

දුරකථන ) 0112669192, 0112675011  
தொலைபேசி ) 0112698507, 0112694033  
Telephone ) 0112675449, 0112675280  
ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913  
විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )  
වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXU/11/2017  
ඔබේ අංකය )  
உமது இல )  
Your No. : )  
දිනය ) 2017.08.29  
திகதி )  
Date )

සෞඛ්‍ය, පෝෂණ හා දේශීය වෛද්‍ය අමාත්‍යාංශය  
சுகாதாரம், போசனை மற்றும் சுதேசவைத்திய அமைச்சு  
Ministry of Health, Nutritons & Indigenous Medicine

General Circular Letter No: 02-165/2017

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 Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers of the Field /Office based – Segment 01 Service Category (MN 06 – 2006) A 2017**

It is hereby notified that the Efficiency Bar Examination which should be passed by Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers within three years from the date of their appointment to Grade II will be held on 01.10.2017 and 30.09.2017 in Sinhala, English, and Tamil media. The venue and the time of the examination will be notified on the Admission Card.

02. **Qualifications**

Officers who have got an appointment in Grade II of the above posts and not yet completed the examination are eligible to 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) Ministry of Health, No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 20.09.2017 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self

addressed envelope (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 Without notice.

Note : 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 08 on the second page. Application which do not conform to above will be rejected 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) Issued by the Departmental Identity Card
  - (c) Valid Driving License
  - (d) Valid Passport

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

This Efficiency Bar Examination consists of three essay type question papers viz office Systems, Finance Systems & Subject Related Matters. Each question paper carries 100 marks. Duration is 2 hours. for each paper. Minimum 40% marks should be obtained for each question paper pass to the examination. Candidate can complete the examination in one sitting or several sittings. However, candidates who sit the examination for the first time should apply for all the subjects.

**07. Syllabus**

**7.1 Efficiency Bar Examination**

**07.1.1 Office Systems Question paper - (Duration 02 hours.)**

The question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

Establishments Code.

- |             |   |                                      |
|-------------|---|--------------------------------------|
| Chapter II  | - | Recruitment procedure an Appointment |
| Chapter III | - | Transfers                            |
| Chapter VII | - | Salaries                             |

- Chapter VIII - Overtime, Holidays, Holiday pay and Allowances
- Chapter XII - Leave
- Chapter XIII - Railway Warrants
- Chapter XVI - Holiday Travel
- Chapter XXVIII - Administrative Procedure
- Chapter XXX - Right of Government over its Officers
- Chapter XLVII - General Conduct and Discipline

- Code of Procedural Rules issued by the Public Service Commission Published in the Gazette Extraordinary No 1589 / 30

- Chapter III - Appointment
- Chapter V - Persons not qualified for appointment of the Public Service
- Chapter VI - Terms and Conditions Governing Appointments
- Chapter VII - Procedure relating to Appointments
- Chapter VIII - Period of Probation, Period of Acting and Confirmation of Appointment
- Chapter XIV - Termination of Employment and Resignation from Public Service
- Chapter XV - Vacation of Post

**07.1.2 Finance Systems Question paper - (Duration 02 hours.)**

This question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

**Financial Regulations**

- Chapter I - Estimates of Expenditure and Revenue
- Chapter II - Authorities for Expenditure, Refunds, Write office etc
- Chapter III - Financial Management and Accountability
- Chapter IV - Receipts
- Chapter V - Payments
- Chapter VI - Custody of Public Money, ETC, Imp rests and Bank Accounts

**07.1.3 Subject related Question paper - (Duration 02 hours.)**

The question paper consists of essay type questions and candidates are required to answer any 04 questions out of them. Total marks 100.

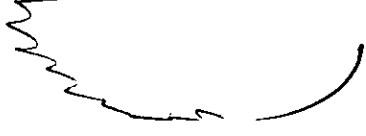
This is a question paper to test skills relevant to each post and knowledge on orders and acts which authorize the institute, functions of the post, analysis, preparation and distribution of collected details, preparation of reports/progress reports.

**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 equipment 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 officer of your Division/ Specialized Campaign of Service category. The information is also available in the Web Site – [www.health.gov.lk](http://www.health.gov.lk) Please bring the contents of this circular to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution.

Note; In case of any inconsistency between the texts in Tamil and English the text in Sinhala Language shall prevail.



M B L Rahuman  
Deputy Director General (Admin II)  
for Secretary  
Ministry of Health, nutrition and indigenous medicine

M. B. L. Rahuman  
Deputy Director General (Admin II)  
Ministry of Health, Nutrition & Indigenous Medicine,  
"Dusseweliya",  
111, The General Hospital, Colombo 10,  
Sri Lanka.



- 05 (a) Whether you sit for the examination for the first time: .....
- (b) If not so, 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

Signature of the candidate

07 Certification of The subject management assistant who keeps 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 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 and he / she\* placed his / her\* signature in my presence..

Date : ..... Signature of Head of Institution/Frank

Signature of Head of Institution/Frank

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

I certify that \*Mr/Mrs/Miss ..... serves as a ..... in my Division / Campaign\* and the particulars furnished by him / her\* in the application are correct according to the particulars in his / her\* personal file and he / she\* is eligible to sit for the Examination.

Date : .....

.....

Signature of Head of Decentralized Unit /

Specialized Campaign

(Rubber stamp )

\* Delete words which are inapplicable