

දුරකථන) 0112669192 , 0112675011
දුරකථන) 0112698507 , 0112694033
Telephone) 0112675449 , 0112675280

ෆැක්ස්) 0112693866
ෆැක්ස්) 0112693869
Fax) 0112692913

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

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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல) CF/EXO/12/2016
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Your No. :)

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திகதி) 2016.11.10
Date)

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சுகாதாரம், போஷணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutrition & Indigenous Medicine

General Circular Letter No: 02 - 190/2016

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 Departments.

**First Efficiency Bar Examination for the Related Officer
Service Category (MN-4-2006 (A) of the Ministry of Health,
Nutrition and Indigenous Medicine - 2016 (2nd Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the officers in the posts for which the salary scale MN-4-2006 (A) is stipulated of the Related Officer service category of the Ministry of Health, Nutrition and Indigenous Medicine before expiry of 3 years after recruitment to Grade III, will be held on 06.12.2016 for the 2nd time in 2016 in the media of Sinhala, Tamil and English. Place and time of the examination will be mentioned on the Admission Card.

02. Qualifications

Officers who have been appointed to a post in Grade III of the Related Officer service category of Ministry of Health, for which salary scale MN-4-2006 (A) is stipulated (**Welfare Officer, Publication Officer, Microscopic Photographer, Audio-visual Officer, Community Health Social Service Officer**) and have not yet 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 to 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 29.11.2016 through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct. A self addressed envelope (official or private

address) in the size of 9" x 4" inches, affixed 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.

N.B. :

Applications should be prepared using a paper of size A4 in such a way that the Nos 01 to 04 appear on the 1st side of the paper whilst the Nos 05 to 09 appear on the 2nd side of the paper. Applications that do not comply with the above format will be rejected without notice.

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 allowed to transfer for any other Examination or refunded under any circumstances.

05. Admission to the Examination :-

- I Candidates whose applications have been accepted will be issued with Admission Cards. The admission cards should be duly completed and submitted 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) Identity Card issued by the Department
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination:-

This examination consists of two question papers viz Office Procedures and Financial Regulations, which contain essay type questions. Duration is two hours for each paper. Should answer 05 questions out of 08 questions. Total marks 100. Candidates should obtain at least 40% marks for each paper to pass the examination.

07. Syllabus of the Examination

07.01 Office Procedures

Following chapters of the Establishments Code :-

Chapter I	-	General
Chapter II	-	Recruitment Procedure and Appointment
Chapter III	-	Transfers
Chapter V	-	Release, Reversion and Termination of Employment
Chapter VII	-	Salaries
Chapter VIII	-	Overtime, Holidays, Holiday Pay and Allowances
Chapter XII	-	Leave
Chapter XIV	-	Travel on Duty within the Island
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative Procedures
Chapter XXXII	-	Exercise of Political rights
Chapter XXXIII	-	Legal Advice and Legal Actions
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Rules of Disciplinary Procedure

Following Chapters of the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No 1589/30 which was issued by the Public Service Commission.

Chapter III	-	Appointments
Chapter V	-	Disqualified persons to be appointed to the Public Service
Chapter VI	-	Terms and Conditions governing appointments
Chapter VII	-	Procedure on Appointments
Chapter VIII	-	Probation, Acting period and Confirmation
Chapter XIV	-	Termination of Appointment and Resignation
Chapter XV	-	Vacation of Post

07.02 Financial Regulations

Following chapters of the Financial Regulations

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

❖ Government Procurement Procedure

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 relevant officers in your Division/ Specialized Campaign/ Institution who are in the posts for which the salary scale MN-4-2006 (A) is stipulated of Related Officer service category of Ministry of Health. The information is also available on the web site –www.health.gov.lk

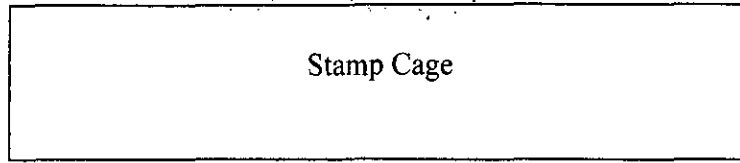
N.B. :

In the event of any inconsistency between the Tamil and English translations of the notification Sinhala medium notification will prevail.

M B L Rahuman
Deputy Director General (Admin II)
For Secretary
Ministry of Health, Nutrition & Indigenous Medicine

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

05. (a) Have you sit this examination before ?
(b) If so, have you affixed stamps for this time ?



06. **Certification 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 genuine and not used before.
- (II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health, Nutrition & Indigenous Medicine and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

Date :

.....
Signature of the candidate

07. **Certification by the Management Assistant in charge of personal files**

I certify that this application was handed over to me before the closing date and particulars furnished by the applicant in this application are true and accurate according to the particulars in the personal file and a copy of this application is 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 according to the particulars in his/her personal file, and he/she sit the examination for the first time and he/she is eligible to sit this 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 according to the particulars in the personal file of the candidate and he/she is eligible to sit this examination.

.....
Date

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