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தொலைபேசி) 0112698507, 0112694033	
Telephone) 0112675449 , 0112675280	
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பெக்ஸ்) 0112693869	
Fax)0112692913	
විදසුත් තැපෑල)postmaster@health.gov.lk	
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Ministry of Health
General Circular Letter No - 02-91/2022

Provincial Health Secretaries

Deputy Director General – Sri Lanka National Hospital
Director - National Hospital, Kandy
Provincial Directors of Health Services

All Hospital Directors under Line Ministry
Regional Directors of Health Services

Heads of Departments

First Efficiency Bar Examination for in Field Officer /in Office Officers Segment 02 Service Category (MN – 05 – 2006 A) in the Ministry of Health - 2022 (1st Term)

It is hereby notified that the First Efficiency Bar examination for in Field Officer / in Office Officers service category 02 (MN-05-2006-A) in the Ministry of Health which should be passed before 03 years after recruitment to Grade II will be held on in Sinhala, Tamil and English medium. The Date, venue and the time of the examination will be mentioned on the Admission Card.

02. Qualifications:

Officers Appointed to a post belong to the in Field Officer / in Office Officers Segment Service Category (MN -5 - 2006 A) in the Ministry Of Health (Nutritionist, Psychiatric Social Workers, Planning and Program Officer, Medical Record Officer, Statistic Survey Officer, Perfussionists) those who have not completed the examination, are only eligible to apply for this examination.

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 08.11.2022.through their Head of Institutions. The name of the examination applied for should be mentioned as "First Efficiency Bar Examination for in Field Officer /in Office Officers Segment 02 Service Category (MN – 05 – 2006 A) in the Ministry of Health - 2022 (1st 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. one 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.110.00 should be sent along with the application. (Applications which are received lete, incomplete or inaccurate will be rejected without any further 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 and from 05 to 09 on the second page. Applications that do not comply with the specimen will be rejected without notice.

04. Examination Fees:

- 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 or a relevant institution.
 - c) Valid Driving License
 - d) Valid Passport

06. Scheme Of The Examination

This examination consists of an essay written test and three question papers Office Systems, Accounting Systems and Subject Related Facts. Duration for each paper is two hours. For each question paper 04 questions should be answered out of the 07 questions. Each question paper carries 100 marks. To pass a minimum of 40 marks. should be obtained for each question paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

07. Syllabus of the Examination:

Office Procedure

Checking the basic knowledge on office procedure used in public officers related to the post and the ability to apply such knowledge practically and checking the ability to comprehend to official documents properly and present his/ her ideas /observations as it is by clear and brief notes and checking the ability to draft a letter in terms of orders.

Following fact s of the Establishments Code I & II

Chapter II - Recruitment Procedure and Appointmet

Chapter III - Transfers

Chapter VII - Salaries

Chapter VIII - Overtime, Holidays, Pay and Allowances

Chapter XII - Leave

Chapter XIII - Railway Warrants

Chapter XIV - Travel on Duty within the Island

Chapter XVI - Holiday Travel

Chapter XXVII - Channel of Communications

Chapter XXVIII -

Administrative procedures

Chapter XXX

Right of Government over its Officers

Chapter XLVII

General Conduct and Discipline

Following of the Procedural Rules issued by the Public Service Commission which is published in the Gazettes Extra ordinary No 1589/30

Chapter III

Appointment

Chapter V

Persons not qualified for appointment to the public service

Chapter VI

Terms & conditions Governing Appointments

Chapter VII

Procedure relating to Appointments

Chapter VIII

Period of probation, period of Action and confirmation of Appointments

Chapter XIV

Termination of employment & Resignation from public service

Chapter XV

Vacation of post

Acconting systems

It is expected to test candidates Knowledge in basic accounts adopted in government officers and function of cash control books as relevants to the post.

Financial Regiulations

Questions will be based on following chapters

Chapter I

Estimates of Expenditure and Revenue

Chapter II

Authorities for expenditure, refuds, write-off,etc

Chapter III

Financial Management and Accountability

Chapter IV

Receipts

Chapter V

Payments

Chapter VI

Custody of public money, etc, imprests and bank accounts

Subject related fact

A Question papper to test the candidate's knowledge and skills relevant to the role of the post concerned including tasks relevant to the post analysis, documentation and distribution of collect information and preparation of reports and progress reports.

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

O9. Please bring the contents of this circular to the notice of all officers of in Field/ in office officers Segment 2 Service Category for which (MN 05- 2006- A) is stipulated of the Ministry of Health, who are serving in your Division / Specialized Compaign / 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 notification published in Sinhala, Tamil and English medium.

Chamika H. Gamage

Deputy Director General (Administration) II

Ministry of Health
"Suwasiripaya"

Colombo 10.

Geny

Chamika H. Gamage
Deputy Director General (Admin II)

For Secretary
Ministry of Heal

Ministry of Health

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For Office use only

Specimen Form of Application

First Efficiency Bar Examination for in Field Officers / in Office Officers service category 2 (MN - 5 2006-A) in the Ministry of Health - 2022 (1st Term)

. (a	1)	(i)	Name of the Applicant (Sinhala/Tamil):				
		(ii)	Name of Applicant (In English block letters)				
	Names denoted by initials (in Sinhala/ Tamil)						
	Names denoted by initials (In English block letters)						
12	26	945					
(b	(b) (i) Post :						
		(ii) (iii)	Date of first appointment:Letter No Present annual salary:				
		(iv)	Mobile Phone Number				
		(v)	National Identity Card Number				
02	2		E- Mail address				
		Mark "X" against the subjects which are not offered)					
		Offic	ce System Subject Related				
03	3 (a)	Prese	ent Working Station: (In Sinhala)				
	(In English)						
	(b)	b) The Working Station Administrate by :- Line Ministry Provincial Council					
	(c)	Distri	ct of the station				
	(d)) Whether a self-addressed two envelopes in the size of 9"x4" inches with stamps affixed to the					
		value of Rs. 45.00 has been attached to the application to post the Admission Card					
	(e)	(i)	Postal Address (In Sinhala)				
		(ii)	Postal Address (In Block Capitals)				
0	4.	Medi	um in which you sit for the examination (Sinhala/English/Tamil)				

	05.	(a) Whether you have sat For the examination before	· · · · · · · · · · · · · · · · · · ·		
		(b) If the application is forwarded not for the first time whether	stamps affixed		
		Stamp Cage			
	06.	Certification of the Candidate:			
	1	I do hereby certify that the particulars furnished in this application	are true and correct to my knowledge		
		and I need not affix stamps since I sit for the Examination for the	first time / have affixed stamps to the		
		value of RSsince I sit for the Examination not for the			
		unused and genuine.			
	II	I do hereby agree to comply with the rules and regulations impos-	ed on examination and I do agree to		
comply with my decision to cancel my candidature if I'd					
		minute of the Examination			
		Date:			
		Date	Signature of the Applicant		
	07.	Certification of the Officer who have handle the personal files			
	I certify that Mr./Mrs/Miss has correctly handed over me the duly f				
		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 and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and kept a copy of this application attached to the personal file and the personal file and the personal file and the personal file at the personal file and the personal file at the personal file	ersonal file.		
		Date:			
			Name and Signature		
	08.	Certification of Head of Institution:			
		I certify that Mr./Mrs/Miss serves as a			
		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/not 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 Unit/			
		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 examina					
		Date:			
			Signature of the Head of the		
			Decentralized Unit/Specialized Campaigr		
			(Rubber Stamp)		
			(Nuover Stamp)		