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My No. ) CF/EXH/02/2020

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திகதி ) .../.../01.2021  
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சுவசிரிபாய

**SUWASIRIPAYA**  
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சுகாதாரம் அமைச்சு  
**Ministry of Health**

General Circular Letter No -: 02 - 03 / 2021.

Provincial Health Secretaries

Deputy Director General - National Hospital of Sri Lanka

Provincial Directors of Health Services

Directors of Hospitals under the Line Ministry

Deputy Provincial Directors of Health Services

Relevant Heads of Institutions

**Second Efficiency Bar Examination for the posts Belonging to the of primary unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health - 2020 (1<sup>st</sup> Term)**

Second Efficiency Bar Examination for the posts belonging to primary unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health which should be passed before expiry of 03 years from the date of promotion to Grade II will be held in the Sinhala, English and Tamil medium. The Date, venue and the time, of the examination will be notified along with the admission card.

**02. Qualifications:**

Only the employees who have been appointed to a Grade II post belonging to the unskilled Service category PL - 01 - 2006 (A) (Karyala karya sahayaka, Packer, Book Binder, Foot- bicycle Messenger, Watcher, Store Keeper, Lift Operator, Photocopy Ronio Machine Operator, Spray Machine Operator, Saukya Karya Sahayaka (Ordinary), Saukya Karya Sahayaka (Junior) of the Ministry of Health and those who have not passed the Efficiency Bar Examination up to now can apply for this examination). (Take necessary action to send applications of the officers only who have been promoted to Grade II by 20/02 /2020 and already received the appointment letters.)

(N:B :- As mentioned in the General Circular Letter No. 02-90/2015 dated 12.08.2015 of the secretary to the Ministry of Health, from the above posts officers who have exceeded three years in Grade II in the post of Karyala Karya Sahayaka, Book Binder, Watcher, Spray Machine Operator, Saukya Karya Sahayaka (Ordinary), Saukya Karya Sahayaka (Junior) as at 20.07.2012 need not appear for this Efficiency Bar Examination they are exempted from the requirement of Efficiency Bar 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, Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 20/02/2020 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 02 envelopes (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.

**N.B. - The application should be prepared using an A4 paper based on the specimen form of applications so as to accommodate from No: 01 to 04 appear on the first page and from No 05 to 08 on the second page. Applications that do not comply with the specimen will be rejected without notice.**

**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 examiners. Otherwise he/she will not be allowed to appear for the oral test.
- 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 or a relevant Institution
  - c) Valid Driving License
  - d) Valid Passport

**06. Scheme of Examination**

An oral examination (should answer orally to the questions asked by an examination board)

Duration : 15 Minutes

Total Marks : 100 (Minimum 40 marks should be Secured to pass)

**07. Syllabus**

**General Administration.**

Measure the employee's knowledge on changes occurred in the field such as procedural and legal amendments made in relation to the subjects which were covered at the first Efficiency Bar Examination during the past service period and employee's skills regarding the modifications made to his functions.

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 what's ever. 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 officers of Ministry Of Health who are belonging to the primary unskilled service category for which the prescribed salary scale PL - 01-2006 (A) is stipulated in your 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.**

*Signed,*

U A S H Sisira Kumara

Deputy Director General (Admin )II

For Secretary

Ministry of Health

**U.A.S. Harshapriya Sisira Kumara**  
Deputy Director General (Administration) 02  
Ministry of Health  
"Suwasiripaya"  
Colombo 10



## Specimen Form of Application

**Second Efficiency Bar Examination for the posts Belonging to the primary Unskilled Service Category****PL – 01 - 2006 (A) of the Ministry of Health – 2020 (1<sup>st</sup> Trem)**

01. (a) (i) Full Name of the Applicant : ( In Sinhala / Tami ).....  
(ii) Full Name of the Applicant : ( In English block letters ) .....  
.....  
(iii) Names with initials : (In Sinhala / Tamil) .....  
(iv) Names with initials : (In English block letters) .....  
.....
- (b) (i) Post .....
- (ii) Date of promotion to Grade II ..... Number of the letter.....
- (iii) Present Annual Salary:.....
- (iv) National Identity Card number 

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- (v) Mobile number 

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02. (a) Present Station of service (In Sinhala) :- .....  
(In English) :- .....
- (b) District of the Present Station of service :- .....
- (c) Working Station under the - Line Ministry   
- Provincial Council
- (d) If provincial council mention province :- .....
- (e) Whether a self-addressed 02 envelopes 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 to post the Admission Card (In block letters) :-  
.....  
.....
03. Medium in which you sit for the examination(Sinhala/English/Tamil).....
04. Certification of the Candidate:
- (a) whether you have sat the examination before.....
- (b) if the application is forwarded not for the first time whether stamp have been affixed .....

Stamp Cage

**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 agree to abide by the the rules and regulations imposed on this examination by Ministry of Health,Nutrition & Indigenous Medicine and I agree with whatever decision to cancel my candidature, if it is found that I am not eligible according to the rules of this Examination.

Date:.....

.....

Signature of the Applicant

**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 certify that Mr./Mrs/Miss..... serves as a ..... in this institution, 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 sit the examination for the first time and he/she is eligible to sit for the examination and he/she placed his/her signature in my presence.

Date:.....

.....

Signature of the Head of Institution  
(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  
Specialized Campaign  
(Frank/Rubber Stamp)

- Delete words which are in application