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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு

Ministry of Health

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எனது இல)
My No.) CF/EXG/06/2022

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Your No. :)

දිනය)
திகதி) 2022/10/03
Date)

General Circular Letter No: 02 – 84/2022

Provincial Health Secretaries,
Deputy Director General – National Hospital of Sri Lanka, Colombo
Director – National Hospital, Kandy
All Hospital Directors under the Line Ministry,
Provincial Directors of Health Services,
Regional Directors of Health Services,
Heads of Departments.

Efficiency Bar Examination for Dental Technicians Class II Seg. " B " / Grade III in the paramedical service belonging to the salary scale (MT- 6) of the Ministry of Health – 2022 (1st Term)

It is hereby notified that the Efficiency Bar Examination and Departmental Examination which should be passed before reaching the fourth salary step of the salary scale approved for Dental Technicians Class II Segment "B" / Grade III will be held respectively on Sinhala, Tamil & English medium. The date, venue and the time of the examination will be notified along with the Admission Card.

02. Qualifications

Only the Officers those who have appointed to a post of Dental Technicians of Seg. II "B" / Grade III and not completed this examination can apply for this examination.

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) No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **2022/11/09** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**First Efficiency Bar Examination for the post of Dental Technicians in Grade III – 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.** A self-addressed 01 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. 110.00 should be sent along with the application. **Applications received after the closing date, incomplete or inaccurate will be rejected without notice.**

N.B.: Applications be prepared in compliance with the specimen form of application in the size of A4 using in such a way that No: 01 to 05 appear on the first page whilst the No: 06 to 09 appear on the second page. Applications that do not comply with the specimen will be rejected without notice.

04. Examination fees :-

- I. Candidates who sit 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, the Candidate 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 two essay type question viz Office Procedures and Financial Regulations. Duration is 03 hours for each paper. Candidates should obtain at least 40% marks for a paper to pass the examination. Candidates should answer 05 questions out of 08. Total marks of 100 given for each paper

07. Syllabus of the Examination

07.1 Efficiency Bar Examination

07.1.1 Establishments Code & Procedural Rules

This question paper is based on the chapters of the Establishments Code and Procedural Rules of the Public Service Commission. Duration is 03 hours. The question paper consists of 08 essay type questions and candidates are required to answer any 05 question out of them. (Total Marks 100)

❖ The Following chapters of the Establishments Code are prepared on the Procedural Rules of the Public Service Commission.

Chapter IV - Monthly payments, Temporary status, Permanent status and Pension ability

❖ **Following chapters of the Establishments Code**

Chapter XII	-	Leave
Chapter XIII	-	Railway warrants
Chapter XIV	-	Travel on duty within the Island
Chapter XIX	-	Government Quarters
Chapter XXVIII	-	Administrative Procedures
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Disciplinary Procedure

07.1.2 Procedural Rules of the Public Service Commission

07.2.1 Financial Regulations

Duration is 03 hours. The question paper consists of 08 essay type questions and candidates are required to answer any 05 question out of them. (Total Marks 100)

Syllabus

Chapter I Expenditure and Revenue Estimates, Consolidated Fund, Annual Estimates, Alteration of Annual Estimates (From F. R. 01 to F. R. 68)

Chapter III Financial Management and Accountability, Chief Accounting Officer, Accounting Official Revenue Account, Authority for payment. Approval certification assignment (From F. R. 124 to F. R. 147)

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 relevant officers in your Division / Specialized Campaign / 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 notifications published in Sinhala, Tamil and English mediums.

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

Chamika H. Gamage
Deputy Director General (Admin) II
For Secretary
Ministry of Health

06. 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

07. Certification of the officer who have handle the personal files

I certify that this application has been delivered to me before the last date of receipt and that the applicant has correctly completed this application as per the information in the personal file and that he has met the qualifications required to appear for the Grade III Efficiency Bar Examination and that a copy of this application has been filed in the personal file.

.....
Date

.....
Name and Signature

08. Certification of 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 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. Certificate of the Head of Decentralized unit / specialized Campaign

*Mrs./Miss serves as a **Dental Technicians** Class II Seg. " B " / Grade III in my Division / Campaign* and the particulars furnished by her in the Application are correct in accordance with the particulars available in his personal file and he is eligible to sit for the Examination.

.....
Date

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

- Delete words which are inapplicable