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இணையத்தளம் )



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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXJ/11/2019  
ඔබේ අංකය )  
உமது இல )  
Your No. : )  
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திகதி ) 25/ 02 /2019  
Date )

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சுகாதாரம் மற்றும் சுதேச வைத்திய சேவைகள் அமைச்சு  
Ministry of Health & Indigenous Medical Services

**General Circular Letter No: 02 - 20 / 2020**

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 connected.

**Second Efficiency Bar Examination for the Officers belonging to the Supervisory Management Assistant Technical Service Category (MN – 03 2006 (A) ) of the Ministry of Health & Indigenous Medical Services - 2020 (First 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 Grade II of Supervisory Management Assistant Technical service Category (MN – 03 2006 (A)) of Ministry of Health & Indigenous Medical Services will be held on **05/04/2020** and **06/04/2020** in the media of Sinhala, Tamil and English. The place and the time of examination will be notified in the admission card.

**02. Qualifications**

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

**N.B: Please send me the applications of the officers only who have received appointment letters on being promoted to Grade 11 by 15/03 /2020 .**

**03. Applications**

Applications prepared by the candidates as per specimen appended to this circular should be sent under registered cover to reach the Director (Examinations), "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **15/03/2020** 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.

**Note : The application should be prepared using a paper in the size of A4 in such a way that No. 01 to 04 appear first page whilst the No 05 to 09 appear on the second page. Applications which are not in compliance with the specimen form will be rejected without any notice.**

**04. Examination fee:-**

- 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 application and cancel the same by placing their signature and date.
- II. The examination fee 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 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 ) Identity card issued formally by the Ministry of Health & Indigenous Medical Services
  - ( c ) Valid Driving License
  - ( d ) Valid Passport

**06. Scheme of 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

### 07.1.1 Departmental Regulations question Paper

❖ For each post , the question paper is prepared based on the , Departmental Rules and Regulations, Acts Procedures ect and circulars and instructions pertaining to Patient care Service and Community Heshth Service in addition to the matters relevant to technical work of the Department.

Duretion for this paper is 2½ hours. The question paper consists 07 Essay type questions. any 5 of them should be answered .

### 07.2 Efficiency Bar Examination

#### 07.2 Establishments Code Question Paper

❖ This queation paper is prepared based on the following Chapters of the Establishments Code. Duration is 2½ hours . This queation paper consists 08 Essay type questions. any 05 of them should be answered

❖ Questions will be based on following chapters of the Establishment Code.

Chapter XV	- Travel Abroad for Study Training or on Duty.
Chapter XVI	- Holiday Travel
Chapter XXIII	- Special Concessions and Conditions Regarding Officers Suffering from Certain Types of Illnesses.
Chapter XXIV	- Salary Loans/Advances
Chapter XXV	- Concession to Members of Trade Unions
Chapter XXVII	- Channel of Communications
Chapter XXVIII	- Administrative Procedures
Chapter XXX	- Right of Government over its Officers
Chapter XXXIII	- Legal Advice and Legal Actions
Chapter XLVII	- General Conduct and Discipline
Chapter XLVIII	- Disciplinary Procedure

❖ Public Service Commission rules

#### 07.2.1 Financial Regulations Paper

Duretion for this paper is 2½ hours. The question paper consists 08 Essay type questions. any 5 of them should be answered .Total 100 marks will be giving The Question paper will be based on the following Chapters of the Financial Regulations

(1) Chapter VI

Custody of Public Money etc.

Imp rest and Bank Accounts - Security of Public, Money Board of Survey, Bank Draft, Bank Accounts. (F.R. 315 - 396)

(2) Chapter XIII

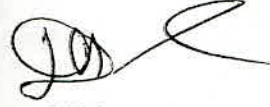
Supplies Works and Services: - (F.R 708-775)

**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's 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 serving in your Division/ Specialized Campaign/ Institution. The information is also available on the Web site [www.health.gov.lk](http://www.health.gov.lk)**

**N.B. :- In the event of any inconsistency between the Sinhala, Tamil and English texts of this notification the notification in Sinhala shall prevail.**



Donald Murage  
Deputy Director General (Admin -)11  
For Secretary  
Ministry of Health & Indigenous medical Services

Donald Murage  
Deputy Director General (Admin) 11  
Ministry of Health, Nutrition & Indigenous Medicine  
"Sawasiripaya"  
365, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.



04. (a) Have you sat this examination before? .....
- (b) Have you affixed stamp for this time, if sat the examination before?

Stamp Cage

**05. Certificate of the candidate :-**

- (i) I hereby certify that the particulars mentioned by me in this application are true and correct to my knowledge and that 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 cancellation.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health & Indigenous Medical Services concerning this Examination and I agree with whatever decision taken to cancel my candidature. If it was found that I am not eligible according to the rules of this examination.

.....  
Date

.....  
Signature of the candidate

**06. Certification of by the Officer in charge of personal files**

I certify that this application was submitted to me before the closing date and that the applicant has filled the application correctly according to the particulars in the personal file and a copy of this application is filed in the personal file.

.....  
Date

.....  
Name and Signature

**07. Certification of Head of Institution**

I do hereby certify that \*Mrs / Miss ..... serves as a ..... in this institution and she sit the Examination for the first time/not for the first time\* and has affixed stamp to the value of Rs..... / not necessary to affix stamp\* and the particulars furnished in the Application are true and correct to her personal file and she is eligible to sit for the examination. She placed her signature before me.

.....  
Date

.....  
Signature of Head of Institution/Rubber Stamp

**08. Certificate of the Head of Decentralized unit**

\*Mrs/Miss ..... serves as a Midwives in Seg. II "A" / Grade II in my Division / Campaign\* and the particulars furnished by her in the application are correct according to the particulars in her personal file and she is eligible to sit for this Examination.

.....  
Date

.....  
Signature of the Head of Decentralized Unit  
( Frank / Rubber stamp )

\* - Delete irrelevant words