

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 Hall. 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) Identity Card issued by the Department
 - c) Valid Driving License
 - d) Valid Passport

06. Scheme of the Examination

This examination consists of three essay type question papers and these are **Establishment Regulations, Accounting Systems and Departmental Regulations**. Duration for each paper is three hours. **Establishment Regulations, Accounting Systems** question paper, 05 questions should be answered out of the 08 questions and **Departmental Regulations** question paper, 04 questions should be answered out of the 06 questions. Each question paper carries 100 marks. Minimum of 40 marks for each subject should be obtained to pass.

07. Syllabus:

07.1 Establishment Regulations Question Paper

- ❖ **Following chapters of the Establishment Code, will be prepared on the procedural Rules of the public Service Commission.**

Chapter II	-	Recruitment Proceduar and Appointmet
Chapter V	-	Release, Reversion and Termination of Employment

Following chapters of the Establishment Code,

Chapter XII	-	Leave
Chapter XV	-	Travel abroad for Study, Training or on Duty
Chapter XVI	-	Holiday Travel
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Right of Government over its Officer's
Chapter XXXIII	-	Legal Advice and Legle Actions
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Rules of Disciplinary Procedure

❖ **Following Procedural Rules of the Public Service Commission which were published in the Gazettes Extraordinary No 1589/30**

Chapter III	-	Appointment
Chapter V	-	persons not qualified for appointment to the public Service
Chapter VI	-	Terms and Conditions Governing Appointment
Chapter VII	-	Procedure relating to Appointments
Chapter VIII	-	Period of probation, period of Acting and Confirmation of Appointment
Chapter XIV	-	Termination of Employment and Resignation from Public Service
Chapter XV	-	Vacation of post.

07.2 Question Paper - Accounting Systems

❖ **Following Chapters of the Financial Regulations,**

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Refunds, Write offs, etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipt
Chapter V	-	Payments
Chapter VI	-	Custody of public money, impress and bank accounts
Chapter X	-	Accounts of Courts
Chapter XI	-	Foreign Aid
Chapter XIII	-	Supplies, Works and Services

❖ **Procurement Procedure of Government**

07.3 Departmental Regulations

Patient Care Regulations, Planning Documents, Services and Maintenance Agreements

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.

09. Please bring the contents of this circular to the notice of all officers in the post of Bio - Medical Engineer of Executive Service Category (SL-01-2006) of Ministry of Health who are serving in your Division/ Specialized Campaign/ Institute/hospital. (This information is also available on the web site - www.health.gov.lk)

N.B.: In the event of any inconsistency between the Tamil and English translations of the notification Sinhala medium notification will prevail.

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

Chamika
Chamika H Gamage
Deputy Director General (Admin II)
For Secretary

05. (a) whether you have sat the examination before.....
 (b) If not so, have you affixed stamps to the whether stamps affixed.....

Stamp Cage

06. **Certification of the Candidate:**

- I. 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 the Examination for the first time / have affixed stamps to the value of RSsince I sit the Examination not for the first time, and the stamps affixed are unused
 And genuine.
- II. I do hereby agree to comply with the rules and regulations imposed on examination and I do agree to comply with my decision to cancel my candidature if I' decided disqualified accordance in until the minute of the Examination.

Date:.....
 Signature of the Applicant

07. **Certification of the Officer in-charge of the subject who keeps the personal files**

I certify that Mr./Mrs/Miss..... has correctly handed over me the duly filled 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.

Date:.....
 Name and Signature

08. **Certification of the Head of Institution:**

I certify that Mr./Mrs/Miss..... serves as a in this institution, 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 examination.

Date:.....
 Signature of the Head of the
 Decentralized Unit/Specialized Campaign
 (Rubber Stamp)