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சுவசிரிபாய  
SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No ) CF/EXU/13/2023  
ඔබේ අංකය )  
உமது இல )  
Your No )  
දිනය ) 11/01/2024  
திகதி )  
Date )

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சுகாதார அமைச்சு  
Ministry of Health

General Circular Letter No: 02 – 08 / 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 Institutions

**Efficiency Bar Examination for Grade I Nursing Officers  
in the Nursing Service – 2024 (1<sup>st</sup> 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 17/03/2024 in Sinhala, Tamil and English medium. The venue and the time will be notified in the admission card.

**02. Qualifications**

- Officers promoted to / absorbed into 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 3<sup>rd</sup> 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 other Nursing officers who are in Grade I, are 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 02/02/2024 and already received the appointment letter.**

### 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 **02/02/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**Efficiency Bar Examination for Grade I Nursing Officers in the Nursing Services – 2024 (1<sup>st</sup> Term)**" on the top left corner of the envelope. **It is mandatory that the subject officer in charge of 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 (01) 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 notice.**

**N.B.: Applications should 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.**

### 04. Examination Fees

- 4.1 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.
- 4.2 Under no circumstances the fees once paid will be refunded or changed for another Examination.

### 05. Admission to the Examination

- 5.1 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.
- 5.2 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 or valid official identity card
  - (c) Valid Driving License
  - (d) Valid Passport

### 06. Scheme of the Examination

This Efficiency Bar examination consists of two essay type question papers which are **General Management** and **General Nursing**. Duration is **03 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.

07. Syllabus

7.1 General Management

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

7.2 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 consists 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.

09. 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](http://www.health.gov.lk)

([www.health.gov.lk](http://www.health.gov.lk) → Staff Access → Administration → Examination → Circular)

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



Chamika H Gamage

Deputy Director General (Admin) II

For Secretary

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

Specimen form of application  
**Efficiency Bar Examination for Grade I Nursing Officers**  
**In the Nursing Services – 2024 (1<sup>st</sup> 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) .....

iv. Name with initials (in English block letters)


(b) i. Letter No. and Date of Appointed to/Promoted to/Absorbed into Grade I\*:

Letter No: .....

Date: .....

ii. Active Service Period of Grade I as on 01.11.2010: .....

iii. Present Annual Salary: .....

iv. Mobile Phone Number: 

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v. National Identity Card Number: 

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vi. Email Address: .....

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

General Nursing

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

(In English) .....

(b) The Working station administrate by : Line Ministry

: Provincial Council

(c) The District to which the Service Station belongs:

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

(d) Whether a self-addressed envelope affixed with stamps to the value of Rs. 110.00 have been attached to the application to send the Admission Card?

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

.....

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

.....

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

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? .....

Stamp Cage

**06. Certificate of the candidate**

- (a) 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.
- (b) 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. / Ms. .... 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  
(Frank / Rubber Stamp)

**08. Certification of the officer who have handled the Personal File**

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/she has met qualifications required to appear for the Grade I Efficiency bar examination and that a copy of the application has been filed in the personal file.

Date: .....  
Name and Signature

**09. Certification of Head of Institution:**

I do hereby certify that Mr./Ms.\* ..... 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. / Ms. ....  
in serves as a Grade I Nursing Officer in my specialized Campaign\* and the particulars furnished in the application is correct with the personal file the 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