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சுவச

## SUWASIRIPAYA

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

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXH/02/2018

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 2018/02/25  
Date )

General Circular Letter No:- 02 - 25 / 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 of Officers Appointed to Grade III of Sri Lanka Engineering Service - 2018 (01<sup>st</sup> TERM)

It is hereby notified that the Efficiency Bar Examination which should be passed by the Officers in Grade III in the Sri Lanka Engineering Service within three years, will be held **01/04/2018** in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

#### 02. Qualifications

According to the public administration circular No.06/2006 (SL - 01 - 2006 ) Scheme of Recruitment only officers who are Grade III of the Sri Lanka Engineering Service not completed as yet can apply for this 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 **10/03/2018** through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. two self-addressed envelope (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.

**N.B.:** application should be prepared using a 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 :-**

- a) Departmental Regulations

This examination consists of an essay type Question paper of 03 hours which is prepared to test the knowledge on Departmental and Institutional methodologies in relation to Sri Lanka Engineering service. It Contains 10 questions from 5 fields. Application should answer 05 Question including at least the Question from each part. Total marks for to paper is 100 and minimum of 40 marks should be obtained to pass the examination.

**07. Syllabus of the Examination.**

**07.1 Stores Management**

- i. Stores Verification
- ii. Damage and Shortage Report
- iii. Appropriation Account
- iv. Bank Reconciliation
- v. Cash Book
- vi. Vote Ledger
- vii. Finance Authority

**07.2 Work Estimates,**

- i. Vote.
- ii. Preparation, Checking and Approval
- iii. Obtaining extra funds for an approved estimate.
- iv. Amendment of Estimates.
- v. Changes for Quantities and prices of an approved estimate.
- vi. Payments.

### 07.3 Tender Procedure

- i. Different types of tender boards, Tender board structure, Calling for tender, offer of tender and procedure for making agreements.
- ii. Authority to avoid tender procedures.
- iii. Offering contracts to accepted societies and organization.
- iv. Offering contracts, Supervision of contracts and Sub contracts.
- v. Appeal and Extra payments to contractors.
- vi. Losses and Liquidated damages.
- vii. Final Payment Certificates and Defect liability period.
- viii. Black list of contractors.
- ix. Tenders and bonds.
- x. Termination of contracts.

### 07.4 Supervision of building construction contracts

- i. Buying
- ii. Quality controlling.
- iii. Program preparation.
- iv. Progress controlling.
- v. Contractor's responsibilities and Completion of work
- vi. Payment certificates for contractors.

### 07.5 Buying of vehicles and maintenance of vehicles

- i. Limits for buying of vehicle and spare parts and Renovation of vehicles
- ii. Contracts for establishment of machineries and supervision.

### 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](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  
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 & Indigenous Medicine

Specimen form of application

**First Efficiency Bar Examination of Officers Appointed to Grade III of Srilanka  
Engineering Service – 2018 (1<sup>st</sup> Term)**

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) Name with initials (In English block letters) :.....


(b) (i) Date of Promotion to Grade III :.....

(ii) Present annual salary:.....

(iii) Mobile number

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(iv) N I C number

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02 (a) Present Working Station: (In Sinhala .....  
(In English) .....

(b) The Working Station Adminstrate by : Line Ministry   
Provincial Council

(c) If provincial council mention province :- .....

(d) District of the station .....

(e) Whether two self -addressed 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.....

(f) (i) Postal Address (In Sinhala).....

(ii) Postal Address (In Block Capitals).....

03. Medium in which you sit for the examination (Sinhala/English/Tamil).....

**04. Certification of the Candidate:**

(a) whether you have sat the examination before.....

(b) if the application is forwarded not for the first time whether stamp have been affixed.....

**Stamp Cage**

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 do hereby agree to comply with the rules and regulations imposed on examination and I do agree to comply with my decision to cancel my candidature if I' decided disqualified accordance in until the minute of the Examination.

Date:.....

.....

Signature of the Applicant

[[

06. **Certification by the Management Assistant 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

07. **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)

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

I certify that Mr./Mrs/Miss..... serves as a ..... in my Unit/ 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  
Decentralized Unit /Specialized Campaign  
(Rubber Stamp)