

දුරකථන) 0112669192 ,0112675011
දුරකථන) 0112698507 , 0112694033
Telephone) 0112675449 ,0112675280

ෆැක්ස්) 0112693866
ෆැක්ස්) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය) www.health.gov.lk
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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No.) CF/EXJ/01/2018

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Your No. :)

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திகதி) 19/02/2018
Date)

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

General Circular Letter No: 02 - 37 / 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 Public Health Midwives belonging to the paramedical service who are in Seg. II "A" / Grade II and on the salary scale (MT - 05) 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 Public Health Midwives in seg II "A" / Grade II with in three years from the date of promotion to Grade II, will be held on 07/04/2018 and 08/04/2018 respectively in the media of Sinhala, Tamil and English. The place and the time of examination will be notified in the admission card.

02. Qualifications

Officers who have been appointed to a post of family health officer in class II Segment "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 10/03/2018 and already received the appointment letters.

03. Applications

Applications prepared by the candidates as per specimen appended to 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 10/03/2018 through the respective Head of Institution. The Head of Division should certify the accuracy of contents in each application. Three self addressed envelopes (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 a paper of size A4 in compliance with the specimen form of application so as to appear from 01 to 04 on the first side of the page and from 05 to 09 on the second side of the page. Applications which do not conform to above format will be rejected without any 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 application and cancel the 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 for any reason.

05. Admission to the Examination:-

- I. Candidates whose applications are accepted will be issued with Admission Cards. The Admission card should be duly completed and submitted 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 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 . Departmental Examination and efficiency bar examination. Departmental examination consists of three parts viz. Written, Oral and Practical each part 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 for 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

- i. Maternal Care
- ii. Infant Child Care
- iii. Nutrition
- iv. Immunization
- v. Family Planning
- vi. Health Education
- vii. Child Mental Health
- viii. Dental Health
- ix. Communicable Diseases
- x. Planning, Implementation & Assessment of work

07.1.2 Subject Related Practical Test -

The practical test is related to the subject area on which 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

07.2.2 This Question Paper will be Prepared based on the following chapters of the Establishment Code & Procedure Rules Paper of the Public Service Commission. 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 of the Establishment 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 certain types of illnesses. |
| Chapter XXIV | - Salary loans/Advances |
| Chapter XXV | - Concession to Members of Trade Unions |
| Chapter XXVII | - Channel of Communications |
| Chapter XXVIII | - Administrative Procedures |
| Chapter XXX | - Right of Government over its Officers |
| Chapter XXXIII | - Legal advice and legal actions |
| Chapter XLVII | - General Conduct and discipline |
| Chapter XLVIII | - Disciplinary Procedure |

❖ Public Service Commission rules

07.2.3 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 Finances Etc.

Imp rest and Bank Accounts - Security of Public Finances, Board of Survey, Bank

Draft, Bank Accounts. (F.R. 315 - 396)

(2) Chapter XIII

Supplies works and services: - Supplies/ Purchasing system, Stores Verifications Storage System, Procurement Guideline.

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.

M B L Rahuman
Deputy Director General (Admin) II
For Secretary
Ministry of Health Nutrition & Indigenous Medicine

05. (a) Have you sat this examination before?
- (b) Have you affixed stamp for this time, if sat the examination before?

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 *Mrs / Miss serves as a in this institution and she sit the Examination for the first time/not for the first time* and has affixed stamp to the value of Rs..... / not necessary to affix stamp* and the particulars furnished in the Application are true and correct to her personal file and she is eligible to sit for the examination. She placed her signature before me.

.....
Date

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

09. Certificate of the Head of Decentralized unit

Mrs/Miss serves as a Midwives in Seg. II "A" / Grade II in my Division / Campaign and the particulars furnished by her in the application are correct according to the particulars in her personal file and she is eligible to sit for this Examination.

.....
Date

.....
Signature of the Head of Decentralized Unit
(Frank / Rubber stamp)

* - Delete irrelevant words