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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல } CF/EXE/04/2016
My No. }

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Your No. : }

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திகதி } 15/11/2016
Date }

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சுகாதார, போஷணை மற்றும் சுதேச வைத்திய அமைச்சு
Ministry of Health, Nutritions and indigenous Medicine

General Circular Letter No: 02-192/2016

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 & Departmental Examination for
Occupational Therapists Grade II – 2016**

It is hereby notified that the Efficiency bar and Departmental Examination, which should be passed before reaching the fourth salary step of the salary scale approved for Occupational Therapists Grade II, will be held respectively on 17.12.2016 and 18.12.2016 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

Occupational Therapists appointed to Grade II on or before 28/11/2016 and not have completed this examination up to now can apply for this examination

03. Applications

Applications prepared by the candidates as per specimen appended at the end of this circular should be sent under registered cover to reach the Director (Examinations), "Suwasiripaya", No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 28.11.2016 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self addressed 03 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 centre. 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:-

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consists of three parts viz: Written, Oral and a Practical each part is given 100 marks and minimum 40 marks should be obtained each part to pass the examination.

Efficiency Bar Examination consists 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 Departmental Examination

07.1.1 Subject related knowledge

Time 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)

- I Treatment for physically and mentally retarded and mentally ill child through occupational therapy.
- II Communication and Administration.
- III Psychology and Psychotherapy.
- IV Organization of a new unit in occupational therapy and, maintaining and repairing of equipment in that unit.

07.1.2 subject related Practical Tests:-

This is a practical test related to skills and activities relevant to the field. syllabus of the subject written test is applicable for this also
(duration: according to the test)

07.1.3 subject related oral Test :-

Syllabus of the subject related written test is applicable for oral and Practical Tests

07.2 Efficiency Bar Examination

07.2.1 Establishment Code

Time 02 hours. The question paper will have 07 essay type questions and candidates are required to answer any 04 question out of them. (Total Marks 100)

Following chapters of the Establishment Code

Chapter	XV	- Travel abroad for study Training or on duty.
Chapter	XVI	- Holiday Travel
Chapter	XXIII	- Special concessions and conditions regarding officers suffering from special type of illness.
Chapter	XXIV	- Salary loans/Advances
Chapter	XXV	- Connections to trade union Members
Chapter	XXVII	- Channel of Communication
Chapter	XXVIII	- Administrative Procedure
Chapter	XXX	- Right of Government over its Officers
Chapter	XXXIII	- Legal advice and legal actions
Chapter	XLVII	- General Conduct and discipline
Chapter	XLVIII	- Disciplinary Procedure

07.2.2 Financial Regulations

Time 02 hours. The question paper will have 07 essay type questions and candidates are required to answer any 04 question out of them. (Total Marks 100)

Chapter VI

Custody of Public Finances Etc. Imprest and Bank Accounts – Security of Public Finances, Board of Survey, Bank Draft, Bank Accounts. (F.R. 315 – 396)

Chapter XIII

Supplied works and services: - Supplies/ Purchasing system, Stores Verifications
Storage System, Contracts Deviation from tender procedure (FR – 708 – 775)

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 Occupational Therapists Grade II in your Division/ Specialized 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

For Secretary

Ministry of Health, Nutritions & Indigenous Medicine.

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..... Occupational Therapists Grade II 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 Occupational Therapists Grade II 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