

දුරකථන) 0112669192 , 0112675011
දුරකථන) 0112698507 , 0112694033
Telephone) 0112675449 , 0112675280
ෆැක්ස්) 0112693866
ෆැක්ස්) 0112693869
Fax) 0112692913



මගේ අංකය)
எனது இல)
My No.) CF/EXA/12/2016
ඔබේ අංකය)
உமது இல)
Your No. :)

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
இணையத்தளம்)
website)

සුවසිරිපාය
சுவசிரிபாய

SUWASIRIPAYA

දිනය) 07/11/2016
திகதி)
Date)

සෞඛ්‍ය, පෝෂණ සහ දේශීය වෛද්‍ය අමාත්‍යාංශය
சுகாதாரம், போஷணை மற்றும் சுதேசவையத்திய அமைச்சு
Ministry of Health Nutritions & Indigenous Medicine

General Circular Letter No.- 02-184/2016

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

Second Efficiency Bar Examination for The post of primary Nontechnical Service Category

PL - 01 - 2006 (A) in the Ministry of Health, Nutrition's & Indigenous Medicine - 2016

The Efficiency Bar Examination for the primary Nontechnical Service Category PL - 01 - 2006 (A) In the Ministry of Health, Nutrition & Indigenous Medicine which should be passed before 03 years after recruitment to the grade II will be held on **17.12.2016** in the medium of Sinhala, English and Tamil. Venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Only the employees who have been appointed to a post of Grade II in the Nontechnical Service Category PL - 01 - 2006 (A) [Karyala Karya Sahayake, Packer, Book Binder, Foot- Bicycle Messenger, Watcher, Store Keeper, Lift Operator, Photocopy Ronio Machine Operator, Spray Machine Operator, Assiatant - Media Unit, Photographer-Media, Assistant Photographer, Video Editor, Videographer, Saukya Karya Sahayake (Ordinary) and Saukya Karya Sahayake (junior)] in the Ministry of Health, Nutrition & Indigenous Medicine and those who have not passed the efficiency bar examination up to now can apply for this examination.

N.B.:-

As mentioned in the General Circular Letter No.02-90/2015 dated 12.08.2015 Of the Secretary to the Ministry of Health, Nutrition & Indigenous Medicine, from the above Posts Officers who have exceeded three years in Grade II in the posts of Karyala Karya Sahayake, Book Binder, Watcher, Spray Machine Operator, Saukya Karya Sahayake (Ordinary), Saukya Karya Sahayake (Junior), as at 20.07.2012 need not appear for this efficiency bar examinations since they are exempted from the requirement of efficiency bar 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) Suwasiripaya, No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **30.11.2016** through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. A self addressed two envelopes (Official or private address) in the size of 9"x4" inches, affixed with stamps to the value of Rs. 35.00 should be sent along with the application. Applications received after the closing date, incomplete or inaccurate will be rejected without notice.

The application in Annexure 1 should be Perfected and sent by the employees under the Line Ministry and the application in Annexure 2 by those who serve in the provincial public Service.

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 04 appear on the first page whilst the No: 05 to 08 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, 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 Examination

- This examination consists of one question paper titled Establishments Code and Financial Regulations. The paper consists of multiple choice and Structured essay type questions from the Establishments Code and the Financial Regulations and each part should be answered separately.
- Duration 1½ hours and total marks 100. At least 40 marks should be obtained to pass the examination

07. Syllabus

Establishments Code Part

Volume I

- | | | |
|---------|-------|--|
| Chapter | III | Transfers |
| Chapter | VIII | Overtime, Holidays, Holiday pay and Allowances |
| Chapter | XIV | Travel on duty within the Island |
| Chapter | XXIV | Salary Loans / Advances |
| Chapter | XXV | Concession to Members of Trade Unions |
| Chapter | XXXII | Exercise of Political rights |

Volume II

- | | | |
|---------|--------|---------------------------------|
| Chapter | XLVII | General Conduct and Discipline |
| Chapter | XLVIII | Rules of Disciplinary Procedure |

and

Public service commission procedural rules which are consisted in the Extraordinary Gazette No 1589/30 dated 20.02.2009

Financial Regulations Part

- | | | |
|---------|----------------|---|
| Chapter | II (Section 3) | Losses and Waivers |
| Chapter | III | Authorization, Approval, certification of Vouchers, Payment of Vouchers (FR from 136 to 139) |

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 this circular to the notice of the officers of the primary non-technical service category for which the prescribed salary scale PL - 01-2006(A) is stipulated in your Division/Specialized Campaign/Institution.

(This information can also be obtained from the web site - www.health.gov.lk)

N.B - In the event of any inconsistency between Sinhala, Tamil and English translations, the sinhala circular shall prevail.

M. B. L. Rahuman
Deputy Director General (Admin) II
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya",
385, Rev. Baddegama Wimalawansa Thero Mawatha
Colombo 10.

M B L Rahuman
Deputy Director General (Admin) II
For Secretary

Ministry of Health, Nutrition & Indigenous Medicine

For Office Use Only

Specimen Form of Application

Second Efficiency Bar Examination for The post of primary Non Technical Service Category

PL – 01 - 2006 (A) in the Ministry of Health, Nutrition & Indigenous Medicine – 2016 (2 Term)

01. (a) (i) Full Name of the Applicant in Sinhala.....
(ii) Full Name of Applicant in English (Block letters)
(iii) Names denoted by initials in Sinhala
(iv) Names denoted by initials in English (Block letters)
- (b) (i) Post
(ii) Date of promotion to Grade II and the number of the letter of promotion:
(iii) Present annual salary:.....
(iv) National Identity Card number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(v) Mobile number

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--
02. (a) Present Station of service (In Sinhala) :-
(In English) :-
- (b) District of the Present Station of service :-
- (c) Working Station under the - Line Ministry
- Provincial Council
- (d) If provincial council mention province :-
- (e) Whether a self-addressed 02 envelopes in the size of 9 X 4 inches with stamps affixed to the value of Rs. 35.00 has been attached to the application to post the Admission Card?
- (f) 1. Postal Address to post the Admission Card (In block letters) :-
.....
.....
03. Medium in which you sit for the examination(Sinhala/English/Tamil).....
04. Certification of the Candidate:
(a) whether you have sat the examination before.....
(b) if the application is forwarded not for the first time whether stamp have been affixed

Stamp Cage

05. 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

06. Certification of the officer who have handle the personal file.

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

07. 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)

08. Certification of the Unit Specialized Campaign.

I certify that Mr./Mrs/Miss..... serves as a in my 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
Specialized Campaign
(Frank/Rubber Stamp)

*- Delete words which are inapplicable