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වෙම්අඩවිය இணையத்தளம் website) www.health.gov.lk))	සුවසිරිපාය சுவசிரிபாய	Date	0.6/10/2022

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SUWASIRIPAYA

General Circular Letter No :- 02-85 /2022

Provincial Health Secretaries

Deputy Director General - National Hospital of Sri Lanka, Colombo

Director - National Hospital, Kandy

All Hospitals Directors under the Line Ministry

Provincial Directors of Health Services

Regional Directors of Health Services

Heads of Departments

Efficiency Bar Examination for the Officers in Grade III of Public Health Management Assistants' Service – 2022 (2nd Term)

It is hereby notified that the efficiency bar examination which should be passed before expiry of 03 years from the date of recruitment to the Grade III of Public Health Management Assistants' service will be held in Sinhala, Tamil and English medium. The Date ,venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Only the officers who received an appointment in Grade III of Public Health Management Assistants' service and have not yet completed the examination may apply for this examination.

N.B: Please send me the applications of the officers only who have been promoted to Grade III and received appointment letters by.14.11.2022

Note:

(i) Officers observed who sat the efficiency bar examination and passed only a part of the examination in terms of the old service minute. shall pass the corresponding subjects of the efficiency bar examination prescribed for the Grade III of Public Health Management Assistant Services. There Officers will be exempted from the subject "Health Institutions and Hospital Administrations" of the service minute. (ii) Officers who have not sit any subject of the efficiency bar examination for Grade III under the precious service minute and are absorbed, shall pass all subjects of the Efficiency Bar Examination for Grade III of Public Health Management Assistants' service.

Language

Candidates shall answer the question papers in the Language medium in which they sat the examination to enter the relevant service or in an official language.

Officers may appear separately for each subject on different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

Note – Officers who have obtained Computer Driving license awarded by National Apprentice and Technical Training Authority/ a degree in Computer Science recognized by the University Grants Commission /Proficiency Level at NVQ 4 or above from an Institution approved by the Tertiary and vocational Education Commission shall be exempted from the computer test related to this examination mentioned in the service minute.

Interim Provisions

1 Efficiency Bar Examination relevant to Grade III

- (i) Officers who have completed the efficiency bar prescribed for officers in Grade III in the Service Minute of Public Management Assistants' Service published by the Extraordinary Gazette No. 1840/34 and implemented from 02.04.2013 before this Service Minute is enforced, are deemed to have passed the efficiency bar examination and those who have not completed the efficiency bar examination prescribed for the officers in Grade III in the above mentioned service Minute of Public Management Assistants' Service but either passed or been exempted from one or several subjects of the examination (1)Office Systems (2) Accounting Systems (3) Computer Test shall be exempted from the subjects of efficiency bar examination on the basis of subject by subject prescribed by this Service Minute for the officers in Grade III.
- (ii) Officers who have been recruited to Grade III before the effective date of this service minute shall pass the efficiency bar examination prescribed for Grade III in not more than 06 attempts (including the attempts under the Public Management Assistants' Service)from the date of appointment to Grade III.

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 2022.11.14 through their Heads of Institutions. The name of the examination applied for should be mentioned as "Efficiency Bar Examination for the Officers in Grade III of Public Health Management Assistants' Service – 2022 (2nd Term)" on the top left corner of the envelope, the Head of Division should certify the accuracy of contents in each application. 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"x4" 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 notice.

N.B.: The Application should be prepared using an A4 paper based on the specimen form of application, So as to accommodate from No: 01 to 04 appear on the first page and from No 05 to 09 appear on the second page. Applications which do not in compliance with the specimen form will be rejected without any notes.

04. 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.

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 examination centre. Otherwise, it 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
 - c) Valid Driving License
 - d) Valid Passport

06. Examination Procedure

This efficiency bar examination consists of 04 Question papers. Namely Office Systems and Establishments Code, Accounting Systems, Computer Test and Administration of Health Institutions and Hospitals. Each paper is given 100 marks and minimum 40 marks should be obtained for each paper to pass the examination. The examination may be completed at once or subject by subject. Candidates who sit for the examination for the first time should apply for all the subjects.

07. Syllabus of the Examination:-

07:10ffice Systems and Establishments Code Question paper

This Question paper will be based on the following topics of the Office Systems, Chapters of the Establishments Code and public service commission rules. Duration is 02 hours. This question paper consists of structured essay type questions and only 05 questions should be answered. The paper carries 100 marks. Duration is 02 hours.

Office Systems

- 01. Role of an Officer
- 02. Planning an Office
- 03. Management of Documents
- 04. Filing and function relevant to same
- 05. Personnel Management
- 06 .Public Relations and Management

Chapter of the Public Services Commission procedural Rules

01. III,IV,V,VI and VII Scheme of Recruitment and Appointment 02.

XVIIITransfers

03. VIII Probation period, Acting, Confirmation in the

Appointment. 04. XVI

Extension of service and Retirement

Chapter of the Establishments Code

01. VII Salaries 02. XII Leave

03. XXVII Channel of Communications

04. XXVIII Administrative procedure 05.

XXXII Exercise of Political Right

07:2 Accounting Systems Questions Paper

Duration for this paper is 2 hours. This Question paper consists of 8 structured essay type questions. Any 05 of the questions should be answered. The paper carries 100marks. This Question paper will be based on the following chapters of the Financial Regulations.

