

දුරකථන ) 0112669192 , 0112675011  
දුරකථන ) 0112698507 , 0112694033  
Telephone ) 0112675449 , 0112675280

ෆැක්ස් ) 0112693866  
ෆැක්ස් ) 0112693869  
Fax ) 0112692913

විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )

වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය  
சுகாதார அமைச்சு  
Ministry of Health

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXW/03/2021

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி )  
Date ) 19.03.2021

General Circular Letter No: 02-19/2021

Provincial Health Secretaries

Deputy Director General National Hospital Sri Lanka

Provincial Directors of Health Services

All Hospital Directors under the Line Ministry

Regional Directors of Health Services

Heads of Departments,

**Third Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – I – 2006 of the Ministry of Health – 2020 (1<sup>st</sup> Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the Legal officers of the Ministry of Health before expiring five years from the date of promotion to Grade I in the post of Legal officer belongs to Executive service of category and the prescribed salary scale of SL- I - 2006 will be held on 09.05.2021 in Sinhala, English and Tamil media. The venue and the time of the examination will be notified along with the Admission Card.

**02. Qualifications**

Only the officers of the Ministry of Health and Indigenous Medical Services who have been appointed to Grade I in a post of Legal Officer or Chief Legal officer belonging to the salary scale of SL – I – 2006 Executive service of category and who have not completed the examination upto now can apply for this examination.

**N.B: Take necessary actions to send applications of the officers only who has been promoted to Grade I by 30.06.2020 and already received the appointment letter.**

**03. Applications**

Applications prepared by the candidates as per specimen appended to this letter should be sent under registered cover to reach the Director (Examinations) Ministry of Health, No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 19.04.2021 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. **Two self addressed envelope** ( 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. Without any notes.

**Note :** The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04 on the first front page and from 05 to 08 on the second page. Application which do not conform to above will be rejected any information.

04. **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 stamps cage provided for in the application and cancel same by placing their signature and the date.
- II. The fees once paid will not be refunded or transferred to other examinations under any circumstances

05. **Admission to the Examination :-**

- I. Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit 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 or a relevant institution
  - ( c ) Valid Driving License
  - ( d ) Valid Passport

06. **Scheme of the Examination :-**

This consists of written examination on Management. Question paper carries 100 marks. Duration 03 hours. Minimum of 40% marks for each question paper. Should be obtained to pass.

07. **Syllabus of the Examination:-**

7.1 **Written Test (Duration 03 hours.)**

This paper consists of 08 essay type questions and any 05 questions of them should be answered.

**Syllabus**

**I. Management**

1. Management Principles.
2. Management Function
3. Participative Management
4. Management Environment

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 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 officer of your Division/ Specialized Campaign of Service category. The information is also available in the Web Site – [www.health.gov.lk](http://www.health.gov.lk) Please bring the contents of this circular to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution.**

**Note; Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English mediums.**

**U.A.S. Harshapriya Sisira Kumara**  
Deputy Director General (Administration) 02  
Ministry of Health  
"Suwasiripaya"  
Colombo 10

Signed ,  
U A S H Sisira Kumara  
Deputy Director General (Admin)II  
for Secretary  
Ministry of Health



- Certificate of the candidate :**
- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate to my knowledge and 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.
  - (ii) I agree to abide by the rules and regulations stipulated by the Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

Date: .....

.....

Signature of the candidate

**06 Certification of The subject management assistant who keeps the personal files**

It is here certified that the application was forwarded to before the closing date. The application has been completed according to the details of the personnel file by the applicant. A copy of the application has been filed.

Date.....

.....

Name and Signature

**07 Certification of Head of Institution**

\*Mr/Mrs/Miss ..... is well known to me and he / she\* sits the Examination for the first time / repeats the Examination \* he / she\* need not affix stamps / has affixed stamps to the value of Rs. ....to the Application 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\* is eligible to sit for the Examination and he / she\* placed his / her\* signature in my presence..

Date : .....

.....

Signature of Head of Institution/Frank

**08 Certificate of the Head of Decentralized unit / specialized Campaign**

\*Mr/Mrs/Miss.....serves as a ..... in my Division / Campaign\* 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\* is eligible to sit for the Examination.

Date:.....

.....

Signature of Head of Decentralized Unit / Specialized campaign (Frank / Rubber Stamp)

\* Delete words which are inapplicable