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General Circular Letter No: 02-114/2021

Provincial Health Secretaries.

Deputy Directors General - Sri Lanka National Hospital,

Provincial Directors of Health Services.

All Hospital Directors under the line Ministry,

Regional Directors of Health Services and,

Head of Departments,

Second Efficiency Bar Examination for(MT-04-2016) Electro Encephalography Recordist belonging to the Paramedical service Grade II in the Ministry of Health - 2021

It is hereby notified that the Efficiency bar Examination which should be passed by Electro Encephalography Recordists belonging to the Paramedical service Grade II with in three years from the date of promotion to Grade II will be held on Sinhala, Tamil and English medium. The Date, venue and the time of the examination will be notified along with the Admission Card.(The subject related paper will be held in English media only.)

02. Qualifications

Only the Officers those have been appointed to the Grade II and Who have not passed the said Examination as yet can apply for this Examination.

N.B. Take necessary actions to send applications of the officers only who has been promoted to grade II 2021.12.23 and already received the appointment letters.

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) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 2021.12.23 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. Three 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.

Note: The application should be prepared using an A4 paper based on the specimen form of application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not conform to above will be rejected without any information.

04. Examination fees:-

- 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.
- If the fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

05. Admission to the Examination:-

- 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 center.

 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 or a relevant Institutuon
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination:-

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consist three parts viz: Written, Oral and a Practical each part is given 100 marks and minimum 40 marks should be obtained each part to pass the Examination. Efficiency Bar Examination consists of two Papers vis: Establishment Code and Financial Regulations each subjects is given 100 marks. Minimum 40 marks should be obtained for one subject to pass the examination. This examination can be completed in one or several sittings partial/ subject by subject. Applicants who sit for the examination for the first time should apply for all subjects.

07. Syllabus of the Examination

07.1 Departmental Examination

07.1.1 Subject related question paper

This paper consists of 08 essay type questions and any 05 Questions should be answered. Duration is 03 hours. To pass the Examination, Minimum 40 Marks should be obtained. Total Marks 100

Syllabus

- i. Recording Electro Encephalographs of an incurable patient for local injuries (Unconscious patients and conversant patients.).
- Recording Electro Encephalographs of video EEG and sleep studies and storage of data.
- iii. Recording Electro Encephalographs in an ICU.
- iv. Recording Electro Encephalographs by using Electro Cardiogram.

- v. Recording of Visual Evoked potential, Brain stern Evoked Response. Somatosensory Evoked potential and Electroretinogram.
- vi. Standardization and programming Electro Encephalographs equipment.
- vii. Basic Clinical Neurophysiology science and related disorders.
 viii.Recording Electro Encephalographs of Clinical Neurophysiology disorders and othe Neurophysiological tests.

07.1.2 Subject Related Practical Test

Practical test is related to the subject area on which the subject Related written question paper is based on. Duration based on the test. Total marks 100

07.1.3 Subject Related Oral Test

The oral test on is based on the subject area and the problems faced when on duty. Syllabus relevant to the subject related written question paper is relevant to this test also. Duration is 15 minutes. Total marks 100

07.2 Efficiency Bar Examination

07.2.1 Establishment Code & Procedural rules

This question paper is based on the chapters of the Establishments code and procedural Rules of the Public Service Commission. This paper consists of 07 essay type question. Out of that any 04 questions should be answered. Duration for this paper is 02 hours and total marks 100.

Questions will be prepared on following chapter of the Establishment code.

V		A STATE OF S
Chapter	XV	Travel abroad for study Training or on duty.
Chapter	XVI	Holiday Travel
Chapter	XXIII	Special concessions and conditions regarding officers suffering from
		Special type of illness.
Chapter	XXIV	Salary loans/ Advances
Chapter	XXV	Connections to trade union Members
Chapter	XXVII	Channel of Communication
Chapter	XXVIII	Administrative Procedure
Chapter	XXX	Right of Government over its Officers
Chapter	XXXIII	Legal Advice and legal actions
Chapter	XLVII	General Conduct and Discipline
Chapter	XLVII	Disciplinary Procedure

07.2.2 Financial Regulations

Duration for this paper is 02 hours. This paper consists of 07 essay type question. Out of that any 04 questions should be answered. Total marks 100.

Questions will be based on following chapters.

Chapter VI Custody of public finance Etc.Imprest and Bank Account - Security of public finances, Board of Survey, Bank Draft and Bank Accounts. (F.R. 315 - F.R. 396)

Chapter XIII Supplied works and services: - Supplies/ purchasing system, Stores Verifications, Storage system, Contracts Deviation from tender procedure (F.R. 708 - F.R. 775)

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's 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 eligible Electro Encephalography

Recordists Grade II in your Division/ Specialized Campaign/ Institution. (This Information can also

be obtained from the web site - 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.

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Chamika H\Gamage

Deputy Director General (Admin) II

For Secretary

Ministry of Health

EXA

Specimen form of application

For Office Use Only

Second Efficiency Bar Examination for (MT-04-2016) Electro Encephalography Recordist belonging to the Paramedical service Grade II in the Ministry of Health - 2021

01. (a)	(i).	Full Name of the Applicant (Sinhala):						
	(ii).	(ii). Full Name of the Applicant (In English block capitals)						
	(111).	(iii). Name with initials (In Sinhala)						
	(iv <u>).</u>	Names with initials (In English block capitals)						
(b)	(i)	Reference number and the date of the letter of Promotion / Absorption Grade II:						

	(ii)	Present Annual Salary:						
	(iii)	Telephone No:						
	(iv)	NIC number:						
	(v)	E-mail address						
02.	Subjec	cts Offered (Mark "\sqrt" within the cages against the subjects you offer in this Examination.						
		"X" against the subjects not offered)						
		ct Related Question paper Practical						
	Establ	lishment Code Viva Voce						
	Finan	cial Regulations						
03.	(a)	Present Station of service (In Sinhala) :						
	8 (E)	(In English) :						
	(b)	The working Station under the - Line Ministry						
		- Provincial Council						
	(c)							
	(c)	District of the Present Station of service :						
	(d)	(d) Whether three self-addressed envelope in the size of 9 X 4 inches with stamps affixed						
		value of Rs. 45.00 has been attached to the application to post the Admission Card?						
	(e)							
	ign a live	ium you sit for the examination - Sinhala/ English/ Tamil						
04.	Medi	ium you sit for the examination - Sinnaia/ English/ Talliti						

05.	(a)	Whether you sit for the examination for	the first time:		
•	(b)	If so not, have you affixed stamps to the	application?		
		Sta	mp Cage		
06.	Cert	tificate of the candidate:-			
	(i)	I do hereby certify that the particulars fur	nished by me in this application are true ar	nd accurate	
		to my knowledge and I need not affix stan	nps since I sit the Examination for the first t	time / have	
		affixed stamps to the value of Rs	since I repeat the Examination,* and t	the stamps	
		affixed by me to the application are genuin	ne and not used before.		
	(ii)	I agree to abide by the rules and regulat	ions stipulated by the Department of Hea	alth for the	
		conduct of this Examination and if I was f	found ineligible in accordance with the sch	eme of the	
		Examination I agree with whatever decision	on taken for the cancellation of my candidate	ure.	
		Date	Signature of the candidate		
07	Certi	ification of the officer who have handled t	the personal files		
	It is l	here certified that the application was forw	varded to before the closing date. the appli	ication has	
	been	ersonal file by the applicant. A copy of the a	application		
	has been field.				
	Date		Name and Signature		
08.	Date			- 2	
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