

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)



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சுவசிரிபாய
SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

මගේ අංකය)
எனது இல)
My No.) CF/EXW/09/2021

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி)
Date) ..!!.../11/2022

General Circular Letter No:

02-104/2022

Provincial Health Secretaries
Deputy Director General - National Hospital Sri Lanka, Colombo
Director - National Hospital, Kandy
All Hospital Directors under the Line Ministry
Provincial Directors of Health Services
Regional Directors of Health Services
Heads of Dipartments,

Third Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – I – 2006 of the Ministry of Health – 2022 (2nd Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by the Legal officers of the Ministry of Health before expiring five years from the date of promotion to Grade I in the post of Legal officer belongs to Executive service of category and the prescribed salary scale of SL- I - 2006 will be held in 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 officers of the Ministry of Health and Indigenous Medical Services who have been appointed to Grade I in a post of Legal Officer or Chief Legal officer belonging to the salary scale of SL – I – 2006 Executive service of category and who have not completed the examination upto now can apply for this examination.

N.B: Take necessary actions to send applications of the officers only who has been promoted to Grade I by 28.12.2022 and already received the appointment letter.

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) Ministry of Health, No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 28.12.2022 through their Heads of Institutions. The name of the examination applied for should be mentioned as "Third Efficiency Bar Examination for (Legal Officers) – 2022 (2nd Term)" on the top left corner of the envelope. It is mandatory that the subject officer in charge of personal files and the head of the institution certify that all the information provided in each application is correct that the applicant meets the required qualifications to appear for this efficiency bar examination. A self addressed 01 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. 110.00 should be sent along with the application. Applications which are received late , incomplete or inaccurate will be rejected. Without any notes.

Note : The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04 on the first front page and from 05 to 08 on the second page. Application which do not conform to above will be rejected any information.

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 refunded or transferred to other examinations 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 or a relevant institution
 - (c) Valid Driving License
 - (d) Valid Passport

06.

Scheme of the Examination :-

This consists of written examination on Management. Question paper carries 100 marks. Duration is 03 hours. Minimum of 40% marks for each question paper should be obtained to pass.

07.

Syllabus of the Examination:-

7.1 Written Test

This paper consists of 08 essay type questions and any 05 questions of them should be answered.

Syllabus

I. Management

1. Management Principles.
2. Management Function
3. Participative Management
4. Management Environment

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 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 officers who are belonging to the post mentioned in the para.02 and are entitled to the salary Scale of SI-I-2006 of the Executive Service Category Legal Officers of the Ministry of Health. (The information is available on the Web Site, – www.health.gov.lk)

Note; Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English mediums.

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


Chamika H. Gamage
Deputy Director General (Admin) II
For Secretary
Ministry of Health

Specimen form of applicationThird Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – I – 2006 of the Ministry of Health – 2022 (1st Term)

01. (A) (i). Full Name of the Applicant (In Sinhala) :

(ii). Full Name of Applicant :(In English block letters)

(iii). Names with initials (In Sinhala)

Names with initials (In English block letters)

(B) (i) Date of promoted/ Absorbed to Grade I :-

Letter no. of promoted /Absorbed to Grade I :-.....

(ii) Present annual salary :-.....

(iii) Mobile Phone Number:-

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(v) National Identity Card Number:-

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(vi) E-Mail Address:-.....

02. (a) Present Working Station :- (In Sinhala).....
(In English).....

(b) The Working Station Administrate by: Line Ministry

Provincial Council

(c) District of the Present Working Station:

(d) Whether a self-addressed two envelope in the size of 9 X 4 inches with stamps affixed to the value of Rs. 110.00 has been attached to the application to post the Admission Card?

(e) Postal Address (In blockletters)

03. Medium you sit for the examination (Sinhala / English/Tamil):-.....

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

Certificate 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 are genuine and not used before.
- (ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

Date:

.....
Signature of the candidate

06

Certification of The subject management assistant who keeps the personal files

It is here certified that the application was forwarded to before the closing date. The application has been completed according to the details of the personnel file by the applicant. A copy of the application has been filed.

Date.....

.....
Name and Signature

07

Certification of Head of Institution

Mr/Mrs/Miss is well known to me and he / she sits the Examination for the first time / repeats the Examination * he / she* need not affix stamps / has affixed stamps to the value of Rs. to the Application 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* is eligible to sit for the Examination and he / she* placed his / her* signature in my presence..

Date :

.....
Signature of Head of
Institution/Frank

08

Certificate of the Head of Decentralized unit / specialized Campaign

*Mr/Mrs/Miss.....serves as a
in my Division / Campaign* 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* is eligible to sit for the Examination.

Date:.....

.....
Signature of Head of
Decentralized Unit /
Specialized campaign
(Frank / Rubber Stamp)

* Delete words which are inapplicable