2006 (A) is stipulated in your Division/Specialized Campaign/Institution.(This information can also be obtained from 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.**



**Donald Murage**

Deputy Director General (Admin) II

For Secretary

Ministry of Health & Indigenous Medical Services

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



05. **Certification 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 decided disqualified accordance in until the minute of the Examination.

Date:.....

.....

Signature of the Applicant

06. **Certification of the Officer who have handled the personal files**

I 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 the personal file and kept a copy of this application attached to the personal file.

Date:.....

.....

Name and Signature

07. **Certification of Head of Institution:**

\*I do hereby certify that Mr./Mrs./Miss ..... serves as a ..... in this institution and \*he/she\* 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

08. **Certification of the Unit Specialized Campaign.**

I certify that Mr./Mrs/Miss..... serves as a ..... in my Campaign and 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 the Head of the  
Decentralized Unit/Specialized Campaign  
(Rubber Stamp)