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SUWASIRIPAYA

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My No.) CF/EXV/13/2020
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Your No.)
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திகதி) 04/03/2020
Date)

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

General Circular Letter No: 02 - 24 / 2020

Provincial Health Secretaries,

Deputy Director General National Hospital of Sri Lanka,

Provincial Directors of Health Services,

All Hospital Directors under the Line Ministry,

Regional Directors of Health Services,

Heads of Departments.

Efficiency bar Examination for the officers in the Post of Electro-medical Technicians Grade III of Management Assistant Technical Segment 03 Service Category of Ministry of Health & Indigenous Medicine – 2020 (1st 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 Post of Electro-medical Technicians in Grade III, will be held on 02/05/2020 in the media of Sinhala, Tamil and English. The place and the time of examination will be notified in the admission card.

02. Qualifications

The Officers who have been appointed to a post of Electro-medical Technicians in Grade III, on 02/04/2020 and those who have not yet Completed the Examination are only eligible to apply for this Examination Ministry of Health and Indigenous Medical Service and have

04. 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 02/04/2020 through the respective Head of Institution. The Head of Division should certify the accuracy of contents in each application. Two 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 of size A4 in compliance with the specimen form of application so as to appear from 01 to 04 on the first side of the page and from 05 to 09 on the second side of the page. Applications which do not conform to above format will be rejected without any notice.

05. 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 application and cancel the same by placing their signature and the date.
- II. The fees once paid will not be allowed to transfer for any other Examination or refunded for any reason.

06. 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 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 & Indigenous Medical Service or a relevant Institution
 - (c) Valid Driving License
 - (d) Valid Passport

07. Scheme of the Examination:-

Duration for this questions paper is two hours The questions paper Consists of 10 Structured questions and all the 10 question Summed be answered question of this question paper are based on the Following Chapters of the Establishment Code and Knowledge on outhauls Work

08. Syllabus of the Examination

08.1 Efficiency bar Examination

08.1.2 Office Administration and Establishment Code questions paper

Following Chapters of the Establishment Code :-

- | | |
|--------------|--|
| Chapter II | - Recruitment Procedure and Appointment |
| Chapter III | - Transfers |
| Chapter IV | - Monthly Payments, Temporary Status, Permanent Status and Pension ability |
| Chapter V | - Release, Reversion and Temination of Employment |
| Chapter VII | - Salaries |
| Chapter VIII | - Overtime , Holidays, Holiday pay and Allowances |
| Chapter XII | - leave |
| Chapter XIII | - Railway Warrants |
| Chapter XIV | - Travel on Duty Within the Island |
| Chapter XIX | - Government Quarters |
| Chapter XXIX | - Acquisitions of Land Investments and Mortgages |

08.2 Financial Regulations. questions paper.

Duration for this questions paper is two hours The questions paper Consists of 10 Structured questions and all the 10 question Summed be answered question of this question paper are based on the Following Chapters of the Establishment Code and Knowledge on out hauls Work

Questions will be based on following chapters.

- (1) Chapter I - Expenditure and Revenue Estimates, Consolidated Fund, Annual Estimates, Alteration of Annual Estimates (FR from 1 to 68)
- (2) Chapter III - Financial Management and accountability, Chief Accounting Officer, Accounting Official Revenue Account, Authority for payment. Approval , certification, assignment (FR from 124 to 147)

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 serving in your Division/ Specialized Campaign/ Institution. The information is also available on 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 notifications published in Tamil and English mediums



Donald Murage

Deputy Director General (Admin) II

For Secretary

Ministry of Health & Indigenous Medical Services

Donald Murage **ඩොනල්ඩ් මුරගේ**
Deputy Director General (Admin) II **නියෝජ්‍ය අධ්‍යක්ෂ ජනරාල් (පාලන) II**
Ministry of Health, Nutrition & Indigenous Medicine **සෞඛ්‍ය හා දේහික වෛද්‍ය අමාත්‍යාංශය**
"Suwasiripaya" **"සුවසිරිපාය"**
385, Rev. Baddegama Wimalawansa Thero Mawatha, **385, පූජ්‍ය බද්දේගම විමලවංශ හිමි මාවත,**
Colombo 10. **කොළඹ 10.**

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

Stamp Cage

06. Certificate of the candidate :-

- (i) I do 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

07. 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

08. Certification of Head of Institution

I certify that *Mrs. / Miss is well known to me and she sits this Examination for / not for* the first time and stamps to the value of Rs..... have been affixed to this application/stamp need not to be affixed* and the particulars given by the applicant are correct according to the personal file of the applicant and she is eligible to this examination and placed her signature before me.

.....
Date

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

09. Certificate of the Head of Decentralized unit /specialized Campaign.

* I Certify that Mrs/Missserves as a Public Health

Inspectors Class Seg. II "B" / Grade III in my Division / Campaign* and the particulars furnished by her in the applicatio 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