Chapters of the Financial Regulations

i. Estimates of expenditure and Revenue

ii. Authorities for Expenditure , Refunds, Write - Offs, etc

Financial Management and Accountability iii. III

iv. IV Receipts

Custody of Public Money, and Impress and Bank Account, ٧. VI

07:3 Computer Test

- Duration for this paper is 1 1/2 hours. This question paper consists of of 8 structured essay type questions. Any 5 of the questions should be answered. Total marks is100. Computer Test is based on the following chapters.
 - Basic Concepts of Information Technology i
 - ii Windows Operating System
 - iii Folder Management
 - iv Word Processing
 - Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, sub paragraphs, change of line spacing, tab setting, finding and replacing text, spelling and grammar, synonyms, working with columns, page setup, printing documents, creating tables. sorting texts, file management, mail merging, working with macros.
 - vi Spread Sheets
 - Basic skills, Formatting, editing, columns and ranges, insertion and deletion, sorting vii data, creating charts, printing, @ function, working with Macros, file management, mail merging, working with macros, file management.
 - viii Internet and Email
 - Introduction to internet, basic skills on receiving mails, sending mails, responding to ix mails, working with attachments, creating and using nicknames, composing messages.

07:4 Administration of Health Institutions and Hospitals

- This paper consists of following topics and designed to test the candidates knowledge about these topics;
- ❖ Duration for this paper is 2 hours. This question paper consists of of 8 structured essay type questions. Any 5 of the questions should be answered. The paper carries 100marks.

This question paper consists of following Administration of Health Institutions and Hospital stopics:

- I Objectives of the Department of Health & Ayurvedic
- ii Structure of the Health Service in Line Ministry and Provincial Councils
- iii Basic Components of the Health Sector and institutions belong to it.
- iv Function of a hospital
- Ordering of the raw food materials, receiving and quality checking of the cooked foods
- vi Management of Medical Institutions
- viii Hospital Charges and yield of the garden crops

08. Regulations Pertaining to the Examination.

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 equipments should not be used. Any candidate who disregards this rule is liable to punishment.

- 09. Please bring this contents of this Circular to the notice of all officers in Grade III of the public Health Management Assistants' Service who serve in your institute. This information can also be obtained from the website www.health.gov.lk)
 - N.B In the event of any inconsistency between the Sinhala, Tamil and English texts of the circular, the notification in Sinhala shall prevail.

Chamika H\Gamage

Deputy Director General (Admin)II

For Secretary

Ministry of Health

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

Specimen Form of Application

Efficiency Bar Examination for the Officers in Grade III of Public Health Management Assistants' Service – 2022 (2nd Term)

01.(a) (i) Name of the Applicant: (In Sinhala)			Name of the Applicant: (In Sinhala)			
(ii) Full Name of Applicant:(In Block Letters)			Full Name of Applicant:(In Block Letters)			
		(iii)	Name with initial(In Sinhala)			
		(;,)	Nama with initials/(In Dlock Latters)			
		(iv)	Name with initials:(In Block Letters)			
	(b)	(i)	Date of First Appointment to Grade III :			
		(ii)	Letter no. of Appointment to Grade III :			
		(iii)	Present Annual Salary:			
		(iv)	Mobile Number :-			
		(iv)	N I C Number :-			
			1/20			
		(vi)	E-Mail Address :-			
02.	М	ark "√"	within the cages given against the subjects for which you wish to appear this time Mark "X" if you do			
			and the engage given against the energetic for inner you man to appear this time. Man 21 in you do			
	,,,	Office Systems and Establishments Code Administration Of Health Instructions and Hospitals				
			Accounts Systems Computer Test			
03.	(a)	(i) Pro	esent services station: (In Sinhala			
(In English)						
		(ii) It is under the :- Line Ministry Provincial Council				
	(b)	(i) Pro	ovince, if working under provincial council?			
		(ii) District of the service station ?				
(c) Whether one self-addressed envelopes in the size of "9"x"4"inches with stamps affixed to the value of						
	110.00 has been attached to the application to post the Admission Card					
	(d)	(i)) Postal Address (In Sinhala)			
		(ii)	Postal Address (In Block Capitals).			
04.		Mediur	ım in which you sit for the examination (Sinhala/English/Tamil)			

05		Control Participation of the control				
	(b) if th	e application is forwarded not for the first time v	whether stamp have been affixed			
		Stan	ip Cage			
7222			.p cuge			
06		cation of the Candidate:	I in this application are true and correct to my knowledge and I			
	I.		ation for the first time / have affixed stamps to the value of Rs			
			irst time, and the stamps affixed are unused and genuine.			
	П.		nd regulations concerning the examination imposed by the			
	11.	Ministry of Health and I do agree with any dec	ision to cancel my candidature if I am found to be disqualified			
		in terms of this examination.				
		in terms of this examination.				
	Date:		Signature of the Applicant			
		Classic Character Classic Character Classic Character Classic Character Char				
07.		ication of the Officer in Charge of Personal File	nanded over me this application before the closing date and the			
			ecording to the personal file of the candidate and he/she has			
			tion and kept a copy of this application attached to the personal			
	file.	an the quantications required to sit the examina	tion and kept a copy of this approaches attached to the personal			
	me.					
	Date:					
-			Name and Signature			
08.	. Certif	ication of Head of Institution:				
	institut value	tion and *he/she* sits for the examination for the of Rs / not necessary to affix stampling to his/her* personal file and he/she* is elig	first time / not for the first time and has affixed stamps to the sand the particulars furnished in the application are correct ible to sit the examination. He/she* placed his/her* signature			
	Date:		Signature of Head of Institution Frank/Rubber Stamp			
09	. Certif	ication of the Head of Decentralized Unit/ Spec	ialized Campaign.			
	Lecrii	I certify that Mr./Mrs/Miss serves as a Grade III of Public Health Management Assistants				
			rticulars furnished in the application are correct according to			
			date and he/she is eligible to sit for this examination.			
	Date:.					
			Signature of the Head of the			
			Decentralized Unit/Specialized Campaig			
			(Rubber Stamp)			
		- Delete	rrelevant words			