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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல)
My No.) CF/EXA/13/2016

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 07/11/2016
திகதி)
Date)

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சுகாதாரம், போஷணை மற்றும் சுதேசவைத்திய அமைச்சு
Ministry of Health Nutritions & Indigenous Medicine

General Circular Letter No :- 02 - 185/2016

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 .

Efficiency Bar Examination for Ophthalmic Technologists Grade III – 2016

It is hereby notified that the Efficiency bar Examination which should be passed before reaching the fourth salary step of the salary scale approved for Ophthalmic Technologists in Grade III will be held respectively on **17.12.2016** in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card. (The subject related question paper will be prepared only in English medium)

02. Qualifications

Only the Officers those who have appointed to a post of Ophthalmic Technologists of 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), "Suwasiripaya", No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **30.11.2016** through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed two 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. 35.00 should be sent along with the application. Applications which are received late, incomplete or inaccurate will be rejected.

Note : The application should be prepared using an A4 paper based on the specimen form of application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not conform to above will be rejected without any information.

04. Examination fees:-

- i. Candidates who sit the examination for the first time need not pay examination fees. However in every subsequent sitting they should affix stamps to the value of Rs. 25/= per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- ii. The fees once paid will not be refunded or transferred to other examinations under any circumstances.

05. Admission to the Examination:-

- I Candidates whose applications have been accepted will be issued with Admission Cards. They should duly complete and submit same to the Supervisor at the Examination centre. Otherwise they will not be allowed to sit 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) Departmental Identity Card
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination:-

Efficiency Bar Examination consist of two papers viz: Establishments code and Financial Regulations each subjects is given 100 marks. minimum 40 marks should be obtained for one Subject to pass the examination.

This examination can be completed in one or several sittings partial / subject by subject. Applicants who sit for the examination for the first time should apply for all subjects.

07. Syllabus of the Examination

07.1 Establishment Code question paper

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

Syllabus

Chapter IV	Monthly payments, Temporary status, Permanent status and Pensionability
Chapter XII	Leave
Chapter XIII	Railway warrants
Chapter XIV	Travel on duty within the Island
Chapter XIX	Government Quarters
Chapter XLVII	General Conduct and Discipline
Chapter XLVIII	Procedural Rules of Public Service Commission

2. Financial Regulations question paper

Duration 03 hours. The question paper will have 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, Alteration of Annual Estimates (FR 1 to 68)
Chapter III	Financial Management and answerability: - Chief Accounting Officer, Accounting Official for Revenue Account, Authority for payment. Approval certification assignment (FR from 124 to 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 eligible Ophthalmic Technologists Grade III in your Division/ Specialised 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 Tamil and English mediums.

M. B. L. Rahuman
Deputy Director General (Admin) II
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripeya",
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.

Specimen form of application

Efficiency Bar Examination for
Ophthalmic Technologists Grade III – 201601. (a) i. Name of the Applicant in Sinhala.....
.....

ii. Full Name of the Applicant in English (block letters)

iii. Name with initials in Sinhala.....

iv. Name with initials in English (block letters)

(b) i. Date of first appointment :-

iii. Present Annual Salary :-

ii. National Identity Card Number :-

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iv. Mobile No :-

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02. Subjects Offered (Mark “✓” within the cages against the subjects you offer in this Examination. Mark “X” against the subjects not offered)

Office Establishment Code

Financial Regulations

03. (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 03 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) Postal Address to post the Admission Card (In block letters) :-
.....
.....

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

05. (a) Whether you sit for the examination for the first time :-
(b) If so not, have you affixed stamps to the application?

Stamp Cage

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

It is here certified that the application was forwarded to before the closing date. the application has been completed according to the details of the personnel file by the applicant. A copy of the application has been filed.

.....
Date

.....
Name and Signature

08. Certification of Head of Institution

Mr/Mrs/Miss is well known to me and he / she sits the Examination for the first time / repeats the Examination * he / she* need not affix stamps / has affixed stamps to the value of Rs. to the Application and the particulars furnished in the application are correct in accordance with the particulars available in his/her* personal file and he / she* eligible to sit for the Examination and he / she* placed his / her* signature in my presence..

.....
Date

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

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

Mr/Mrs/Miss serves as a Ophthalmic Technologists Grade III in my Division / Campaign 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* is eligible to sit for the Examination.

.....
Date

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

* - Delete words which are inapplicable