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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXH/09/2017

ඔබේ අංකය )  
உமது இல )  
Your No. : )

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திகதி )  
Date ) 09.11.2017

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

General Circular Letter No :- 02 - 209 / 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.

**Second Efficiency Bar Examination for The post of primary Nontechnical Service Category  
PL - 01 - 2006 (A) in the Ministry of Health, Nutrition's & Indigenous Medicine - 2017(2<sup>nd</sup> Term)**

The Efficiency Bar Examination for the primary Nontechnical Service Category PL - 01 - 2006 (A) In the Ministry of Health, Nutrition & Indigenous Medicine which should be passed before 03 years after recruitment to the grade II will be held on 23.12.2017 in the medium of Sinhala, English and Tamil. Venue and the time of the examination will be mentioned on the admission card.

**02. Qualifications:**

Only the employees who have been appointed to a post of Grade II in the Nontechnical Service Category PL - 01 - 2006 (A) [Karyala Karya Sahayake, Packer, Book Binder, Foot- Bicycle Messenger, Watcher, Store Keeper, Lift Operator, Photocopy Ronio Machine Operator, Spray Machine Operator, Assiatant - Media Unit, Photographer-Media, Assistant Photographer, Video Editor, Videographer, Saukya Karya Sahayake (Ordinary) and Saukya Karya Sahayake (junior)] in the Ministry of Health, Nutrition & Indigenous Medicine and those who have not passed the efficiency bar examination up to now can apply for this examination.

**N.B Take necessary actions to send applications of the officers only who has been promoted to grade II by 30.11.2017 and already received the appointment letters.**

**N.B.:-**

As mentioned in the General Circular Letter No.02-90/2015 dated 12.08.2015 Of the Secretary to the Ministry of Health, Nutrition & Indigenous Medicine, from the above Posts Officers who have exceeded three years in Grade II in the posts of Karyala Karya Sahayake, Book Binder, Watcher, Spray Machine Operator, Saukya Karya Sahayake (Ordinary), Saukya Karya Sahayake (Junior), as at 20.07.2012 need not appear for this efficiency bar examinations since they are exempted from the requirement of efficiency bar examination.

**03. Applications:**

Applications prepared by the candidates in accordance with the specimen form of application appended at the end of 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 30.11.2017 through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. A self addressed two envelopes (Official or private address) in the size of 9"x4" inches, affixed with 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.

The application in Annexure 1 should be Perfected and sent by the employees under the Line Ministry and the application in Annexure 2 by those who serve in the provincial public Service.

**N.B.:** Applications be prepared in compliance with the specimen form of application in the size of A4 using in such a way that No: 01 to 04 appear on the first page whilst the No: 05 to 08 appear on the second page. Applications that do not comply with the specimen will be rejected without notice.

**04. Examination Fees:-**

- I. Candidates who sit the examination for the first time are exempted from paying examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel the same by placing his/her signature.
- II. The examination fees paid will not be transferred to any other examination or refunded under any circumstance.

**05. Admission to the Examination:**

- I. Admission cards are issued to the candidates whose applications are accepted. The admission card should be duly completed and submitted to the supervisor of the examination centre. Otherwise, it will not be allowed to sit for 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 Examination**

- This examination consists of one question paper titled Establishments Code and Financial Regulations. The paper consists of multiple choice and Structured essay type questions from the Establishments Code and the Financial Regulations and each part should be answered separately.
- Duration 1½ hours and total marks 100. At least 40 marks should be obtained to pass the examination

**07. Syllabus**

**Establishments Code Part**

**Volume I**

Chapter	III	Transfers
Chapter	VIII	Overtime
Chapter	XIV	Travel on duty within the Island
Chapter	XXIV	Salary Loans
Chapter	XXV	Concession to Members of Trade Unions
Chapter	XXXII	Political rights

**Volume II**

Chapter	XLVIII	Disciplinary Rules
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**and**

Public service commission procedural rules which are consisted in the Extraordinary Gazette No 1589/30 dated 20.02.2009

**Financial Regulations Part**

Chapter	II (Section 3)	Losses and Waivers
Chapter	III	Authorization, Approval, certification of Vouchers, Payment of Vouchers ( FR from 136 to 139)

**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 this circular to the notice of the officers of the primary non-technical service category for which the prescribed salary scale PL - 01-2006(A) is stipulated in your Division/Specialized Campaign/Institution.**

(This information can also be obtained from the web site - [www.health.gov.lk](http://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, Nutrition & Indigenous Medicine

**M. B. L. Rahuman**

Deputy Director General (Admin) II

Ministry of Health, Nutrition & Indigenous Medicine,

"Suwasiripaya",

385, Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.



**05. Certification of the Candidate:**

- I. I do hereby certify that the particulars furnished in this application are true and correct 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 sit the Examination not for the first time, and the stamps affixed are unused  
And genuine.
- II. I agree to abide by the the rules and regulations imposed on this examination by Ministry of Health,Nutrition & Indigenous Medicine and I agree with whatever decision to cancel my candidature, if it is found that I am not eligible according to the rules of this Examination.

Date:.....

.....  
Signature of the Applicant

**06. Certification of the officer who have handle the personal file.**

I certify that Mr./Mrs/Miss..... has correctly handed over me the duly filled application before the closing date and particulars furnished in this application are true and accurate as per the personal file and kept a copy of this application attached to the personal file.

Date:.....

.....  
Name and Signature

**07. 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)

**08. Certification of the Unit Specialized Campaign.**

I certify that Mr./Mrs/Miss..... serves as a ..... in my Campaign and particulars furnished in the application are correct in accordance with the particulars available in the personal file of the candidate and he/she is eligible to sit for this examination.

Date:.....

.....  
Signature of the Head of the  
Specialized Campaign  
(Frank/Rubber Stamp)

- Delete words which are inapplicable