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சுவசிரிபாய

SUWASIRIPAYA

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My No.) CF/EXB/02/2024
ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 09/07/2024
திகதி)
Date)

General Circular Letter No. :- 02 – 106/2024

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

Second Efficiency Bar Examination for the Posts for which the (MN-1 2006 (A)) Salary scale is stipulated, of Management Assistant Non-technical Segment – 2 Service Category of Ministry of Health – 2024 (2nd Term)

It is hereby notified that the Second Efficiency Bar Examination which should be passed by the others in the posts for which the salary scale (MN-01-2006 (A)) is stipulated, of Managements Assistants Non-Technical Segment -2 Service category of Ministry of Health within 03 years after promotion to Grade II will be held on **18/08//2024** in the medium of Sinhala, English and Tamil. The venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Only those who have absorbed to Grade II of a post to which salary scale (MN-1-2006 (A)) is stipulated, of Management Assistant non -technical segment 2 service category of Ministry of Health (House Warden male/female, Wharf field officer, Diet Steward (female), Receptionist, Ward Clerk, Vaccinating field Assistant, Medical Supplies Assistant, Animal Unit Controller) and officers who have not yet completed the examination can apply for this examination.

N.B – Officers who have already received the appointment letter, take necessary actions to send a copy of the appointment letter promoted or absorbed to grade II which is certified by the head of the institution as at 23/07/2024

03. Exemption from the Efficiency Bar Examination:

Officers exempted from this Efficiency Bar Examination as per the provisions in the General Circular Letter No 02-90/2015 (II) dated 23.12.2015 of the secretary of the Ministry of Health Nutrition and Indigenous Medicine need not apply for the Second Efficiency Bar Examination.

04. Applications:

Applications prepared by the candidates as per specimen appended at the end of this circular should be sent under registered cover to reach the Director (Examinations) , "Suwasiripaya" ,No. 385, Ven. Baddegama Wimalawansa Thero

Mawatha, Colombo 10, on or before **23/07//2024** through their Heads of Institutions. The Name of The Examination applied for should be mentioned as **“Second Efficiency Bar Examination of (MN -1-2006(A))– 2024 (2nd 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 head of division. **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 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 the application so as to recommended form 01 to 04 on the first front page and form 05 to 09 on the 2nd page. Applications which do not conform to above will be rejected without any notice.

05. 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.

06. 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 center. Otherwise, they 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

07. Scheme of the Examination

This examination consists of two papers viz. **Computer Test** and **Subject Knowledge**. Duration for each paper is 1 ½ hour. Total marks for a paper is 100 and 40 marks should be obtained for each paper.

08. Syllabus:-

08.1. Computer Test

This paper consists of 08 questions. First question is a compulsory multiple choice question. Other 07 questions are essay type questions. Out of 07, 04 questions should be answered.

The objective of the examination is to check whether the applicant posses following skills.

- (a) Fundamental parts of a computer and their importance.
- (b) Hardware and Software
 - I System Software – Eg.: Operating Systems
 - II Application Software

Expected knowledge and skills under this.

- a) Switching on and shutting down a computer systematically.
- b) The way in which Directories and files are stored in a CD
- c) Creating new Directories, Creating a new file in a Directory, Delete, Copy, Paste a copy of a file in a Directory, Move, Rename.
- d) Number of files in a Directory, capacity of a file, software required to open a file, search information about the file date created or updated.
- e) Format

08.2 Subject knowledge:-

This paper is prepared from subject related facts about the duties relevant to the post.

This paper consists of 08 questions. First question is a compulsory multiple choice question. Other 07 questions are essay type questions. Out of 07, 04 questions should be answered.

09. To follow the Regulations Related to Examination Procedure

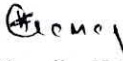
Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another 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.

10. Please bring the contents of this Circular to the notice of all relevant officers mentioned in paragraph 2, who are of the Management Assistant non- technical segment 02 service category for which the salary scale MN-1-2006(A) is stipulated in your Division/Specialized Campaign/Institution.

(This information can also be obtained from the website - 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 translations, the notification in Sinhala shall prevail.


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

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

Specimen Form of Application

Second Efficiency Bar Examination for Management Assistants Non- Technical Segment 2 Service Category for which the Salary Scale (MN -1-2006(A)) is stipulated of the Ministry of Health – 2024 (2nd Term)

- 01 (a) (i) Full Name of the Applicant (In Sinhala):.....
.....
- (ii) Full Name of Applicant :(In English block capitals)

- (iii) Name with initials (In Sinhala):.....
.....
- (iv) Name with initials (In English block capitals)

- (b) (i) Post :.....
- (ii) Date of Promotion to Grade II :-Letter No :-
(Attach a certified copy of the letter promoted or absorbed to Grade II along with the Application)
- (iv) Present annual salary.....
- (v) Telephone Number

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- (vi) National Identity Card No

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- (vi) E – mail address
02. Mark "√" within the cages against the subjects that you wish to appear this time.
Computer Test

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 Subject Knowledge

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- 03 (a) Present Station -(In Sinhala or Tamil) :-
(In English) :
- (b) Working Station under the - Line ministry :-

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Provincial council:-

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- (c) If province council mention province: -
- (d) District of the Present Station: -
- (e) Whether a self – addressed one 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: -.....
- (f) i. Postal Address (In Sinhala or Tamil):-
.....
ii Postal Address (In Block Capitals)
.....
04. Medium in which you sit for the examination (Sinhala/English/Tamil):.....

05. (a) Whether you have sit for the examination previously:-.....
(b) If so, have you affixed stamps to the application?.....

Stamps 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 for the Examination not for the first time, and the stamps affixed are unused and genuine.
- ii. I do here by 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 subject Officer who keeps the personal files

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

Date:.....

.....
Name and Signature

08. Certification of Head of Institution:

I certify that Mr./Mrs..... 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 for 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. Certification of the Head of Decentralized Unit /Specialized Campaign.

I certify that Mr./Mrs..... 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)