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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No.) CF/EXU/01/2018
මගේ අංකය)
உமது இல)
Your No. :)

දිනය) 22.02.2018
திகதி)
Date)

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சுகாதாரம், போசனை மற்றும் சுதேசவைத்திய அமைச்சு
Ministry of Health, Nutritions & Indigenous Medicine

General Circular Letter No: 02 – 45 / 2018

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

Efficiency Bar Examination for Grade I Nursing Officers
In the Nursing Services – 2018 (1st Term)

According to the Sri Lanka Nursing Service Minute published in extra ordinary gazette notification No 1837/8 and 19.11.2013 dated, it is notified hereby that the Efficiency Bar Examination to be passed within Five years after they promoted to the Grade I Nursing Officers will be held on **07.04.2018** in Sinhala, Tamil and English media. The venue and the timetable will be sent along with the admission card.

02. Qualifications

- officers promoted to /absorbed in to Grade - I can apply to this Efficiency Bar Examination .
 - From the Nursing officers who are absorbed into grade I, the nursing officers who have completed on active Service period of 5 years in Grade I as at 01.11.2010 will be exempted from the 3rd Efficiency Bar Examination. And also the nursing officers who are in the posts of Grade I Nursing Officer (Hospital services/Education/Public Health) after following diploma course of 1½ years the post Basic nursing school (National Institute of Nursing Education) will be exempted from this Efficiency Bar Examination
 - All Nursing officers who are in grade I other compulsory to pass this efficiency bar examination.
 - All Nursing officers promoted to grade I after 01.11.2010 should sit for this Efficiency Bar Examination.
- N.B:** Take necessary actions to send applications of the officers only who has been promoted to Grade I by 10.03.2018 and already received the appointment letter.

03. Applications

Applications for the Examination should be forwarded on forms prepared by themselves as per format appended to this letter to the Director (Examinations), Suwasiripaya, No 385, Ven Baddegama Wimalawansa Thero.Mawatha, Colombo - 10, through the relevant Head of Institutions under registered cover to be received on or before **10.03.2018** The Head of Institution shall certify the contents of every application. Every application shall accompany a **self addressed(02) two envelope** (may write the official or private address) of 9" x 4", affixed with stamps to the value of Rs. **35.00** and those **Applications received late or incorrect and incomplete will be rejected without any information.**

N.B.: If under the Line Ministry , applications be prepared in compliance with the specimen form of application in the size of A4 using in such a way that No: 01 to 04 appear on the first page whilst the No 05 to 10 appear on the second page. If in the Provincial Public service application should be prepared using a paper in the size of A4 in such a way that No 01 to 04 appear on first page whilst the No 5 to 10 appear on second page.

04. Examination fees:-

- (i) The applicants for the first time will be exempted from exam fees. The others who had applied for but not sat the Examination shall affix stamps to the value of Rs. 25/= per subject in the application and cancel them by placing their signatures and the date.
- (ii) Under no circumstance the fees once paid will be refunded or changed for another Examination.

05. Admission to the Examination:-

05.1 Admission cards will be issued for properly perfected applications .The applicants should perfect the admission card and hand them over to the supervisor at the Examination. Otherwise they will not be allowed to sit the Examination.

05.2 The applicants shall establish their identity to the supervisor within the Examination center by producing one of the following.

- (a) National Identity Card
- (b) Departmental Identity Card (Valid official Identity card)
- (c) valid Driving License
- (d) Valid Passport

06. Scheme of the Examination:-

This Efficiency Bar examination consists of two question papers which are General Management and General Nursing . Duration 3 hours for each question paper and Each paper will receive 100 Marks. Applicants shall secure minimum of 40% marks to have a pass in the Examination. They can complete the examination at once or several occasions. At the First attempt officers should apply for all relevant subjects.

(Should Request in the same language applied for the training as a Student Nurse before recruitment of the post.)

07. **Syllabus**
Efficiency Bar Examination

(i) **General Management**

- Patient care plan
- Monitoring and supervision of staff
- Delegation of duties
- Leadership
- Human Resource Management

(ii) **General Nursing**

- Primary Health Care (Relevant to 17 facts)
- Preventive Health and Health promotion
- Educational Scheme of principles
- Nursing Research principles
- Ward management
- Communication
- Team work concept
- Staff Development

Above each paper consist of 08 essay type questions and should answer any 05 questions.

