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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல )  
My No. ) CF/EXH/01/2024

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 02.03.2024  
திகதி )  
Date )

General Circular Letter No : 02 - 01 / 2024

Provincial Health Secretaries  
Deputy Director General – National Hospital of Sri Lanka  
Director – National Hospital, Kandy  
All Hospital Directors under the Line Ministry  
Provincial Directors of Health Services  
Regional Directors of Health Services  
Heads of Departments

**First Efficiency Bar Examination for the Officers in the post of Bio - Medical Engineer (SL-01-2006- A)**  
**Grade III of Executive Service Category of Ministry of Health - 2024 (1<sup>st</sup> Term)**

It is hereby notified that the First Efficiency Bar Examination for the officers in the post of Bio - Medical Engineer of the Executive Service Category (SL-01-2006) of the Ministry of Health expiry of 03 years from the date of recruitment to Grade III will be held on **02,03/03/2024** in the medium of Sinhala, Tamil and English. Venue and the time of the examination will be mentioned on the admission card.

**02. Qualifications:**

Officers who have received an appointment to a post of Bio - Medical Engineer in grade III of Executive Service Category (SL-01-2006) of Ministry of Health and who have not yet completed the examination may only 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) No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 06/02/2024 through their heads of institutions. The name of the examination applied for should be mentioned as **"First Efficiency Bar Examination for Biomedical Engineering Service in Grade III - 2024 (1<sup>st</sup> Term)"** on the top left corner of the envelope. **It is mandatory that the subject officer in charge of the personal files and the head of the institution certify that all the information provided in each application is correct that the applicant meets the required qualifications to appear for this efficiency bar examination.** One 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. 110.00 should be sent along with the application. **Applications received after the closing date, incomplete or inaccurate will be rejected without further notice.**

**N : B** The Applications should be prepared using an A4 paper based on the specimen form of application so as to accommodate from 01 to 04 on the 1st page and form 05 to 09 appear on the 2nd page. Applications that do not comply with the specimen will be rejected without notice.

**04. Examination Fees:**

- I. Candidates who sit for 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 Hall. 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) A formal Identity Card issued by the Ministry of Health or a relevant institution
  - c) Valid Driving License
  - d) Valid Passport

**06. Scheme of the Examination**

This examination consists of three essay type question papers and these are **Establishment Regulations, Accounting Systems** and **Departmental Regulations**. Duration for each paper is 03 hours. **Establishment Regulations, Accounting Systems** question papers, consists of 08 questions and 05 questions should be answered out of the 08 questions. **Departmental Regulations** question paper consists of 06 questions and 04 questions should be answered out of the 06 questions. Each question paper carries 100 marks. Minimum of 40 marks for each subject should be obtained to pass.

**07. Syllabus:**

**07.1 Establishment Regulations**

❖ **Following chapters of the Establishments Code,**

Chapter XII	-	Leave
Chapter XV	-	Travel abroad for Study, Training or on Duty
Chapter XVI	-	Holiday Travel
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Right of Government over its Officer's
Chapter XXXIII	-	Legal Advice and League Actions
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Rules of Disciplinary Procedure

❖ **Procedural Rules of the Public Service Commission which were published in the Gazettes Extraordinary No 1589/30**



## 07.2 Accounting Systems

### ❖ Following Chapters of the Financial Regulations,

- Chapter I - Estimates of Expenditure and Revenue
- Chapter II - Authorities for Refunds, Write offs, etc
- Chapter III - Financial Management and Accountability
- Chapter IV - Receipt
- Chapter V - Payments
- Chapter VI - Custody of public money, impress and bank accounts
- Chapter X - Accounts of Courts
- Chapter XI - Foreign Aid
- Chapter XIII - Supplies, Works and Services

### ❖ Procurement Procedure of Government

## 07.3 Departmental Regulations

Regulations relevant to the patient care service, procurement documents, service and maintenance agreements

## 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 all officers in the post of Bio - Medical Engineer of Executive Service Category (SL-01-2006) of Ministry of Health who are serving in your Division/ Specialized Campaign/ Institute/hospital. (This information is also available on 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 notifications published in Tamil and English mediums.**

*(Signature)*

Chamika H Gamage  
Deputy Director General (Admin II)  
For Secretary

Chamika H. Gamage  
Deputy Director General (Administration)  
Ministry of Health  
Suwasiripaya  
Colombo 10.



05. (a) whether you have sat the examination before.....  
(b) If not so, have you affixed stamps to the whether stamps affixed.....

Stamp Cage

**06. Certification 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 imposed on examination and I do agree to comply with my decision to cancel my candidature if I' decided disqualified accordance in until the minute of the Examination.

Date:.....

Signature of the Applicant

**07. Certification of the Officer in-charge of the subject who keeps the personal files**

I certify that this application has been delivered to me before the last date of receipt and that the applicant has correctly completed this application as per the information in the personal file and that he has met the qualifications required to appear for the Grade III Efficiency bar examination and that a copy of this application has been filed in the personal filed.

Date:.....

Name and Signature

**08. Certification of the 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/not 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. Certification 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 the Head of the  
Decentralized Unit/Specialized Campaign  
(Rubber Stamp)

**\*Delete words which are inapplicable**