

General Circular Letter No:

My No. CF/EXF/02/2014

Ministry of Health

"Suwasiripaya"

385, Ven. Baddegama Wimalawansa Thero Mw.

Colombo 10.

2014.07.....

Provincial Health Secretaries

Provincial Directors of Health Services

Deputy Provincial Directors of Health Services

All Hospital Directors under the line Ministry and Head of Institute

Efficiency Bar Examination for Grade II Nursing Officers

In the Nursing Services - 2014

It is notified hereby that the Efficiency Bar Examination to be passed within three years after they promoted to the Grade II Nursing Officers will be held on **2014.09.14** in Sinhala, Tamil and English media. The venue and the timetable will be sent along with the admission card.

The Circular which was issued under Circular No - 01 - 17 /2012 and dated 2012.04.03 is hereby cancelled. The applicant who have applied according the above Circular also Submit fresh application.

02. Qualifications

- Officers who have been absorbed or promoted to grade II are qualified to sit this examination.
- Nursing officers who have completed an active service period of 06 years under segment II (A) as at 01.11.2010 under the old nursing service minute will be exempted from the requirement of passing the 2nd Efficiency Bar Examination.
- It is compulsory for all the other Nursing officers in grade II to pass the 2nd Efficiency bar Examination and they will be granted a relife period of 03 years from 01.11.2010 on which date this Service Minute comes into effect or the date of Promotion to grade II, which will come later.
- In case of the Nursing officers who completed active service period of 05 years from the date of first appointment and the officers who satisfy all the other qualifications required to be promoted to segment II A according to the old Nursing Service Minute, during the interim period will be qualified to sit this examination after being promoted to grade II and they will be granted a relife period of 03 years from the date mentioned in the letter of promotion to pass the second Efficiency Bar Examination.

03. Applications

Applications for the Examination should be forwarded on forms prepared by themselves as per format appended to this letter to the Director (Examinations), Suwasiripaya, No 385, Ven Baddegama Wimalawansa Thero.Mawatha , Colombo 10.through the relevant Head of Institutions under registered cover to be received on or before **2014.08.20** The Head of Institution shall certify the contents of every application. Every application shall accompany a **self addressed envelope** (may write the official or private address) of 9" x 4", affixed with stamps to the value of Rs. 30.00 and those **Applications received late or incorrect and incomplete will be rejected without any information.**

04. Examination fees :-

- (i) The applicants for the first time will be exempted from exam fees. The others who had applied for but not sat the Examination shall affix stamps to the value of Rs. 25/= per subject in the application and cancel them by placing their signatures and the date.
- (ii) Under no circumstance the fees once paid will be refunded or changed for another Examination.

05. Admission to the Examination:-

05.1 Admission cards will be issued for properly perfected applications .The applicants should perfect the admission card and hand them over to the supervisor at the Examination. Otherwise they will not be allowed to sit the Examination.

05.2 The applicants shall establish their identity to the supervisor within the Examination center by producing one of the following.

- | | |
|----------------------------------|-----------------------|
| (a) National Identity Card | (c) Driving License |
| (b) Departmental Identity Card | (d) Passport |

06. Scheme of the Examination :-

This Efficiency Bar examination consists of two parts Theoretical Knowledge in Nursing and Ward Management. Duration 3 hours for each question paper and Each part will receive 100 Marks . Applicants shall secure minimum of 40% marks to have a pass in the Examination . They can complete the examination at once or several occasions. **(Should Request in the same language applied for the training as a Student Nurse before recruitment of the post.)**

07. Syllabus

Efficiency Bar Examination

(i) Theoretical Knowledge in Nursing

- Surgical Nursing
- Medical Nursing
- Pediatric Nursing

(ii) Ward Management

- Patient Care Management
- 5'S Concept
- Action plan - Monthly / Annually

08 . Please bring the Contents of this circular to the notice of all relevant officers of yours Hospital

s / Division / Specialized Campaign / Institution. This has been included to the web - site. www.health.gov.lk

M B L Rahuman

Deputy Director General (Admin II)
for DGHS

Copies to -

1.	Army Commander	-	(F.N.A)
2.	Commissioner of Ayurveda	-	(F.N.A)
3.	Principals of all Schools of Nursing	-	For Exam Hall

Reservation on
2014.09.14

For Office Use Only

Specimen form of application

Efficiency Bar Examination for Grade II Nursing Officers
In the Nursing Services - 2014

01. (a) i. Name of the Applicant :

ii. Name of the Applicant (In English block letters with initials at the end)

Grid for name in English block letters with initials at the end.

iii. Names denoted by initials (In Sinhala).....

iv. Names denoted by initials (In block letters)

Grid for names denoted by initials in block letters.

- (b) I Date of first appointment as a nursing officer :-.....
II Service peorid of Nursing officer in Grade II on 2010.11.01 :
III Date of Absorb Grade II Nursing officer :
IV Date of Promoted to Grade II :
V Present Annual Salary :
VI Telephone No : [Grid]

02. Insert "✓" within the cage of the subjects you expect to sit this time. Put "X" if you do not sit for them.
Theoretical Knoweledge in Nursing [Box] Ward Management [Box]

- 03. (a) Present Station(In Sinhala) :
(b) Present Station (In English):
(c) The District to which it belongs : -.....
(d) District in which you prefer to sit for the examination: - [Box]

(If there is no examination center in this district the you will be attached to the next closest examination center)

- (e) Whether a self-addressed envelope affixed with stamps to the value of Rs. 30.00 have been attached to the application to send the Admission Card?
(f) 1. Address (In Sinhala) :-
2. Address (In English) :-

04. Medium you sit for the examination (Sinhala / English / Tamil) :-

(Should Request in the same language applied for the training as a Student Nurse before recruitment of the post.)

- 05 (a) Whether you have sat the examination before:-
- (b) If the application is forwarded not for the first time whether stamps have been affixed?.....
- (c) If the application is forwarded for the first time?

Stamp Cage

06. Certificate 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 Rs. since 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'm decided disqualified accordance in until the minute of the examination

.....
Date

.....
Signature of the candidate

07 Certification of the Special Grade Nursing Officer.

- Mr/Mrs/Miss serves as a Grade II Nursing Officer in my Section.

.....
Date

.....
Signature of Special grade Nursing Officer

08 Certification of the Management Assistant who have handle the Personal File.

I Certified that the application have submitted before the closing date, particulars furnished in the Application are true and correct to his/her personal file, applicant is eligible to sit for the Efficiency Bar Examination Grade II for Nursing Officers and filed a copy of this application above the officers personal file.

.....
Name

.....
Signature

09. Certification of Head of Institution

I do hereby certify that Mr/Mrs/Miss is well known to me and he / she sits the Examination for the first time / not for the first time and has affixed stamps to the value of Rs. / not necessary to affix stamps and the particulars furnished in the Application are true and correct to his/her* personal file and he/she* is eligible to sit for the Examination. he/she* placed his/her* signature before me.

.....
Date

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

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

*I do hereby certify that Mr/Mrs/Miss
..... in serves as a Grade III Nursing Officer" in my Division / Campaign* and the particulars furnished in the Application are correct with the personal file the applicant and in he / she* is eligible to sit for the Examination.

.....
Date

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

*** - Delete words which are inapplicable**