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website )



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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXW/07/2018

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 2018/02/03  
திகதி )  
Date )

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

General Circular Letter No: 02 - 23 / 2018

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

**First Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – I – 2006 of the Ministry of Health,Nutrition and Indigenous Medicine – 2018 (1<sup>st</sup> Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the Leegle officers of the Ministry of Health,Nutrition and Indigenous Medicine within a period of three years from the date of first appointment will be held on 25.03.2018 in Sinhala, English; Tamil media. The venue and the time of the examination will be notified along with the Admission Card.

02. **Qualifications**

Only the officers Ministry of Health,Nutrition and Indigenous Medicine who have been appointed to a Legal Officers belonging to Executive category of Service prescribed salary scale whom is SL – I – 2006 and those who have not completed this examination upto now.

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 05/03/2018 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 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) Departmental Identity Card
  - (c) Valid Driving License
  - (d) Valid Passport

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

This Efficiency Bar Examination consists of Two essay type question papers as office systems and Financial Regulations. Each question paper carries 100 marks. To pass a minimum of 40% should be obtained for each question paper. 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 of the Examination:-**

**7.1 Establishments Code (Duration 01 hours.)**

The question paper will have 06 essay type questions and candidates are required to answer any 04 question out of them.

**A. From the following chapters of the Establishments Code.**

**Chapter :**

- |      |   |   |
|------|---|---|
| II   | - | Recruitment procedure and appointments                                      |
| IV   | - | Grant of Monthly pay, Temporary Status, Permanent Status and Pansionbility. |
| V    | - | Release, Reversion and Termination of Employment                            |
| VII  | - | Salaries  |
| VIII | - | Over time, Holydays, Holyday pay & allowances.                              |
| XII  | - | Leave   |
| XIII | - | Railway Warrants  |

**B. Procedural Rules issued by the Public Service Commission Published in the Gazette (Extraordinary)**

No 1589 / 30

**07.2 Question Paper on Financial Regulations (Duration 01 hours.)**

This question paper consists of 06 essay type questions and any 04 questions from them should be answered.

**Syllabus:**

From the following chapters of the Financial Regulations .

**Chapter :**

- I - Estimates of Expenditure and Revenue
  - II - Authorities for Expenditure, Refunds,
  - III - Financial Management and Accountability.
  - IV - Receipts
  - VI - Custody of Public Money, ETC, Imp rests and Bank Accounts
  - VIII - Advance Accounts
- \*Government Procurement Process

**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,  
"Suwasiripaya",  
385, Rev. Baddegama Wimalawansa Thero Mawatha,  
Colombo 10.

**EXW**

Specimen form of application

**For Office Use Only**

**First Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – I – 2006 of the Ministry of Health, Nutrition and Indigenous Medicine – 2018(1<sup>st</sup> Term)**

01. (a) (i). Full Name of the Applicant (In Sinhala) : .....
- .....
- (ii). Full Name of Applicant :( In English block letters)
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- (iii). Names with initials ( In Sinhala ) .....
- .....
- Names with initials ( In English block letters )
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- (b) (a). Date of first Appointment: - .....
- (aa). Present annual Salary:- .....
- (iii). Mobile Phone Number:- 

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- (iv). National Identity Card Number:- 

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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 

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Financial Regulations 

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03. (a) Present Working Station :- (In Sinhala).....
- (In English).....
- (b) The Working Station Administrate by: Line Ministry 

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|--|
- Provincial Council 

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- (c) District of the Present Working Station: .....
- (d) Whether a self-addressed two envelope 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?
- (e) Postal Address (In block letters).....
- .....
04. Medium you sit for the examination (Sinhala / English / Tamil).....

- 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

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

09 Certificate of the Head of Decentralized unit / specialized Campaign

\*Mr/Mrs/Miss ..... serves as a ..... 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