

My No. CF/EXL/01/2013

Ministry of Health

"Suwasiripaya"

385, Ven. Baddegama Wimalawansa Thero Mw.

Colombo 10.

.....05. 2013

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

### **First Efficiency Bar Examination for Grade III Nursing Officers – 2013**

It is notified hereby that the Efficiency Bar Examination to be passed by Grade III Nursing Officers before reaching the fourth salary point of the approved scale will be held on 18-08-2013 in Sinhala, Tamil and English media. The venue and the timetable will be sent along with the admission card. Only those Nursing Officers who sit the examination for the first time and those who could not get through the examination at a previous examination are permitted to sit this examination.

#### **02. Qualifications**

The Nursing Officers categorized under Grade III in the Nurses service minute published in the Gazette No 1684/18 of 14-12-2010 can apply for the 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 30-06-2013.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 will be rejected.

**Note - The nursing officers those who sat for the examination at least once under the previous Nursing Minute,need not submit applications as per this circular.**

**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 10 on the second page. Application which do not conform to above will be rejected 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. 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
- ( b ) Departmental Identity Card
- ( c ) Driving License
- ( d ) Passport

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

This Efficiency Bar examination consists of two parts viz: Establishment Code and the Financial Regulations. Each part will receive 100 Marks . Applicants shall score minimum of 40% marks to have a pass in the Examination . They can complete the examination at once or several occasions.

**07. Syllabus**

**Efficiency Bar Examination**

**07.1** Establishment Code (Duration 3 hours) - Applicants can answer any 5 questions out of 08 in the question paper

**Syllabus**

- Chapter II – Scheme of recruitments and appointments
- III - Transfers
- VII - Salaries
- VIII - Overtime, holiday pays and salaries and allowances for holidays
- XII - Leave
- XIII - Railway Warrants
- XVII - Concessionary Seasons Tickets
- XVIII - Official Quarters
- XXII - Welfare Facilities
- XXIII - Special sponsorships and the conditions thereof who are being suffered with various illnesses/ diseases in the government sector/ public sector
- XXV - Concessions to the Trade Unionists

**07.2** Financial Regulations (Duration 3 hours) - Candidates can answer any 5 questions out of 08 in the question paper.

**Syllabus**

A written question paper to test the knowledge on matters from 1-157 FR.

**08 .** Please bring the Contents of this circular to the notice of all relevant officers of yours Division / Specialized Campaign / Institution. This has been included to the web - site. [www.health.gov.lk](http://www.health.gov.lk)

**M B L Rahuman**

Deputy Director General (Admin )II  
for Director General of Health Services

Copies to	-	1.	Army Commander	-	(F.N.A)
		2.	Air Force Commander	-	(F.N.A)
		3.	Navy Commander	-	(F.N.A)
		4.	Commissioner of Ayurveda	-	(F.N.A)
		5.	Principals of all Schools of Nursing	-	(F.N.A)
		6.	Sri Lanka Police	-	(F.N.A)
		7.	Commissioner of Municipal Council	-	(F.N.A)
		8.	Superintendent of Prison Headquarters	-	(F.N.A)



- 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 Certificate of the Special grade Nursing Officer

\*Mr/Mrs/Miss ..... serves as a Grade III Nursing Officer in my Section

.....  
Date

.....  
Signature of Specialgrade Nursing Officer

08. Certification by the Management Assistant

I do hereby 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 her personal file and kept a copy of this application is attached to her personal file.

.....  
Date

.....  
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

08. **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