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எனது இல)
My No.) CF/EXG/07/2017

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Your No. :)

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திகதி) 2017/11/16
Date)

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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதாரம், போஷணை மற்றும் சுதேச வைத்திய அமைச்சு

Ministry of Health, Nutrition & Indigenous Medicine

General Circular Letter No: 02-210/2017

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 Institutions.

**Efficiency Bar & Departmental Examination for
Dental Technicians Class II Seg. " B " / Grade III – 2017 (2nd Tern)**

It is hereby notified that the Efficiency bar Examination and Departmental Examination which should be passed before reaching the fourth salary step of the salary scale approved for Dental Technicians Class II Segment "B" / Grade III will be held respectively on 16.12.2017 in Sinhala, Tamil & English medium. The venue and the time of the examination will be notified along with the Admission Card.

02. Qualifications

Only the Officers those who have appointed to a post of Dental Technicians of Seg. II "B" / Grade III and not completed this examination can 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) No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 30.11.2017 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. A self-addressed 02 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 received after the closing date, incomplete or inaccurate will be rejected without notice.

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 the Examination :-

This examination consists of two essay type question viz office Procedures and Financial Regulations. Duration is 03 hours for each paper. Candidates should obtain at least 40% marks for a paper to pass the Examination. Candidates should answer 05 questions out of 08. Total marks 100 given for each paper

07. Syllabus of the Examination

07.1 Efficiency Bar Examination

07.1.1 Establishment Code & Procedure Rules

This question paper is based on the chapters of the Establishments code and procedural Rules of the public Service Commission. 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)

Following chapters of the Establishment Code

Chapter	IV	Monthly payments, Temporary status, Permanent status and Pension ability
Chapter	XII	Leave
Chapter	XIII	Railway warrants
Chapter	XIV	Travel on duty within the Island
Chapter	XIX	Government Quarters
Chapter	XXVIII	Administrative Procedures
Chapter	XLVII	General Conduct and Discipline
Chapter	XLVIII	Disciplinary Procedure

Procedural Rules of the Public Service Commission

07.1.2 Financial Regulations

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)

Syllabus

Chapter	I	Expenditure and Revenue Estimates, Consolidated Fund, Annual Estimates, Alteration of Annual Estimates (FR 1 to 68)
Chapter	III	Financial Management and accountability, Chief Accounting Officer, Accounting Official Revenue Account, Authority for payment. Approval, certification assignment (FR from 124 to 147)

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. (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
Ministry of Health, Nutrition & Indigenous Medicine,
"Suwasiripaya",
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

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

Specimen form of application
Efficiency Bar & Departmental Examination for
Dental Technicians Class II Seg. "B"/ Grade III – 2017 (2nd Tern)

01. (a) i. Full Name of the Applicant: (In Sinhala / Tamil).....
.....
ii. Full Name of the Applicant (In English block letters)

- iii. Names with initials (In Sinhala / Tamil).....
iv. Names with initials (In English block letters)

- (b) i. Date of first appointment :-
ii. Present Annual Salary: -

iii. National Identity Card Number:-

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iv. Mobile No:-

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02. Subjects Offered (Mark "✓" within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered)

Establishment Code& Procedure Rules Financial Regulations

03. (a) Present Station of service (In Sinhala) :-
(In English) :-

(b) District of the Present Station of service :-
(c) Working Station under the - Line Ministry
- Provincial Council

- (d) If provincial council mention province :-
(e) Whether a self-addressed 02envelopes in the size of 9 X 4 inches with stamps affixed to the value of Rs.35.00 has been attached to the application to post the Admission Card?

(f) 1. Postal Address to post the Admission Card (In block letters) :-
.....
.....

04. Medium you sit for the examination- Sinhala/ English/ Tamil

- 05 Whether you sit for the examination for the first time :-
(a) 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

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**

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**

*Mrs./Miss serves as a **Dental Technicians Class II Seg. " B " / Grade III** in my Division / Campaign* and the particulars furnished by her in the Application are correct in accordance with the particulars available in his personal file and he is eligible to sit for the Examination.

.....
Date

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

- Delete words which are inapplicable