

දුරකථන) 0112669192 . 0112675011
தொலைபேசி) 0112698507 . 0112694033
Telephone) 0112675449 . 0112675280

ෆැක්ස්) 0112693866
பெக்ஸ்) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
இணையத்தளம்)
website)



සුවසිරිපාය
சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය)
எனது இல) CF/EXO/04/2020
My No.)
ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி) 11.06.2020
Date)

සෞඛ්‍ය සහ දේශීය වෛද්‍ය සේවා අමාත්‍යාංශය
சுகாதார மற்றும் சுதேச வைத்திய சேவைகள் அமைச்சு
Ministry of Health & Indigenous Medical Services

General Circular Letter No: 02-30/2020

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.

Third Efficiency Bar Examination for the Officers in the post of Electro-Medical Technician of Management Assistant Technical Segment 03 of Ministry of Health & Indigenous Medical Services – 2020(1st Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by officers in the post of Electro-Medical Technician of Ministry of Health & Indigenous Medical Services before expiry of 05 years after promotion to Grade I will be held on 02.08.2020 in the media of Sinhala, Tamil and English. Place and time of the examination will be mentioned on the Admission Card.

02. Qualifications

Officers who have been promoted to a post of Electro-Medical Technician in Grade I of Ministry of Health & Indigenous Medical Services as at 09.04.2020 and have not yet completed the examination are only eligible to apply for this examination.

N.B. :

Please Take action to send the applications of the officers only who have been promoted to Grade I as at 09.04.2020 and have already received the appointment letters.

03. Applications

Applications prepared by the candidates in accordance with the specimen form of application appended to this circular should be sent by registered post to reach “ Director (Examinations)

Ministry of Health & Indigenous Medical Services, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **10.07.2020** through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct. Two self addressed envelopes (official or private address) in the size of 9" x 4" inches, affixed 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.

N.B. :

Applications should be prepared using a paper of size A4 in such a way that the Nos 01 to 03 appear on the 1st side of the paper whilst the Nos 04 to 08 appear on the 2nd side of the paper. Applications that do not comply with the above format will be rejected without notice.

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) 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. Scheme of the Examination :-

This examination consists of two question papers viz Office Administration & Establishments Code and Financial Regulations. Each question paper contains 10 structured essay type questions and all the 10 questions should be answered. Total marks 100. For each paper minimum 40% marks should be secured to pass the examination. Duration is 02 hours for each paper. The examination may be completed in one sitting or several sittings subject by subject. Candidates who sit this examination for the first time, shall apply for all subjects.

07. Syllabus of the Examination

07.01 Office Administrations & Establishment Code Questions Paper

Office Administrations - Knowledge on Official Duties

Knowledge on services provided by the institute and office Systems

Establishment Code - Following Chapters of the Establishment Code,

- Chapter II - Recruitment Procedure and Appointment
- Chapter III - Transfers
- Chapter IV - Grant of Monthly pay, Temporary Status, Permanent Status and Pensionability
- Chapter V - Release, Reversion and Termination of Employment
- Chapter VIII - Overtime, Holidays, Holiday Pay and Allowances
- Chapter XII - Leave
- Chapter XIII - Railway Warrants
- Chapter XIV - Travel on Duty within the Island
- Chapter XV - Travel abroad for Study, Training or on Duty
- Chapter XXX - Right of Government over its Officers
- Chapter XXIII - Special Concessions and Conditions Regarding Officers Suffering from Certain types of illnesses
- Chapter XXIV - Salary Loans / Advances
- Chapter XXV - Concession to Members of Trade Unions
- Chapter XXVII - Channel of Communications
- Chapter XXVIII - Administrative Procedures
- Chapter XXXIII - Legal Advice and Legal Actions
- Chapter XLVII - General Conduct and Discipline
- Chapter XLVIII - Rules of Disciplinary Procedure

07.02 Financial Regulations Questions Paper

Following Chapters of the Financial Regulations,

- Chapter I - Estimates of Expenditure and Revenue
- Chapter III - Financial Management and Accountability
- Chapter VI - Custody of Public Money, ect., Imprests and Bank Accounts

08. Regulations pertaining to the Examination

Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, any book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any other candidate. A candidate should refrain from helping another candidate and also from getting help from another candidate or a person. Candidate should also refrain from using mobile phones & similar communication and electronic equipment. Any candidate who breach these rules is liable to punishment.

09. Please bring the contents of this circular to the notice of all officers concerned in your Institute. This information can be obtained from the web site –www.health.gov.lk

N.B. :

In the event of any inconsistency between the Sinhala, Tamil and English texts of this circular, the notification in Sinhala shall prevail.



Donald Murage
Deputy Director General (Admin) II
For Secretary
Ministry of Health, Nutrition & Indigenous Medicine

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

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

Stamp Cage

05. Certification 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 genuine and not used before.
- (II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health & Indigenous Medical Services and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

.....
Date

.....
Signature of the candidate

06. Certification of the officer who have handle the personal file.

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* 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)

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

I certify that Mr./Mrs./Miss*..... serves as a in my Institution 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 Head of Decentralized Unit /
Specialized campaign (Frank / Rubber stamp)

* -Delete words which are inapplicable