<b>ද</b> රකථන	0112669192 ,0112675011	
தொலைபேசி	0112698507, 0112694033	
Telephone	) 0112675449 ,0112675280	
ෆැක්ස්	) 0112693866	
பெக்ஸ்	0112693869	
Fax	)0112692913	
විදසුත් තැපෑල	)postmaster@health.gov.lk	
மின்னஞ்சல் முகவரி	,	
e-mail	)	

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**இணையத்**தளம்

) www.health.gov.lk



මගේ අංකය எனது இல ) CF/EXJ/07/2021 My No. ඔබේ අංකය உமது இல Your No. දිනය 29/07/2021 திகதி Date

### සෞඛ්ය අමාත්නාංශය சுகாதார அமைச்சு Ministry of Health

General Circular Letter No: 02-61 [202]

Provincial Health Secretaries, Deputy Director General, National Hospital of Sri Lanka, Provincial Directors of Health Services, All Directors Hospital Under the Line Ministry, Regional Directors of Health Services, Heads of Institutions concerned.

### First Efficiency Bar Examination for the Departmental Posts belonging to the Supervisory Management Assistant Technical Service Category (MN 03 -2006 (A)) of the Ministry of Health - 2021

It is hereby notified that the Efficiency Bar Examination which should be passed before expiry of 03 years from the date of recruitment to Grade III of Supervisory Management Assistant Technical Service Category (MN 03 -2006 (A)) of Ministry of Health will be held on the medium of Sinhala, Tamil and English. The date, Venue and the time of examination will be notified in the admission card.

### 02. Qualifications

Only the officers in the posts of Photographer Technician, Lift Technician ,Plant Supervisor, Air Condition Technician, Draftsman, Transport Officer, Transport Foreman, Electrical Technician, Technical Officer (Civil), Technical Officer (Electrical), who received an appointment in Grade III of Supervisory Management Assistant Technical service Category (MN 03 - 2006 (A)) of Ministry of Health and have not yet completed the efficiency bar examination, may apply for this examination.

N.B: Take necessary action to send me applications of the officers only who has been promoted to Grade III by 30/06 /2021 already and received appointment letters.

#### 03. Applications

Applications prepared by the candidates as per specimen appended to this circular should be sent under registered cover to the Director (Examinations) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 20/08/2021 through the respective Head of Institution. The Head of Division should certify the accuracy of contents in each application. Three self addressed envelopes (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.

The application should be prepared using an A 4 paper based on the specimen form of so as to N.B:accommodate form 04 on the first page and from No 05 to 09 on the page. Applications which are not compliance with the specimen form will be rejected without any 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. 25.00 per subject in the application and cancel the same by placing their signature and date.
- II. The fees once paid will not be allowed to transfer for any other Examination or refunded for any reason.

#### 05. Admission to the Examination:-

- I. Candidates whose applications are accepted will be issued with Admission Cards. The Admission card should be duly completed and submitted same to the Supervisor at the Examination Hall Otherwise they 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 formally by the Ministry of Health or relevant institutions
  - (c) Valid Driving License
  - (d) Valid Passport

#### 06. Scheme of the Examination:-

This Efficiency Bar Examination for each post consists of 03 question papers viz **Establishments Code and Financial Systems and Departmental Regulations** Each subject will be given 100 marks and minimum 40 marks should be secured for each paper to pass the examination. The examination may be completed in one sitting or several sittings subject by subject. Candidates who sit the examination for the first time, shall apply for all subjects.

#### 07. Syllabus

#### 07.1. Departmental Regulations Question Paper

For each post, the question paper is prepared based on the Departmental Rules and Regulations, Acts, Procedures etc. and circulars and instructions pertaining to Patient Care Service and Community Health Service in a addition to the matters relevant to technical work of the Department. Duration for this paper is 2½ hours. The question paper consists of 07 essay type questions. Any 5 of them should be answered.

#### 07.2 Efficiency Bar Examination

### 07.2.1 Establishments Code Question Paper

This question paper is prepared based on the following chapters of the Establishments Code Public Service Commission and the Procedural rules.

Duration is 2½ hours. This question paper consists of 08 essay type questions. Any 05 questions of them should be answered.

The Question Paper will be based on the following chapters of the Procedural Rules of the Public Service Commission.

