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சுவசிரிபாய

SUWASIRIPAYA
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சுகாதார அமைச்சு
Ministry of Health

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எனது இல) CF/EXI/04/2024

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Your No. :)

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திகதி)17.../07/2024
Date)

General Circular Letter No: 02-111/2024

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

Efficiency Bar Examination for Grade III Nursing Officers In the Nursing Services – 2024

It is hereby notified that the Efficiency Bar Examination which should be passed by Nursing Officers - Grade III before reaching the fourth salary step of the approved salary scale will be held on **29/09 /2024** in Sinhala, Tamil and English Medium. The venue and the time will be mentioned in the admission card.

02. Qualifications

Nursing Officers categorized under Grade III mentioned in the amended Nursing service minute published in the Gazette Extraordinary No 1837/8 dated 19.11.2013 and who have not completed the 1st Efficiency Bar Examination as yet can apply for this examination.

03. 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", Ministry of Health, No. 385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **14/08/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**Efficiency Bar Examination for Grade III Nursing Officers in the Nursing Services – 2024**" on the top left corner of the envelop. 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.

N.B. The Application should be prepared using an A4 paper based on the specimen form of Applications as to accommodate from number 01 to 04 appear on the 1st page and from number 05 to 10 appear on the 2nd page. Applications that do not comply with the above specimen will be rejected without notice.

04. Examination fees

I. Candidates who sit for the examination for the first time are exempted from examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel them by placing his/her signature and date.

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 will be issued to the candidates whose applications are duly perfected. The admission card should be duly perfected and submitted to the supervisor at 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. For that, one of the following documents should be submitted.

- 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:-

The examination consist of two written question papers, Establishments Code and Financial Regulations and each paper will receive 100 marks. Candidates should score minimum of 40 marks for each paper to obtain a pass from each paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

07. Syllabus of the Examination:-

Efficiency Bar Examination

07.1 Establishments Code Question Paper

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

❖ The following chapters of the Establishments Code are prepared on the Procedural Rules of the Public Service Commission.

Chapter	II	-	Recruitment Procedure and Appointments
Chapter	III	-	Transfers

❖ The following chapters of the Establishments Code.

Chapter	VII	-	Salaries
Chapter	VIII	-	Overtime, Holidays, Holiday Pay and Allowances
Chapter	XII	-	Leave
Chapter	XIII	-	Railway Warrants

Chapter	XVII	-	Concessionary Seasons Tickets
Chapter	XXII	-	Welfare Facilities
Chapter	XXV	-	Concession to Members of Trade Unions.

07.2 Financial Regulations Question Paper

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

Syllabus

A written question paper to test the knowledge on matters from F.R. 1- F.R. 157 in Financial Regulation.

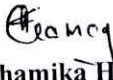
08. To follow the Regulations Related to Examination Procedure

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 letter to the notice of the relevant officers of your Institution. The information is also available on the website – www.health.gov.lk

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

N.B. : Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English medium.


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

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

EXI

For Office Use Only

Specimen form of application**Efficiency Bar Examination for Grade III Nursing Officers in the Nursing Services – 2024**

01. (a) i. Name of the Applicant in full (Sinhala/Tamil).....
.....
- ii. Name of the Applicant (In English block letters)
- iii. Names denoted by initials (In Sinhala/Tamil).....
.....
- iv. Names denoted by initials (In English block letters)
- (b) i. Date of first appointment as a Grade III nursing officer :-.....
- ii. Present Annual Salary :-.....
- iii. Mobile No :
- iv. National Identity Card No :
- v. E-mail Address :-.....
02. Insert “✓” within the cage of the subjects you expect to sit this time. Put “X” if you do not sit for them.
Establishments Code

 Financial Regulations
03. (a) Present Station(In Sinhala/Tamil) :-
Present Station (In English) :-
- (b) District of the Present Station of service :-
- (c) The working Station administrate by - Line Ministry

- Provincial Council
- (d) If provincial council mention province: -
- (e) Whether a self-addressed 01 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) 1. Postal Address (In Sinhala) :-
.....
2. Postal Address (In English Capitals).....
.....
04. Medium you sit for the examination (Sinhala / English / Tamil) :-

05. (a) Whether you have sat for the examination before:- **EXI**
(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 for the Examination not for the first time, and the stamps affixed are unused and genuine.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health and indigenous medical services for the conduct of this examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.
- Date.....

.....
Signature of the candidate

07. Certificate of the Special grade Nursing Officer

Mr/Mrs serves as a Grade III Nursing Officer in my Section.

.....
Date

.....
Signature of Special grade Nursing Officer

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

I certified that this application has been delivered to me before/ after the lase 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 III Efficiency Bar Examination and that a copy of this application has been filed in the personal file.

.....
Date

.....
Name & Signature

09. Certification of Head of Institution

I certify that Mr/Ms..... 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 personnel file, and he/has sit the examination for the first time / not for the first time he / she is eligible to sit for the examination and he / she placed his / her signature in my presence.

.....
Date

.....
Signature of Head of Institution/Frank/Rubber Stamp

10. Certificate of the Head of Decentralized unit / specialized Campaign

I do hereby certify that Mr/Mrs/ in serves as a Grade III Nursing Officer in my Division / Specialized Campaign 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 is eligible to sit for the Examination.

.....
Date

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

* - Delete words which are inapplicable