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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No.) CF/EXS/12/2017

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Your No. :)

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திகதி) 01.11.2017
Date)

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

General Circular Letter No: 02 - 206 / 2017

Provincial Health Secretaries,
Deputy Director General – National Hospital of Sri Lanka,
Provincial Directors of Health Services,
Directors of Hospitals under the Line Ministry and Head of Institutions,
Regional Directors of Health Services and,
Head of Decentralize Unit,

Efficiency Bar Examination for Cardiographers belonging to the Paramedical service who are in seg. "A" / Grade II in the Ministry of Health, Nutrition and Indigenous Medicine -2017 (2nd Term)

It is hereby notified that the Efficiency bar Examination which should be passed by Cardiographers belonging to the Paramedical service who are in seg. "A" / Grade II with in three years from the date of promotion to Grade II will be held on 09.12.2017 and 10.12.2017 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 paper will be held in English media only.)

02. Qualifications

Only the Officers those have been appointed to the Segment 'A' / Grade II and Who have not passed the said Examination as yet can apply for this Examination.

N.B. Take necessary actions to send applications of the officers only who has been promoted to grade II 17.11.2017 and already received the appointment letters.

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 17.11.2017 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. Three 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.

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 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. 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:-

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consist 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: Establishment Code, Public Service Commission rule 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 question paper

This paper consists of 8 essay type questions and any 05 questions should be answered. Duration is 03 hours. To pass the examination, minimum 40 marks should be obtained. Total marks 100.

Syllabus

- i. Basic Knowledge on ECG Machines.
- ii. Skill and Interpretation of variations of an ECG record.
- iii. Basic Electricity and Physics.
- iv. Safety of the ECG Machines.
- v. Taking voting ECG Records.

07.1.2 Subject Related Practical Test

Practical test is related to the subject area on which the subject Related written question paper is based on. Duration based on the test. Total marks 100

07.1.3 Subject Related Oral Test

The oral test on is based on the subject area and the problems faced when on duty. Syllabus relevant to the subject related written question paper is relevant to this test also. Duration is 15 minutes. Total marks 100

07.2 Efficiency Bar Examination

There will be two questions papers as Establishment Code, procedural Rules & Financial Regulations each questions paper will comprised of seven questions candidates are required to answer any four questions out of them. Total marks 100. Candidates should score minimum of 40 marks for each paper to have a pass in the Examinations.

07.2.1 Establishment Code & procedural Rules

This question paper is based on the chapters of the Establishments code and procedural Rules of the Public Service Commission. This paper consists of 07 essay type question. Out of that any 04 questions should be answered. Duration for this paper is 02 hours and total marks 100.

❖ Questions will be prepared on following chapter 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	XLVII	Disciplinary Procedure

❖ procedural Rules of the Public Service Commission.

07.2.2 Financial Regulations

Duration for this paper is 02 hours. This paper consists of 07 essay type question. Out of that any 04 questions should be answered. Total marks 100.

Questions will be based on following chapters.

Chapter VI	Custody of public finance Etc. Imprest and Bank Account - Security of public finances, Board of Survey, Bank Draft and Bank Accounts. (F.R. 315 - 396)
Chapter XIII	Supplied works and services: - Supplies/ purchasing system, Stores Verifications, Storage system, Contracts Deviation from tender procedure (F.R. 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 equipment's 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 Cardiographers Class II Seg. "A" /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 (M.B.L.Rahuman)

Deputy Director General (Admin II) Deputy Director General (Admin II)
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya", For Secretary
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Ministry of Health, Nutrition's & Indigenous Medicine.
Colombo 10.

- 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 handled 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 personal file by the applicant. A copy of the application has been field.

.....

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 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)

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

Mr./Mrs./Miss serves as a Cardiographer Class II Seg. "A" / 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