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சுவசிரிபாய  
SUWASIRIPAYA

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எனது இல )  
My No. ) CF/EXK/03/2018  
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Your No. : )  
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திகதி ) 07.02.2018  
Date )

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சுகாதாரம் போ'ணை மற்றும் சுதேசவைத்திய அமைச்சு  
Ministry of Health Nutritions & Indigenous Medicine

**General Circular Letter No :- 02-29/2018**

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 Institutions

**Second Departmental Examination for the Posts of Supervisory Management Assistants of Non – Technical / Technical Service Category (MN - 03- 2006 (A) in the Sri Lanka Technical Service of the Ministry of Health Nutritions & Indigenous Medicine – 2018 – First Term (Foreman (Bio Medical), Electrical Maintenance Technician, Orthopedic Work - Shop Technician, Public Health Field Officers, Audiology Technician and Cinema Technician )**

It is hereby notified that in terms of the Minutes on Sri Lanka Technical Service No 1426/36 dated 06.01.2006 the Second Departmental Examination for the Posts of Supervisory Management Assistants of Non – Technical Service Category (MN - 03 - 2006 (A) ) in the Sri Lanka Technical Service which should be passed by the officers in Grade II who have completed 05 years of service period as mentioned in the below paragraph 02 and by the officers promoted to Grade II before expiry of 04 years will be held on 07.04.2018 in the media of Sinhala, Tamil and English Place and the time of the Examination will be mentioned in the admission card.

**02. Qualifications:**

Only the officers Appoint to the post in Segment Supervisory Management Assistants Non – Technical Service Category (MN - 03 - 2006 (A) (Foreman (Bio Medical), Electrical Maintenance Technician, Orthopedic Work - Shop Technician, Public Health Field Officers, Audiology Technician and Cinema Technician) of the Ministry of Health Nutrition & Indigenous Medicine and also, Officers in Grade II “B” (Grade III) who completed 5 years of service to the passed the first departmental examination are only eligible to apply for this examination

**N.B: Please take action to send Applications only if the officers in Class II Segment (A) (in Grade II) have been received the relevant Appointment letter by the closing date of Application i.e 16.03.2018**

**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 **16.03.2018** through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. ~~Self Three (03) addressed envelope (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 received after the closing date, incomplete or inaccurate will be rejected without notice.

**N.B :** Applications should be prepared using a paper of A4 size in such a way that the Nos 01 to 04 appear on the 1<sup>st</sup> page whilst the Nos. 05 to 09 appear on the 2<sup>nd</sup> 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 center. 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 consists of two parts viz written and practical test. Hundred (100) marks will be given for each part. you should obtain minimum 40 marks for each part to pass the examination you can appear for one part or both in one sitting or several sitting and complied the examination. At the first attempt officer should apply for all relevant subjects.

07. **Syllabus of the examination:**

7.1 **Subject related question paper**

Foreman (Bio Medical), Electrical Maintenance Technician, Orthopedic Work - Shop Technician, Public Health Field Officers, Audiology Technician and Cinema Technician) Duration for this paper is 03 hours. Total marks 100. Subject related question paper contains of 08 essay type questions and 05 out of 08 questions should be answered. Minimum 40 marks should be obtained to pass the examination.

**Syllabus**

In addition to the facts relevant to the technical matters of the Department, circulars and instructions relevant to Departmental regulations, acts, procedures and which are relevant to patient care services and community health.

7.2 **Practical test :-**

Foreman (Bio Medical), Electrical Maintenance Technician, Orthopedic Work - Shop Technician, Public Health Field Officers, Audiology Technician and Cinema Technician) practical test related to the abilities and activities of the subject field. Duration 1 1/2 hours. Total marks 100. Minimum of 40 marks should be obtained to pass the test.

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 the all officers who are serving in your Division/specialized campaign/institution in the posts of Supervisory Management Assistant of Non-Technical Service category (MN-03-2006) (A) in the Sri Lanka Technical Service of the Ministry of Health. (This information can also be obtained from the web site - [www.health.gov.lk](http://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  
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 (i) Whether you have sat the examination before.....  
(ii) If the application is forwarded not for the first time whether stamps have been fixed .....

**Stamp Cage**

**06. Certificate of the candidate:-**

- (i) I hereby certify that the particulars mentioned by me in this application are true and correct to my knowledge and that 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 cancellation.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health, Nutrition & Indigenous Medicine concerning this Examination and I agree with whatever decision taken to cancel my candidature. If it was found that I am not eligible according to the rules of this examination.

.....  
Date

.....  
Signature of the candidate

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

I certify that this application was submitted to me before the closing date and that the applicant has filled the application correctly according to the particulars in the personal file and a copy of this application is filed in 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 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 Head of Decentralized Unit /  
Specialized campaign (Frank / Rubber stamp)

(\* -Delete words which are inapplicable)