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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு

Ministry of Health

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXJ/04/2024

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 19/07/2024  
Date )

General Circular Letter No: 02 - 114 / 2024

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,

**Efficiency Bar Examination for Officers in the post of Public Health Laboratory Technicians belonging to the Paramedical Service who are in Seg. II "B" / Grade III on the Salary Scale (MT - 04) Ministry of Health - 2024 (2nd Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by Public Health Laboratory Technicians in Seg. II "B" / Grade III before expiring three (03) years from the date of appointment to Grade III, will be held on 22/09/2024 in the medium of Sinhala, Tamil and English. The venue and the time of examination will be notified in the admission card.

**02. Qualifications**

The officers who have been appointed to the post of Public Health Laboratory Technicians in class Segment Seg. II "B" / Grade III by 09/08/2024 and not yet completed this examination, are only eligible to apply for this examination.

**03. Exemption from the Efficiency Bar Examination**

As per the new scheme of recruitment approved by the Public Service Commission on 25.09.2018, according to the Public Administration Circular No. 06/2006, officers who have already passed the subjects **Establishments Code and Procedural Rules** and **Financial Regulations** of the first efficiency bar examinations under the old scheme of recruitment procedure are exempted from the first efficiency bar examination included in the new recruitment procedure.

**04. 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 09/08/2024 by registered post. The words "Efficiency Bar Examination for PHLT Grade III - 2024 (2<sup>nd</sup> 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. And, 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 with the above format will be rejected without further notice.

**05. Examination fees: -**

- I. Candidates who sit the examination for the first time, will be exempted from 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 the date.
- II. The fees once paid will not be transferred to other examinations or refunded under any circumstances.

**06. Admission to the Examination: -**

- I. Candidates whose applications have been accepted, will be issued with Admission Cards. The Admission card should be duly completed and submitted same to the Supervisor at the Examination Centre. 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.

**07. Scheme of the Examination: -**

This Efficiency Bar Examination consists of two papers with essay type question viz. **Establishments Code and Procedural Rules** and **Financial Regulations**. Total Marks of 100 will be given for each paper. Candidates should obtain at least 40% marks for each paper to pass the examination. The examination can be completed subject by subject at one sittings. At the First attempt officer should apply for all relevant subjects.

**08. Syllabus: -**

**8.1 Establishments Code and Procedural Rules**

Duration is 03 hours. The question paper consists of 08 essay-type questions and candidates are required to answer any 05 questions out of them. Total Mark is 100.

The question paper will be prepared on the following chapters of the Establishments Code and the Procedural Rules of the Public Service Commission.

Chapter IV - Grants of Monthly Pay, Temporary Status, Permanent Status and Pensionability

**The following chapter of the Establishments Code**

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

\* Procedural Rules of the Public Service Commission.



### 8.1.2 Financial Regulations.

#### Financial Regulations.

Duration is 03 hours. The question paper consists of 08 essay-type questions and candidates are required to answer any 05 questions out of them. Total Mark is 100.

Questions will be based on the following chapters of the Financial Regulations.

Chapter I - Estimates of Expenditure and Revenue, Consolidated Fund, Annual Estimates, Variations to Annual Estimates  
(F.R. 01 – F.R. - 68)

Chapter III - Financial Management and Accountability, Chief Accounting Officer, Accounting Officer Revenue Account, Authority for payment Approval, certification, assignment  
(F.R. 124 - F.R. 147)

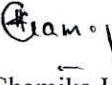
#### 09. To follow the Regulations related to Examination Procedure

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 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 serving in your institution. This information is also available on the Web site; [www.health.gov.lk](http://www.health.gov.lk)

Web Path :- [www.health.gov.lk](http://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  
"Suwasiripaya"  
Colombo 10.

## EXI

### Specimen Form of Application

**For Office Use Only**

**Efficiency Bar Examination for Officers in the post of Public Health Laboratory Technicians belonging to the Paramedical Service who are in Seg. II "B"/ Grade III on the Salary Scale (MT – 04) Ministry of Health - 2024 (2<sup>nd</sup> Term)**

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

- ii. Full Name of the Applicant (In English Block Capitals):

[illegible]

- iii. Name with initials (In Sinhala): - .....

- iv. Names with initials (In English Block Capitals)

[illegible]

- (b) i. Date of Appointment to Seg. Grade III: - .....

- ii. Present Annual Salary :- .....

- iii. National Identity card No :-

[illegible]

- iv. Mobile No : -

[illegible]

- v. E-mail Address: - .....

02. Mark "✓" within the cages against the subjects you expect to sit this time and mark "X" against the subjects for which you do not expect to sit.

Establishments Code &amp; Procedural Rules

\_\_\_\_\_

## Financial Regulations

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03. (a) Present Service Station:- (In Sinhala): -.....  
(In English): -.....

- (b) This institution belongs to: - Line Ministry ☐ Provincial Council ☐

- (c) If the institution belongs to a Provincial Council, relevant Provincial Council: - .....

- (d) District where the working establishment belongs: - .....

- (e) Whether a self-addressed envelope in size of 9"x4" 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): - .....

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

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



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

(b) If not so, have you affixed stamps to the application?

Stamp Cage

06. Certification of the candidate: -

(i) I declare that to the best of my knowledge and belief the particulars furnished by me in this application are true 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 hereby certify that I agree to abide by the rules and regulations stipulated by the Ministry of Health and 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. Certification of the Officer in charge of the Subject of Personal Files

I certify that the application was forwarded to me before the closing date of application and the application has been correctly completed as per the information in the personal file and the candidate has satisfied all the qualifications required to appear for Efficiency Bar Examination for the officers in Grade III, and a copy of the application has been filed in the personal file.

.....  
Date

.....  
Name and Signature

08. Certification of the Head of Institution

I certify that Mr./Mrs./Miss\*..... serves as a ..... in this institution and he / she\* sits the examination for the first time / not for the first time\* and has affixed the stamps to the value of Rs. .... / not necessary to affix stamps\* and the particulars furnished 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, and placed his/her\* signature in my presence.

.....  
Date

.....  
Signature of Head of Institution  
(Place rubber stamp)

09. Certification of the Head of Decentralized Unit /Specialized Campaign.

\* I Certify that Mrs./Miss ..... serves as an officer in the post of Public Health Laboratory Technicians in Seg. II "B" / Grade III in my institution and the particulars furnished by him in the application are correct according to the particulars in his personal file and he is eligible to sit for this examination.

.....  
Date

.....  
Signature of the Head of Decentralized Unit/  
Specialized Campaign  
(Place rubber stamp)

\* - Delete irrelevant words