Chapter III - Appointment

Chapter IV - Service minutes and schemes of recruitments

Chapter V - Persons not qualified for appointment to the public service

Chapter VI - Terms and conditions governing appointments

Chapter VII - Procedure relating to appointment

Chapter VIII - Period of probation, period of acting and confirmation of appointment

Chapter IX - Appointment to act in a post or attend to the duties of a post

Chapter X - Efficiency Bar

Chapter XI - Seniority

Chapter XIII - Re-employment of person retired from the public service

Chapter XVII - Procedure relating to promotions

Chapter XVIII - Transfers

Chapter XX - Procedure on appeals against promotions and transfers

The following chapters of the Establishments Code

Over time, Holidays, Holiday Pay and Allowances Chapter

Leave Chapter XII

Railway Warrants XVII Chapter

Travel on Duty within the Island XIV Chapter

Government Quarters XIXChapter

General Conduct and Discipline XLVII Chapter

# 07.1.2 Financial Systems Paper

Duration for this paper is 2½ hours. This question paper consists of 08 essay type questions. Any 5 of them should be answered. Total 100 marks will be given. The question paper will be based on the following chapters of the Financial Systems.

Estimates of Expenditure and Revenue, The Consolidated Fund, Chapter I

Variations to Annual Estimates, (F.R. 1 to F.R. 68)

Financial Management and Accountability, Chief Accounting Officers, Chapter III

Revenue Accounting Officers Authorization, Approval, Certification,

Delegation of Functions (F.R. 124 to F.R. 147)

### To follow the Regulations Related to Examination Procedure 08.

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.

- Please bring the contents of this circular to the notice of all officers serving in your Division/ Specialized Campaign / Institution. The information is also available on the Web site www.health.gov.lk 09.
- In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification the notification in Sinhala shall prevail.

(tomo 9 Chamika H Gamage

Deputy Director General (Admin ) 11 For Secretary

Ministry of Health

Chamika H. Gamage

Deputy Director General (Administration) II Ministry of Health "Suwasiripaya" Colombo 10.

## **EXJ**

# Specimen Form of Application

For Office Use Only

First Efficiency Bar Examination for the Departmental Posts belonging to the Supervisory Management Assistant Technical Service Category (MN 03 - 2006 (A)) of the Ministry of Health - 2021

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06.		ificate of the callulate.	culars mentioned by me in	n this application are true and correct to my
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		knowledge and that I need not a	since I repeat * and th	ne stamps affixed by me to the application are
· · · · ·		stamps to the value of Rs	Since I repeat, and in	The second of th
		genuine and not used before can	Learnistions stipulated by	y the Ministry of Health & Indigenous Medical
	(ii)	I agree to abide by the rules a	nd regulations supulated by	stover decision taken to cancel my candidature. If
		Services concerning this Exami	nation and I agree with wha	atever decision taken to cancel my candidature. If
		it was found that I am not eligib	ole according to the rules of	this examination.
		Date		Signature of the candidate
07.	Cei	rtification of by the Officer in ch	narge of personal files	
		that this application was subm	nitted to me before the clo	osing date and that the applicant has filled the
i	certif	y that this application was saon	articulars in the personal fi	ile and a copy of this application is filed in the
			articular 1	
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		Date		
08.	C	ertification of Head of Institution	a	serves
	I do h	ereby certify that *Mr/Mrs / Miss	S	serves serves
	as a		in this institution and H	e/she sit the Examination for the first time/not for
	the fir	st time* and has affixed stamp to	the value of Rs	. / not necessary to affix stamp* and the particulars
	furnis	hed in the Application are true a	nd correct to her personal	file and she is eligible to sit for the examination.
	He/Sh	e placed her signature before me.		
			•	Signature of Head of Institution/Rubber Stamp
		Date		
09	. (	Certificate of the Head of Decent	ralized unit	cerves as an Officer in Grade III of the
	*Mr/	Mrs/Miss		serves as an Officer in Grade III of the
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	the p	particulars furnished by her in the a	application are correct accor	rding to the particulars in her personal file and she is
		ble to sit for this examination.		
		Date		Signature of the Head of Decentralized Unit /
		Date		Specialized Campaign (Frank / Rubber stamp)
			* - Delete irrelevant v	words

<sup>385,</sup> පූජු බද්දේගම විමලවංශ තිම් මාවත, කොළඹ 10. 385,வணக்கத்துக்குரியபத்தேகமவிமலவங்சதேரோமாவத்தை,கொழும்பு 10. 385, Rev. Baddegama Wimalawansa Thero Mawatha. Colombo 10. Sri Lanka.