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சுவசிரிபாய
SUWASIRIPAYA

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எனது இல)
My No.) CF/EXB/04/2018

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Your No. :)

දිනය) 15 / 02 / 2018
திகதி)
Date)

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

General Circular Letter No: 02 - 36 / 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

Efficiency Bar Examination for Health Dental Technicians belonging to the Paramedical service who are in seg.II "A" / Grade II and on the salary scale (MT -06) in the Ministry of Health, Nutrition and Indigenous Medicine -2018 (1st Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by Dental Technicians in Seg. II 'A' /Grade II with in three years from the date of promotion to Grade II, will held on 24/03/2018 and on 25/03/2018 respectively in Sinhala, Tamil and English. The and time of the examination will be notified along with the admission card.

02. Qualifications

Officers who have been appointed to a post of Dental Technicians in Seg. II 'A' /Grade II , and not yet completed this examination are only eligible to apply for this examination.

N.B Take necessary actions to send applications of the officers only who has been promoted to grade II by 09/03/2018 and already received thr appointment letters.

03. Applications

Applications prepared by the candidates as per specimen appended at the end of this circular should be sent under registered cover to reach the Director (Examinations), "Suwasiripaya" ,No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 09/03/2018 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 application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not conform to above will be rejected without any information.

04. Examination fees:-

- i. Candidates who sit the examination for the first time and not need to 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 centre. 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 examination consists of two parts viz. Departmental Examination and Efficiency Bar Examination. Departmental Examination consists of Written, Oral and Practical each parts is given 100 marks and Minimum 40 marks should be obtained each part to pass the examination.

Efficiency Bar examination consist two Papers viz. Establishments Code and Financial Regulations Each part is given 100 marks. Minimum 40 marks should be obtained each subject to pass the examination.

The examination can be completed in one or several sittings. Applicants who sit for the examination for the first time should apply for all subjects.

07. Syllabus of the Examination

07.1 Departmental Examination

07.1.1 Subject Related Knowledge Paper

Time 03 hours. The Question paper will have 08 Essay type questions and candidates are required to answer any 05 question out of them.

Syllabus

- 1) Supervision & Using of Dental Laboratory Equipments and Materials.
- 2) Impression casting by using various type of Plaster

- 3) Angel Trimming of Model
- 4) Construction of Special Tray by using Acrylic
- 5) Construction of Full & Partial Bite Blocks by using wax
- 6) Construction of study Models.
- 7) Construction of Full & Partial trials.
- 8) Processing of full & Partical Denturs
(D – Flasking – Trimming – Polishing)
- 9) Denture Repair by using cold cure Arylic
(Re – Lining, Re-Basing, addition)
- 10) Lower Bendnig Work
- 11) Removable Othodontics appliances
- 12) Carving teeth on accurytic dies
- 13) Counstraction of Obturators & Surgical plates

07.1.2 Subject Related Practical Test -

The practical test is releted to the Subject area on wich the Subject Related written Question paper is based on. Duration based on the test. Total marks - 100

07.1.3 Subject Related Oral Test -

The Oral test on is based on the Subject area and the problems faced when on duty. Syllabus relevant to the subject related written Question paper is relevant to this test also. Duration is 15 minutes. Total marks – 100

07.2 Efficiency Bar Examination

07.2.1 Establishment Code & Procedure Rules Paper

Time 02 hours. The Question paper will have 07 Essay type questions and candidates are required to answer any 04 question out of them. Total marks 100. 40% of marks should obtained to pass.

This question paper is based on the following chapters of the Establishments code and the Procedure Rules of the Public service commission.

❖ Questions will be based on following chapters of the Estabilishment code

Chapter XV	-	Travel abroad for study, training or on duty
Chapter XVI	-	Holiday Travel
Chapter XXIII	-	Special Concessions and Conditions regarding officers suffering from special type of illness
Chapter XXIV	-	Salary Loan / Advances
Chapter XXV	-	Connection to trade union members
Chapter XXVII		Channel of Communication

Chapter XXVIII		Administrative procedure
Chapter XXX	-	Right of government over its officers
Chapter XXXIII		Legal advice and legal action
Chapter XLVII	-	General conduct and disciplinary
Chapter XLVIII	-	Disciplinary procedure

❖ **Public Service Commission rules.**

07.2.2 Financial Regulations Paper

Time 03 hours. The Question paper will have 07 Essay type questions and candidates are required to answer any 04 question out of them.

Questions will be based on Following chapters

(1) Chapter VI

Custody of public finance Etc.

Imprest and Bank Accounts – Security of public finances, Board of survey, Bank draft, Bank Accounts. (F.R. 315 – 396)

(2) Chapter XIII

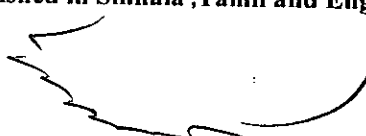
Supplied works and services: - Supplies / Purchasing system, Stores Verifications Storage System, Contracts Deviation from tender procedure (FR 708 – 775)

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's 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 serving in your Division/ Specialized Campaign/ Institution. The information is also available on the Web site 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 Sinhala ,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. Ministry of Health, Nutrition and indigenous medicine

M.B.L. Rahuman
Deputy Director General (Admin) II
For Secretary

Efficiency Bar Examination for Health Dental Technicians belonging to the Paramedical service who are in seg. "A" / Grade II and on the salary scale (MT -06) in the Ministry of Health, Nutrition and Indigenous Medicine -2018 (1st Term)

01. (a) i. Full Name of the Applicant (In Sinhala) :

.....

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

iii. Names with initials (In Sinhala)

.....

iv. Names with initials (In English block letters)

(b) i. Date of promotion to segment "A"/ Grade II and Letter No:-.....

ii. Present Annual Salary :-.....

iii. Mobile Number

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iv. National Identity Card Number

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02. Mark "✓" within the cages against the subjects you wish to sit in this time and mark "X" against the subjects for which you do not wish to sit for.

Subject Related Knowledge paper

Subject Related Practical Test

Establishment Code & Procedure Rules Paper

Subject Related Oral Test

Financial Regulations Paper

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

- (In English):-.....

(b) District of the present station of Service:-.....

(c) Working Station of Administrative by: - line ministry: - provincial council:-

(d) 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?.....

(e) i) Postal Address (In Sinhala) :-.....

ii) Postal Address (In English):-.....

04. Medium you sit for the examination ,(Sinhala/Tamil/English).....

05. (a) How you sat this examination before: -.....
(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 mentioned by me in this application are true and accurate 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.
- (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 incharge of personal files

I certified 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 personnel file and 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 * he / she* need not affix stamps / has affixed stamps to the value of Rs..... to the Application and he / she* placed his / her* signature in my presence.

.....
Date

.....
Signature of Head of Institution/Rubber Stamp

09. Certificate of the Head of Decentralized unit / specialised Campaign

Mr/Mrs/Miss serves as a Dental Technician Class II Seg. "A" / Grade II 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 /
Specialised campaign
(Frank/Rubber stamp)

* - Delete words which are inapplicable