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இணையத்தளம் )  
website )



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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය )  
எனது இல ) CF/EXO/01/2018  
My No. )  
මගේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 02.02.2018  
Date )

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

**General Circular Letter No: 02-24/2018**

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.

**First Efficiency Bar Examination for the Related Officer  
Service Category (MN-4-2006 (A) 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 officers in the posts for which the salary scale MN-4-2006 (A) is stipulated of the Related Officer service category of the Ministry of Health, Nutrition and Indigenous Medicine before expiry of 3 years after recruitment to Grade III, will be held on 01.04.2018 in the media of Sinhala, Tamil and English . Place and time of the examination will be mentioned on the Admission Card.

**02. Qualifications**

Officers who have been appointed to a post in Grade III of the Related Officer service category of Ministry of Health, for which salary scale MN-4-2006 (A) is stipulated ( **Welfare Officer, Publication Officer, Microscopic Photographer, Audio-visual Officer, Community Health Social Service Officer** ) and have not yet completed the examination are only eligible to apply for this examination.

**03. Applications**

Applications prepared by the candidates in accordance with the specimen form of application appended to this circular should be sent by registered post to reach “ Director (Examinations) Ministry of Health, Nutrition and Indigenous Medicine, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 02.03.2018 through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct.

A self addressed envelope ( official or private address) in the size of 9" x 4" inches, affixed 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 should be prepared using a paper of size A4 in such a way that the Nos 01 to 04 appear on the 1<sup>st</sup> side of the paper whilst the Nos 05 to 09 appear on the 2<sup>nd</sup> side of the paper. Applications that do not comply with the above format will be rejected without notice.**

**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. The admission cards should be duly completed and submitted 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) Identity Card issued by the Department
  - (c) Valid Driving License
  - (d) Valid Passport

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

This examination consists of two question papers viz Office Procedures and Financial Regulations, which contain essay type questions. Duration is two hours for each paper. Should answer 05 questions out of 08 questions. Total marks 100. Candidates should obtain at least 40% marks for each paper to pass the examination.

## 07. Syllabus of the Examination

### 07.01 Office Procedures question paper

#### Following chapters of the Establishments Code :-

Chapter I	-	General
Chapter II	-	Recruitment Procedure and Appointment
Chapter III	-	Transfers
Chapter V	-	Release, Reversion and Termination of Employment
Chapter VII	-	Salaries
Chapter VIII	-	Overtime, Holidays, Holiday Pay and Allowances
Chapter XII	-	Leave
Chapter XIV	-	Travel on Duty within the Island
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative Procedures
Chapter XXXII	-	Exercise of Political rights
Chapter XXXIII	-	Legal Advice and Legal Actions
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Rules of Disciplinary Procedure

#### Following Chapters of the Procedural Rules of the Public Service Commission published in the Extraordinary Gazette No 1589/30 which was issued by the Public Service Commission.

Chapter III	-	Appointments
Chapter V	-	Disqualified persons to be appointed to the Public Service
Chapter VI	-	Terms and Conditions governing appointments
Chapter VII	-	Procedure on Appointments
Chapter VIII	-	Probation, Acting period and Confirmation
Chapter XIV	-	Termination of Appointment and Resignation
Chapter XV	-	Vacation of Post

### 07.02 Financial Regulations question paper

#### Following chapters of the Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds, Write-off etc.
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipts
Chapter V	-	Payments
Chapter VI	-	Custody of Public Money etc. Imprests and Bank Accounts

❖ Government Procurement Procedure

**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 Institution who are in the posts for which the salary scale MN-4-2006 (A) is stipulated of Related Officer service category of Ministry of Health. The information is also available on the web site –[www.health.gov.lk](http://www.health.gov.lk)

**N.B. :**

**In the event of any inconsistency between the Tamil and English translations of the notification Sinhala medium notification will prevail.**



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.

**First Efficiency Bar Examination for the Related Officer  
Service Category (MN-4-2006 (A) 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/ Tamil) : .....

.....

ii. Full Name of the Applicant (In block letters)


iii. Name with initials (In Sinhala/ Tamil) : .....

.....

iv. Name with initials (In block letters)


(b) i. Post and Grade :- .....

ii. Date of appointment :- .....

iii. Present Annual Salary :- .....

iv. Mobile Phone Number :- 

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v. National Identity Card Number :- 

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02. Mark "√" within the cages against the subjects that you wish to appear for this time.

Office Procedures question paper

Financial Regulations question paper

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

(In English) :- .....

(b) District of the Present Station of service :- .....

(c) The working Station administrate by - Line Ministry

- Provincial Council

(d) If provincial council, mention province :- .....

(e) Whether a self-addressed 2 envelopes 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 (In Sinhala) :- .....

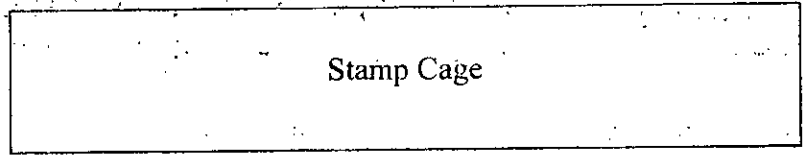
.....

2. Postal Address (In English Capitals).....

.....

04. Medium in which you sit for the examination (Sinhala/Tamil/English) :-.....

05. (a) Have you sit this examination before ? .....
- (b) If not so, have you affixed stamps to the application?



**06. Certification 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 genuine and not used before.
- (II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health, Nutrition & Indigenous Medicine and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

Date : ..... Signature of the candidate

**07. Certification by the officer in charge of personal files**

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

**08. Certification of Head of Institution:**

I do hereby certify that Mr./Mrs./Miss\*..... serves as a ..... in this institution and he / she\* sits the Examination for the first time / not for the first time\* and has affixed stamps to the value of Rs. .... / not necessary to affix stamps\* and the particulars furnished in the Application are true and correct to his/her\* personal file and he/she\* is eligible to sit for the Examination. he/she\* placed his/her\* signature before me.

Date : ..... Signature of the Head of Institution (Rubber Stamp)

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

I certify that Mr./Mrs./Miss\*..... serves as a ..... in my Institution 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 Head of Decentralized Unit / Specialized campaign ( Frank / Rubber stamp)

\* - Delete words which are inapplicable