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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு

Ministry of Health

මගේ අංකය)
எனது இல.)
My No.) CF/EXH/03/2024

ඔබේ අංකය)
உமது இல.)
Your No.)

දිනය) 30/03/2024
திகதி)
Date)

General Circular Letter No: 02 - 14 / 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 the Officers in Grade III of the Post of Speech Therapist belonging to the Service of Professions Supplementary to Medicine (Salary Scale MT-06) of the Ministry of Health – 2024 (1st Term)

It is hereby notified that the efficiency bar examination which should be passed before expiry of three years from the date of recruitment to Grade III of the post of Speech Therapist belonging to the Service of Professions Supplementary to Medicine will be held on 31/03/2024 in the medium of Sinhala, English and Tamil. The venue and time of the examination will be mentioned on the admission card.

02. Qualifications

Officers only who have not yet reach the 4th salary step and not completed this examination after receipt of the appointment as a Speech Therapist, may apply for this examination.

N.B.

- Officers who have passed the two subjects, Office Systems and Financial Regulations prescribed in the Old Scheme of Recruitment are exempted from the Departmental Regulations prescribed for the first efficiency bar examination in the Old Scheme of Recruitment from the date of approval of the New Scheme of Recruitment.
- Officers who have passed only one subject out of the two namely Office Systems and Financial Regulations prescribed in the Old Scheme of Recruitment will be deemed to have completed the first efficiency bar examination and exempted from the examination after passing the corresponding subjects prescribed for the efficiency bar examination in the New Scheme of Recruitment.

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 **28/02/2024** through their heads of institutions. **The name of the examination applied for should be mentioned as "Efficiency Bar Examination for Speech Therapist Grade III - 2024 (1st 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 received after the closing date, incomplete or inaccurate will be rejected without notice.

Note: The application should be prepared using an A4 paper based on the specimen form of the application so as to recommended from 01 to 04 on the first front page and from 05 to 09 on the second page. Applications which do not conform to above will be rejected without any information.

04. Examination fees

- 4.1 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 stamps cage provided for in the application and cancel same by placing their signature and the date.
- 4.2 The fees once paid will not be refunded or transferred to other examinations under any circumstances.

05. Admission to the Examination

- 5.1 Candidates whose applications have been accepted will be issued with admission cards. They should duly complete and submit same to the supervisor at the examination centre. Otherwise they will not be allowed to sit the examination.
- 5.2 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 relevant institution
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of Examination

This Efficiency Bar Examination consists of **two written question papers** namely **Establishments Code and Procedural Rules** and **Financial Regulations**. Each paper carries 100 marks. To pass a minimum of 40 marks should be obtained for each paper. Candidates can complete the examination in one sitting or several sittings. However, candidates who sit the examination for the first time should sit for all the subjects.

07. **Syllabus**

7.1 **Establishments Code and Procedural Rules.**

Duration is 02 hours. This paper consists of eight (08) essay type questions and any five (05) of them should be answered. This paper is designed based on the following chapters of the Establishments Code and Procedural Rules of Public Service Commission.

• **Chapters of the Establishments Code:**

Chapter IV	-	Grant of Monthly Pay, Temporary Status, Permanent Status and Pensionability
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 public Service Commission.

7.2 **Financial Regulations.**

Duration is 02 hours. This paper consists of eight (08) essay type questions and any five (05) of them should be answered.

• **Chapters of the Financial Regulations:**

Chapter I	-	Estimates of Expenditure and Revenue, the Consolidated Fund, Annual Estimates, Variations to Annual Estimates (F.R. 1 to F.R. 68)
Chapter III	-	Financial Management and Accountability, Chief Accounting Officers and Revenue Accounting Officers, Authorization, Approval, Certification, Delegation of Functions (F.R. 124 to F.R. 147)


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 to the notice of all relevant officers in your Division / Specialized Campaign / Institution. (This information can also be obtained from the web site – www.health.gov.lk)

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

N.B. – In case of any inconsistency between the texts in Sinhala, Tamil and English texts of this notification, the text in Sinhala shall preceail.


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

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

Specimen Form of Application

Efficiency Bar Examination for the Officers in Grade III of the Post of Speech Therapist belonging to the Service of Professions Supplementary to Medicine (Salary Scale MT-06) of the Ministry of Health – 2024 (1st Term)

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

- iii. Names with initials (In Sinhala / Tamil)
- iv. Names with initials (In English block letters)

- (b) i. Date of first appointment:
- ii. Present Annual Salary:
- iii. National Identity Card Number:

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- iv. Mobile No:

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- v. Email Address:

02. Subjects Offered (Mark “✓” within the cages against the subjects you offer in this Examination. Mark “X” against the subjects not offered)

Establishments Code and Procedural Rules

Financial Regulations

03. (a) Present Station of service (In Sinhala):
- (In English):
- (b) District of the Present Station of service :
- (c) Working Station under the
- Line Ministry
- Provincial Council
- (d) If provincial council mention province:
- (e) Whether a self-addressed 01 envelope 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 to post the Admission Card (In block letters):
-
-

04. Medium you sit for the examination - Sinhala/ English/ Tamil.....

05. (a) Whether you sit for the examination for the first time:
(b) If not so, have you affixed stamps to the application?

Stamp Cage

06. Certificate of the candidate

(i) I do hereby certify that the particulars furnished by me in this application are true and accurate 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 repeat the Examination,* and the stamps affixed by me to the application are genuine and not used before.

(ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health 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 who have handle the personal files

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 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 and Signature

08. 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 personal file, and he/she sit 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. Certificate of the Head of Decentralized unit / specialized Campaign

Mr./Ms. serves as a Health Speech Therapists Class II Seg. " B " / Grade III in my Division / Campaign and the particulars furnished by her in the Application are correct in accordance with the particulars available in his personal file and he is eligible to sit for the Examination.

Date:

.....

Signature of Head of Decentralized Unit /
Specialized Campaign

(Frank/Rubber stamp)

*- Delete words which are inapplicable