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 சுவசிரிபாய
 SUWASIRIPAYA

මගේ අංකය)
 எனது இல)
 My No.) CF/EXU/18/2017

ඔබේ අංකය)
 உமது இல)
 Your No. :)

දිනය) 11.11.2017
 திகதி)
 Date)

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 சுகாதாரம், போசனை மற்றும் சுதேசவையத்திய அமைச்சு
 Ministry of Health, Nutritons & Indigenous Medicine

General Circular Letter No: 02-214/2017

Provincial Health Secretaries
 Deputy Director General, National Hospital of Sri Lanka
 Provincial Directors of Health Services
 All Directors of Hospitals under the Line Ministry &
 Heads of Institutions
 Regional Directors of Health Services
 Relevant Heads of Institutions

Efficiency Bar Examination for Health Entomology officer Seg. II" B " / Grade III
in the paramedical service belonging to the salary scale (MT-06) of the
Ministry of Health, Nutrition and Indigenous Medicine – 2017 (2nd Terms)

It is hereby notified that the Efficiency Bar Examination which should be passed by Health Entomology Officer Grade III / Class II Segment "B" before reaching the fourth salary step of the approved salary scale will be held on 16.12.2017 in Sinhala , Tamil and English media. The venue and the time of the examination will be notified along with the Admission Card.

02. Qualifications

Officers who have been appointed to Entomologists Class II Segment "B" / Grade III, and not yet reached to the fourth salary step officers have not yet completed and this examination are only 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), "Suwasiripaya", No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10. on or before 04.12.2017 through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. Two 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 the application so as to recommended from 01 to 04 on the first front page and from 05 to 09 on the second page. Application 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 center. 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 :-

The **Efficiency Bar Examination** consists of two papers as Establishment code & **Procedure Rules** and Financial Regulations. Each part will carry 100 Marks. Candidates should obtain at least 40% marks to pass the examination. Candidate can complete the examination in one sitting or several sittings.

However, candidates who sit the examination for the first time should sit for all the subjects.

07. Syllabus

07.1 Efficiency Bar Examination (Duration 03 hours.)

There will be two Questions papers as Office Administration & Establishment Code & Financial Regulation each questions.

07.1.1 Establishment Code & and Procedural Rules (Duration 03 hours.)

The question paper will have 08 essay type questions and candidates are required to answer any 05 question out of them.

Chapter IV Monthly payments, Temporary status, permanent status and pensionability.

Chapter XII Leave

Chapter XIII Railway Warrants

Chapter XIV, Travel on Duty within the Island

Chapter XIX Government Quarters

Chapter XLVII General Conduct and discipline

Chapter XLVIII Disciplinary Procedures

Public Administration Circulars on officers' performance evaluation will also apply.

07.1.2 Financial Regulations (Duration 03 hours.)

The question paper will have 08 essay type questions and candidates are required to answer any 05 questions out of them.

Questions will be based on following chapters.

(1) Chapter I

Expenditure and revenue Estimates, Consolidated fund, Annual Estimates, Alteration of Annual Estimates. (FR. 01 - 68)

(2) Chapter III

Financial Management and Accountability, Chief Accounting officer, Accounting official Revenue Account, Authority for payment. Electronic (FR - 124 - 147)

08. Please bring the contents of this circular to the notice of all eligible officers in your Division / Specialized Campaign/ Institution. (www.health.gov.lk)

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's and 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 (a) Whether you sit 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 Ministry of Health, nutrition's and indigenous medicine for the conduct of this Examination and if I was found ineligible in according to the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

2017.....
Date

.....
Signature of the candidate

07. Certificate of the officer in charge of the subject

It is here by certified that the application was forwarded me 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.

2017.....
Date

.....
Name and Signature

08. Certification of Head of Institution

I certify that *Mr/Mrs/Miss services as a..... in this institution, 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. he / she* placed his / her* signature in my presence..

2017.....
Date

.....
Signature of Head of Institution /Rubber Stamp

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

Mr/Mrs/Miss serves as a Entomological Assistants Grade III in my 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* is eligible to sit for the Examination.

2017
Date

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

* - Delete words which are inapplicable