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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல )  
My No. ) CF/EXI/01/2018  
ඔබේ අංකය )  
உமது இல )  
Your No. )

දිනය ) 05.02.2018  
திகதி )  
Date )

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சுகாதாரம், போஷணமற்றும் சுதேசவத்திய அமைச்சு  
**Ministry of Health, Nutrition & Indigenous Medicine**

General Circular Letter No - 02 - 26 / 2018

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

**First Efficiency Bar Examination for in Field/in Office Officers Service Category 02 (MN - 05 - 2006 A) in the Ministry of Health Nutrition and Indigenous Medicine - 2018**

It is hereby notified that the First efficiency bar examination for in Field/in Office Officers service category 02 (MN-05-2006-A) in the Ministry of Health which should be passed before 03 years after recruitment to Grade II will be held on 24<sup>th</sup> and 25<sup>th</sup> of March 2018 in the media of Sinhala, Tamil and English. Venue and the time of the examination will be mentioned on the admission card.

**02. Qualifications:**

Officers Appointed to a post belong the Field in Office Officers Service category 2 (MN -5 - 2006 A) in the Ministry Of Health Nutrition and Indigenous Medicine (Nutritionist, Psycatric Social Workers, Planning and Program Officer, Medical Record Officer, StatisticSurvey Officer, Heart Lungs Perfussionists) those who have not completed the examination, are only eligible to apply for this examination.

**03. Applications:**

Applications prepared by the candidate in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach Director (examination), suwasiripaya, No 385, Rev. Baddegama wimalawansa Thero mw, Colombo 10 on or before 06.03.2018 through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. A self addressed two envelopes (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 which are late" incomplete or inaccurate will be rejected .

**N : B** The Applications shuld be prepared using a paper of A4 size in such a way that the No 01 to 04 appear on the 1 st page whilst the numbers 05 to 09 appear on the 2 nd page. Applications that do not comply with the specimen will be rejected without notice.

**04. Examination Fees:**

- I. Candidates who sit for 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 consist of an essay written test and three question papers **Office System, Accounting System and Subject Related Facts**. Duration for each paper two hours. For each question paper 04 questions should be answered out of the 07 questions. Each question paper carries 100 marks. To pass a minimum of 40 . shuld be obtained for each question paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

**07. Syllabus of the Examination:**

**Office Procedure**

Checking the Basic Knowladge on Office procedear used in public officers as Applications the post and the ability to apply such Knowladge practically and checking the ability to comprehend to official documents properly and present his/ her idias /observation s as it is by cleaand brief notes and Checking the ability to draft a letter in terms of to orders.

**Following fact of the Establishments I &II Code**

Chapter II	-	Recruitment proceduar&and Appointmets.
Chapter III	-	Transfers.
Chapter VII	-	Salary.
Chapter VIII	-	Overtime Holiday pay Allowances,
Chapter XII	-	Leave,
Chapter XIII	-	Railway Warrants
Chapter XIV	-	Travel on duty within the Island
Chapter XVI	-	Holiday Travel
Chapter XXVII	-	Channel of Communication
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Of Government over its Officer's General
Chapter XLVII	-	Conduct and Discipline

**Following of the Procedural Rules issued by the Public Service Commission which is published in the Gazettes Extraordinary No 1589/30**

Chapter III	-	Appointment
Chapter V	-	Terms and conditions relating to Appointment of persons not Qualified for appointment to the public Service
Chapter VI	-	Procedure relation to Appointment
Chapter VII	-	Procedure for making Appointments
Chapter VIII	-	Period of probation, period of Action of Employment
Chapter XIV	-	Resignation from public Service
Chapter XV	-	Vacation of post.

**Accounting systems.**

It is expected to test candidates Knowledge in basic accounts adopted in Government officers and function of cash control books as relevant to the post.

**Financial Regulations**

**Question will be based on following chapter**

Chapter I	-	Estimates of Expenditure and Revenue, Refund, Write offs, etc
Chapter II	-	Authorities for Refunds, Write offs, etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipt
Chapter V	-	Payments
Chapter VI	-	Government payment procedures and authority impress accounts and bank accounts

**Subject related fact**

A Question paper to test the Candidates Knowledge and skills relevant to the role of the post concerned including tasks relevant to the post analysis, documentation and distribution of collect information and preparation of reports and progress reports.

**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 officers of in Field/ in office officers Segment 2 Service Category of which (MN 05- 2006- A) is stipulated of the Ministry of Health Nutrition & Indigenous Medicine, who are serving 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. : 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  
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



05. (a) whether you have sat the examination before.....  
(b) if the application is forwarded not for the first time whether stamps affixed.....

Stamp Cage

06. 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

07. Certification of the Officer who have handle the 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 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/not 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. 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)