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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXS/04/2018

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 20/02/2018  
Date )

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

**General Circular letter No:- 02- 42 /2018**

Provincial Health Secretaries,  
Deputy Directors General - Sri Lanka National Hospital,  
Provincial Directors of Health Services,  
All Hospital Directors under the line Ministry,  
Regional Directors of Health Services and,  
Head of Departments,

**Efficiency Bar Examination for Electro Encephalography Recordist belonging to the Paramedical service who are in seg."B" / Grade III in the Ministry of Health, Nutrition and Indigenous Medicine -2018 (1<sup>st</sup> Term)**

It is hereby notified that the Efficiency bar Examination which should be passed by Electro Encephalography Recordist belonging to the Paramedical service who are in seg. "B" / Grade III with in three years from the date of appointment to Grade III will be held on **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**

The officers who have been appointed to Electro Encephalography Recordist Class II segment "B" / Grade III, and not yet completed this examination are only eligible to apply for this examination.

**03. Applications**

Applications prepared by the candidates as per specimen appended to this letter 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 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 need not 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 hall. For this purpose one of the following documents will be accepted.
  - (a) National Identity Card
  - (b) Departmental Identity Card
  - (c) A Valid Driving License
  - (d) A Valid Passport

**06. Scheme of the Examination:-**

This examination consists of two papers with essay type question viz Establishment Code & procedure Rules and Financial Regulations. Duration is three hours for each paper. Candidates should obtain at least 40% marks for a paper to pass the Examination. Total Marks 100 given for each paper. They can complete the examination in one sitting or in several.

**07. Syllabus**

**Efficiency Bar Examination**

**7.1 Establishments Code & Procedure Rules**

This question paper is based on the chapters of the Establishments code and procedural Rules of the Public Service Commission. This paper consists of 08 essay type question. Out of that any 05 questions should be answered. Duration for this paper is 03 hours and total marks 100.

**7.1.1 Chapters of the Establishments code**

- |                |   |   |
|----------------|---|---|
| Chapter IV     | - | Monthly payments, Temporary status, Permanent status and pension ability. |
| Chapter XII    | - | Leave   |
| Chapter XIII   | - | Railway Warrants  |
| Chapter XIV    | - | Travel on Duty with in the Island   |
| Chapter XIX    | - | Government Quarters   |
| Chapter XXVIII | - | Administrative Procedures   |

Chapter XLVII - General Conduct and discipline  
Chapter XLVIII - Disciplinary Procedure

**7.1.2** procedural Rules of the Public Service Commission.

**7.2 Financial Regulations.**

Time 03 hours. The question paper will have 08 essay type questions and candidates are required to answer any 05 question out of them. Total Marks 100.

Financial Regulation will be based on following chapters.

(1) Chapter I

Expenditure and Revenue Estimates, Consolidated Fund, Annual Estimates, Alteration of Annual Estimates. (F.R. 01 – 68)

(2) Chapter III

Financial Management and accountability, Chief Accounting officer, Accounting Official Revenue Account, Authority for payment. Approval certification assignment (FR – 124 – 147)

**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 relevant officers in your division/ specialized campaign / Institution. The Information is also available in the website- [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 notification 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 and Indigenous Medicine

**EXS**

**For Office Use Only**

**Specimen form of application**  
**Efficiency Bar Examination for Electro Encephalography Recordist belonging to the Paramedical service who are in seg. "B" / Grade III in the Ministry of Health, Nutrition and Indigenous Medicine -2018 (1<sup>st</sup> Term)**

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

.....

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


(iii). Name with initials (In Sinhala) : .....

(iv). Names with initials ( In English block capitals)


(b) (i) Date of first appointment : .....

(ii) Present Annual Salary: .....

(iii) Telephone No: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

(iv) NIC number: 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

02.

Subjects Offered (Mark "✓" within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered)

Establishment Code & Procedure Rules Question Paper 

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Financial Regulations Question Paper 

--

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

(In English) :- .....

(b) The working Station under the - Line Ministry 

--

  
- Provincial Council 

--

(c) If Provincial Council Mention Province:- .....

(c) District of the Present Station of service :- .....

(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) Postal Address to post the Admission Card (In block letters) :- .....

04. Medium you sit for the examination - Sinhala/ English/ Tamil .....

- 05 (a) Whether you sit for the examination for the first time: .....
- (b) If so not, have you affixed stamps to the application?

Stamp Cage

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

- (i) I do hereby certify that the particulars furnished by me in this application are true and accurate 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 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 Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

.....  
Date

.....  
Signature of the candidate

**07 Certification of the officer who have handled the personal files**

It is here certified that the application was forwarded to before the closing date. the application has been completed according to the details of the personal file by the applicant. A copy of the application has been field.

.....  
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 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. Certificate of the Head of Decentralized unit / specialized Campaign**

Mr./Mrs./Miss.....serves as a Electro Encephalography Recordist Class II Seg. "B" / Grade III 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 /  
Specialized campaign  
(Frank / Rubber stamp)

\* - Delete words which are inapplicable