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SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல )  
My No. ) CF/EXB/05/2022

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 21.01.2022  
திகதி )  
Date )

General Circular Letter No.- 02-65/2022

Provincial Health Secretaries  
Deputy Director General - National Hospital Sri Lanka  
Provincial Directors of Health Services  
Directors of Hospitals under the Line Ministry  
Regional Directors of Health Services and  
Heads of Institutions

**First Efficiency Bar Examination for Management Assistants Non- Technical Segment 2  
Service Category for which the Salary Scale (MN -1-2006(A)) is stipulated of the Ministry of  
Health - 2022 (2<sup>nd</sup> Term)**

It is hereby notified that the first Efficiency Bar Examination which should be passed within 3 (three) years by Management Assistants non-technical segment 2 service category for which the salary scale (MN-1-2006(A)) is stipulated of Ministry of Health after recruitment to Grade III will be held in the medium of Sinhala, Tamil and English. The date, venue and the time of the examination will be notified along with the admission card.

**02. Qualifications:**

Only those who have absorbed to Grade III of a post to which salary scale (MN-1-2006(A)) is stipulated of Management Assistant non- technical segment 2 service category of Ministry of Health (House Warden (male/female), Wharf field officer, Diet Steward (female), Receptionist, Ward Clerk, Animal Unit Controller, Medical Supplies Assistant, Vaccinating Field Assistant) and officers who have not yet completed the examination can apply for this examination.

**03. Exemption from the Efficiency Bar Examination**

Officers exempted from First Efficiency Bar Examination as per the provisions in the General Circular Letter No 02-90/2015 (II) dated 23.12.2015 of the secretary of the Ministry of Health Nutrition and Indigenous Medicine need not apply for the First Efficiency Bar Examination.

**04. 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 Director (Examinations), Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 30/08/2022 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 one 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.:** Applications should be prepared using an A4 paper based on the specimen form of application so as to accommodate from No. 01 to 04 on the first page & from No. 05 to 09 appear on the 2<sup>nd</sup> page. Applications that do not comply with the specimen will be rejected without notice.

**05. Examination Fees:**

- I. Candidates who sit for 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.

**06. 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 examination center. 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 by the Ministry of Health or a relevant Institution
  - c) Valid Driving License
  - d) Valid Passport

**07. Scheme of the Examination**

This examination consists of an essay type written test and two question papers Viz **Office Procedures and Financial Regulations**. Duration is 2 hours for each paper. Candidates should obtain at least 40 marks for a paper to pass the examination. Candidates should answer 05 questions from 08. The paper carries 100 marks.

**08. Syllabus:-**

**08.1. Office Procedures**

**This Question Paper will contain the following chapters of the Establishment Code and the Office Procedural Rules of the Public Service Commission**

**• Following Chapters of the Establishment code**

Chapter VII	-	Salaries
Chapter XII	-	Leave
Chapter XIII	-	Railway Warrants
Chapter XIV	-	Travel on Duty within the Island
Chapter XXIV	-	Salary Loans and Advances
Chapter XXXII	-	Exercise of Political Rights
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative Procedures
Chapter XLVII	-	General Conduct and Discipline

- **Extraordinary Gazette Notification No. 1589/30 issued by the Public Service Commission.**

Chapter III	-	Appointments
Chapter V	-	Disqualified Persons to be appointed to Public Service
Chapter VI	-	Terms and Conditions Governing Appointments
Chapter VII	-	Procedure on Appointments
Chapter VIII	-	Probation, Acting Period and Confirmation
Chapter XIV	-	Termination of Appointment and Resignation
Chapter XV	-	Vacation of Post

#### 08.2. Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds, Write-offs etc.
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipts
Chapter V	-	Payments

- **Government Procurement Procedure**

#### 09. 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.

10. Please bring the contents of this circular to the notice of all relevant officers mentioned in paragraph 2, who are of the Management Assistant non-technical segment 02 service category for which the salary scale (MN-1-2006(A)) is stipulated in your Division/Specialized Campaign/ 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 Sinhala, Tamil and English mediums.**

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

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

EXB

Specimen Form of Application

For Office use only

First Efficiency Bar Examination for Management Assistants Non- Technical Segment 2 Service
Category for which the Salary Scale MN -1-2006(A) is stipulated of the Ministry of Health - 2022
(2nd Term)

- 01 (a) (i) Name of the Applicant:.....
(In Sinhala /Tamil with initials at the end)
(ii) Name of Applicant: ( In block capitals with initials at the end)

Grid for name entry in block capitals with initials at the end.

- (iii) Names denoted by initials (In Sinhala /Tamil):.....
(iv) Names denoted by initials: ( In block capitals)

Grid for names denoted by initials in block capitals.

- (b) (i) Post:-.....
(ii) Date of appointment to Grade III :-.....
(iii) Present annual salary:-.....
(iv) Mobile PhoneNumber [grid]
(v) National Identity Card No: [grid]
(vi) E - mail address .....

02. Mark "✓" within the cages against the subjects you wish to sit in this time and Mark "X" against the subjects for which you do not wish to sit for.

Office Procedures [checkbox] Financial Regulations [checkbox]

03 (a) Present Station: (In Sinhala) :.....
(In English): .....

- (b) Working Station under the - Line ministry :- [checkbox]
Provincial council :- [checkbox]

- (c) If provincial council mention province:-.....
(d) District of the station: - .....
(e) Whether a self-addressed one envelopes in the size of "9"x"4" inches with stamps affixed to the value of Rs.45.00 have been attached to the application to post the Admission Card.
(f) (i) Postal Address (In Sinhala/Tamil).....
(ii) Postal Address (In Block Capitals).....

04. Medium in which you sit for the examination (Sinhala/English/Tamil):.....

05. (a) Whether you have sit for the examination previously:-.....  
(b) If so, have you affixed stamps?.....

**Stamps Cage**

**06. Certification of the Candidate:**

I agree to abide by the rules and regulations stipulated by Ministry of Health for the conduct of the examination and if I am found to be ineligible in accordance with the scheme of examination, I agree with whatever decision taken for the cancellation of my candidature.

Date:.....

.....

Signature of the Candidate

**07. Certification of the subject Officer who keeps the personal files**

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

**08. 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)

**09. Certification of the Head of Decentralized Unit Specialized Campaign.**

I certify that Mr./Mrs./Miss..... serves as a ..... in my Decentralized Unit/ Specialized 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

Decentralized Unit/Specialized Campaign

(Rubber Stamp)

**\*Delete words which are inapplicable**