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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

මගේ අංකය)
எனது இல)
My No.) CF/EXJ/01/2024
ඔබේ අංකය)
உமது இல)
Your No. :)
දිනය)
திகதி) 28/06/2024
Date)

General Circular Letter No:

Provincial Health Secretaries,
Deputy Director General- National Hospital of Sri Lanka, Colombo
Director- National Hospital, Kandy
All Directors of Hospitals under the Line Ministry,
Provincial Directors of Health Services,
Regional Directors of Health Services,
Heads of Institutions

First Efficiency Bar Examination for the Departmental Post belonging to the Supervisory Management Assistant Technical Service Category (MN 03 2006 - A) of the Ministry of Health - 2024 (Second Term)

It is hereby notified that the Efficiency Bar Examination which should be passed before expiry of 03 years from the date of recruitment to Grade III of Supervisory Management Assistant Technical Service Category (MN - 03 2006 -A) of Ministry of Health will be held on 10/08/2024 and 11/08/2024 in the medium of Sinhala, Tamil and English. The venue and the time of examination will be notified in the admission card.

02. Qualifications

Only the officers in the posts of Photographer Technician, Lift Technician, Air Condition Technician, Plant Supervisor, Draftsman, Transport Officer, Transport Forman, Electrician, Technical Officer (Civil), Technical Officer (Electrical), who received an appointment in Grade III of Supervisory Management Assistant Technical Service Category (MN 03 - 2006 -A) of Ministry of Health have not yet completed the efficiency bar examination, may apply for this examination

N.B: Take necessary action to send applications of the officers only who has been promoted to Grade III by 15/07/2024 and already received appointment letters.

03. Applications

Applications prepared by candidates as per specimen form appended to this circular letter should be sent through the respective Heads of Institutions to reach "Director (Examinations), No. 385, "Suwasiripaya", Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10" on or before 15/07/2024 by registered post. The words "First Efficiency Bar Examination for the Supervisory Management Assistant (MN 03 2006 - A) - 2024 (Second Term)" on the top left corner of the envelope. It is mandatory that have certify fact that the candidate had satisfied the qualifications required to sit for the said efficiency bar examination by the officer in - charge of the subject of personal file and that all the particulars furnished in each application are correct by the Head of Institution. 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 any notice.

Note : The application should be prepared using an A4 paper based on the specimen form of application so to recommended 01 to 04 on the first page and from 05 to 09 on the second page. Applications that do not comply will the above format will be rejected without further 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 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 Hall. 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) An Identity Card formally issued by the Ministry of Health or a relevant Institution
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination:-

This efficiency bar examination for each post consists of 03 question papers viz **Establishments Code & Procedural Rules** and **Financial Systems** and **Departmental Regulations** Each subject will be given 100 marks and minimum 40 marks should be secured for each paper to pass the examination. The examination may be completed in one sitting or several sittings subject by subject. Candidates who sit the examination for the first time, shall apply for all Subjects.

07 Syllabus

07.1 Establishments Code & Procedural Rules

This question paper is prepared based on the following chapters of the **Establishments Code & Procedural Rules of the Public Service Commission**. Duration is 2½ hours. This question paper consists of 08 essay type questions. Any 05 of them should be answered.

The following chapters of the Establishments Code

Chapter VIII	-	Over time, Holidays , Holiday Pay, and Allowances
Chapter XII	-	Leave
Chapter XIII	-	Railway Warrants
Chapter XIV	-	Travel on Duty within the Island
Chapter XIX	-	Government Quarters
Chapter XLVII	-	General Conduct and Discipline
Chapter XLVIII	-	Rules of Disciplinary Procedure

The following chapters of the Procedural Rules of the Public Service Commission

Chapter III	-	Appointment
Chapter IV	-	Service minutes and schemes of recruitments
Chapter V	-	Persons not qualified for appointment to the public service
Chapter VI	-	Terms and conditions governing appointments
Chapter VII	-	procedure relating to appointment
Chapter VIII	-	Period of probation, period of acting and confirmation of appointment
Chapter IX	-	Appointment to act in a post or attend to the duties of a post

Chapter X	-	Efficiency Bar
Chapter XI	-	Seniority
Chapter XIII	-	Re – employment of person retired from the public service
Chapter XVII	-	Procedure relating to promotions
Chapter XVIII	-	Transfers
Chapter XX	-	Procedure on appeals against promotions and transfers

07.2 Financial Systems

Duration is 2½ hours. The question paper consists of 08 essay type questions. Any 5 of them should be answered. Total of 100 marks will be giving. The question paper will be based on the following Chapters of the Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue, The Consolidated Fund, Variations to Annual Estimates, (from F.R.01 to F.R. 68)
Chapter III	-	Financial Management and Accountability, Chief Accounting Officers, Revenue Accounting Officers Authorization, Approval, Certification, Delegation of Functions (F.R.124 to F.R.147)

07.3 Departmental Regulations

For each post, the question paper is prepared based on the, **Departmental Rules and Regulations, Acts, Procedures and circulars and instructions pertaining to Patient Service and Community Health Service in a addition to the matters relevant to technical work of the Department.** Duration is 2½ hours. The question paper consists 07 essay type questions and any 50 of them should be answered .


08. To follow the Regulations Related to Examination Procedure

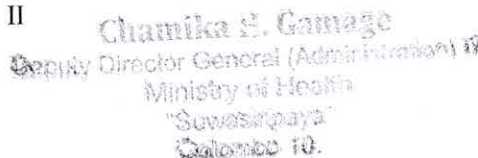
Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another 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 serving in your institution. This information is also available on the Web site; www.health.gov.lk

Web Path :- www.health.gov.lk → Staff Access → Administration → Examination → Circulars

N.B.:- In the event of any inconsistency between the Sinhala, Tamil and English texts of this circular letter, Sinhala text shall prevail.


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


Chamika H. Gamage
Deputy Director General (Administration) II
Ministry of Health
'Suvassiripaya'
Colombo 10.

EXJ

Specimen Form of Application

For Office Use Only

First Efficiency Bar Examination for the Departmental Post belonging to the Supervisory Management Assistant Technical Service Category (MN 03 2006 - A) of the Ministry of Health - 2024 (Second Term)

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

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

[illegible]

- iii. Names with initials (In Sinhala)

- (b) i. Post :-

- ii. Date and Number of the letter of appointment to this post :-

- iii. Present annual Salary :-

- iv. National Identity card No :-

[illegible]

- vi. Mobile No :-

[illegible]

- vii. Email address

02. Mark "✓" within the cages given against the subjects for which you wish to appear this time. Mark "X" if you do not appear.

Establishments Code & Procedural Rules

Departmental Regulations

Financial Systems

11

- 03 (i) (a) Present services Station: (In Sinhala

(In English)

- (ii) It is under the :- Line Ministry

11/11/2017

Provincial Council

11

- (b) District of the services station :-

- (c) Whether two self-addressed envelopes in the size of "9"x"4" inches with stamps affixed to the value of Rs. 110.00 has been attached to the application to post the Admission Card

- (d) i. Postal Address (In Sinhala) :.....

- ii. Postal Address (In block letters) :-.....

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

04. (a) Have you sat this examination before?

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

Stamp Cage

05. 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 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

06. 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

07. 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

08. Certificate of the Head of Decentralized unit

Mrs/Miss serves as an officer Grade III of Supervisory Management Assistant Technical Service (MN 03-2006 -A) 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 irrelavent words