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 should not be used. Any candidate who disregards this rule is liable to punishment.

Please bring the Contents of this circular to the notice of all relevant officers of yours Hospitals / Division / Specialized Campaign / Institution. This has been included to the web - site. www.health.gov.lk

N.B. **In case of any inconsistency between the Sinhala, Tamil and English text of this service Minute the text in Sinhala 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.

MBL Rahuman
Deputy Director General (Admin II)
for Secretary

Ministry of Health, Nutrition and Indigenous Medicine

Copies to

- | | | | |
|----|--|---|--|
| 1. | DDG (ET&R) | - | (F.N.A) |
| 2. | Director (Administration) - I | - | (F.N.A) |
| 3. | Director (Nursing Administration) - II | - | (F.N.A) |
| 4. | Director (Nursing Education) | - | (F.N.A) |
| 5. | Director (Nursing Medical Services) | - | (F.N.A) |
| 6. | Director (Administration) - V | - | (F.N.A) |
| 7. | Army Commander | - | (F.N.A) |
| 8. | Commissioner of Ayurveda | - | (F.N.A) |
| 9. | Principals of all Schools of Nursing | - | For Exam Hall Reservation on 07.04.2018 |

Efficiency Bar Examination for Grade I Nursing Officers

In the Nursing Services – 2018 (1st Term)

01. (a) i. Full Name of the Applicant in (Sinhala / Tamil).....

.....

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

iii. Name with initials in (Sinhala / Tamil).....

.....

iii. Name with initials in English (block letters)

(b) i. Date and file no of Promoted to Grade I :-

File No :

Date:

ii. Present annual salary :-.....

i. Date and No of the letter of appointment to Grade I

ii. Mobile Phone Number:-

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iii. National Identity Card Number:-

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IV NIC Number:

02. Insert "√" within the cage of the subjects you expect to sit this time. Put "X" if you do not sit for them.

General Management question paper General Nursing question paper

03. (a) Present Working Station : (Sinhala).....
(In English.....

(b) The Working station Adminstrate by : Line ministry
: Provincial Council

(c) The District to which it belongs :-

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(If there is no examination center in this district the you will be attached to the next closest examination center)

(d) Whether a self-addressed envelope affixed with stamps to the value of Rs. 35.00 have been attached to the application to send the Admission Card?

(e) 1. Address (In Sinhala):-

.....

2. Address (In English) :-

.....

04. Medium you sit for the examination (Sinhala / English / Tamil) :-
(Should Request in the same language applied for the training as a Student Nurse before recruitment of the post.)

- 05 (a) Whether you have sat the examination before:-
- (b) If the application is forwarded not for the first time whether stamps have been affixed?.....
- (c) If the application is forwarded for the first time?

Stamp Cage

06. Certificate 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 imported on examination and I do agree to comply with my decision to cancel my candidature if I'm decided disqualified accordance in until the minute of the examination

.....
Date

.....
Signature of the candidate

07. Certification of the Special Grade Nursing Officer.

Mr/Mrs/Miss services as a Grade - I Nursing officer in my section and who is eligible to sit for the Examination.

.....
Date

.....
Signature of Special grade Nursing Officer.

08. Certification of the officer who have handle the Personal File.

I Certified that the application have submitted before the closing date, particulars furnished in the Application are true and correct to his/her personal file, applicant is eligible to sit for the Efficiency Bar Examination Grade II for Nursing Officers and filed a copy of this application above the officers personal file.

.....
Name

.....
Signature

09. 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)

10. Certificate of the Head of specialized Campaign

*I do hereby certify that Mr/Mrs/Miss
..... in serves as a Grade I Nursing Officer" in my specialized Campaign* and the particulars furnished in the Application are correct with the personal filethe applicant and in he / she* is eligible to sit for the Examination.

.....
Date

.....
Signature of Head of Specialized campaign
(Frank / Rubber stamp)

* - Delete words which are inapplicable