

දුරකථන ) 0112669192 , 0112675011  
தொலைபேசி ) 0112698507 , 0112694033  
Telephone ) 0112675449 , 0112675280  
ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 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/EXP/04/2022  
ඔබේ අංකය )  
உமது இல )  
Your No. : )  
දිනය ) 11.10.2022  
திகதி )  
Date )

General Circular Letter No - 02-91/2022

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

**First Efficiency Bar Examination for in Field Officer /in Office Officers Segment 02 Service Category (MN – 05 – 2006 A) in the Ministry of Health - 2022 (1<sup>st</sup> Term)**

It is hereby notified that the First Efficiency Bar examination for in Field Officer / in Office Officers service category 02 (MN-05-2006-A) in the Ministry of Health which should be passed before 03 years after recruitment to Grade II will be held on in Sinhala, Tamil and English medium. The Date, venue and the time of the examination will be mentioned on the Admission Card.

**02. Qualifications:**

Officers Appointed to a post belong to the in Field Officer / in Office Officers Segment Service Category (MN -5 - 2006 A) in the Ministry Of Health (Nutritionist, Psychiatric Social Workers, Planning and Program Officer, Medical Record Officer, Statistic Survey Officer, Perfussionists) those who have not completed the examination, are only eligible to apply for this examination.

**03. Applications:**

Applications prepared by the candidates in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach “ Director (Examinations) Ministry of Health, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 08.11.2022.through their Head of Institutions. The name of the examination applied for should be mentioned as “**First Efficiency Bar Examination for in Field Officer /in Office Officers Segment 02 Service Category (MN – 05 – 2006 A) in the Ministry of Health - 2022 (1<sup>st</sup> 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. one 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.110.00 should be sent along with the application.. (Applications which are received late,incomplete or inaccurate will be rejected without any further notice.)**





- Chapter XXVIII - Administrative procedures  
Chapter XXX - Right of Government over its Officers  
Chapter XLVII - General Conduct and Discipline

Following of the Procedural Rules issued by the Public Service Commission which is published in the Gazettes Extra ordinary No 1589/30

- Chapter III - Appointment  
Chapter V - Persons not qualified for appointment to the public service  
Chapter VI - Terms & conditions Governing Appointments  
Chapter VII - Procedure relating to Appointments  
Chapter VIII - Period of probation, period of Action and confirmation of Appointments  
Chapter XIV - Termination of employment & Resignation from public service  
Chapter XV - Vacation of post

#### Accounting systems

It is expected to test candidates Knowledge in basic accounts adopted in government officers and function of cash control books as relevant to the post.

#### Financial Regulations

Questions will be based on following chapters

- Chapter I - Estimates of Expenditure and Revenue  
Chapter II - Authorities for expenditure, refunds, write-off, etc  
Chapter III - Financial Management and Accountability  
Chapter IV - Receipts  
Chapter V - Payments  
Chapter VI - Custody of public money, etc, imprests and bank accounts

#### Subject related fact

A Question paper to test the candidate's knowledge and skills relevant to the role of the post concerned including tasks relevant to the post analysis, documentation and distribution of collect information and preparation of reports and progress reports.


#### 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 of in Field/ in office officers Segment 2 Service Category for which (MN 05- 2006- A) is stipulated of the Ministry of Health, who are serving in your Division / Specialized Campaign / Institution. This information can also be obtained from the web site - [www.health.gov.lk](http://www.health.gov.lk))

N.B. : Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English medium.

**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





05. (a) Whether you have sat For the examination before.....  
(b) If the application is forwarded not for the first time 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 for the Examination for the first time / have affixed stamps to the value of RS .....since I sit for 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 who have handle 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 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)