

දුරකථන ) 0112669192 , 0112675011  
தொலைபேசி ) 0112698507 , 0112694033  
Telephone ) 0112675449 , 0112675280

ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

විද්‍යුත් තැපෑල ) postmaster@health.gov.lk  
மின்னஞ்சல் முகவரி )  
e-mail )

වෙබ් අඩවිය ) www.health.gov.lk  
இணையத்தளம் )  
website )



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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 02.03.2024  
திகதி )  
Date )

General Circular Letter No: 02 - 16 / 2024

Provincial Health Secretaries

Deputy Director General – National Hospital of Sri Lanka

Provincial Directors of Health Services

All Hospital Directors under the Line Ministry

Regional Directors of Health Services

Heads of Institutions

**First Efficiency Bar Examination for Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers of the Field /Office based – Segment 01 Service Category (MN 06 – 2006) A - 2024 (1<sup>st</sup> Term)**

It is hereby notified that the First Efficiency Bar Examination which should be passed by Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers within three years from the date of their appointment to Grade II will be held on **02, 03.03.2024** in Sinhala, Tamil and English medium. The Venue and the time of the examination will be notified in the admission card.

**02. Qualifications**

From the Officers who have been appointment in Grade II of the above posts and not yet completed the examination are eligible to apply for this examination.

**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 **16/02/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**First Efficiency Bar Examination for Research officers and Health Education Officers of the Field /Office based (MN 06 – 2006) A - 2024 (1<sup>st</sup> 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. **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.**

**N.B.:** Applications be prepared in compliance with the specimen form of application in the size of A4 using in such a way that No: 01 to 04 appear on the first page whilst the No: 05 to 08 appear on the second page. Applications that do not comply with the specimen will be rejected without 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 stamps cage provided for in the application and cancel same by placing their signature and the date.
- ii. The fees once paid will not be refunded or transferred to other examinations under any circumstances

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

- I 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.
- 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

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

This examination consists of three essay type question papers viz **Office Systems, Finance Systems & Subject Related Matters**. Each question paper carries 100 marks. Duration is 02 hours for each paper. Minimum 40% marks should be obtained for each question paper to pass the examination. Candidate can complete the examination in one sitting or several sittings.

However, candidates who sit the examination for the first time should apply for all the subjects.

**07. Syllabus**

**07.1 Office Systems**

The question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them.

❖ **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 XVI	-	Holiday Travel
Chapter XXVIII	-	Administrative Procedures
Chapter XXX	-	Right of Government over its Officers
Chapter XLVII	-	General Conduct and Discipline

- Code of Procedural Rules issued by the Public Service Commission published in the Gazette Extraordinary No 1589 / 30

Chapter III	-	Appointment
Chapter V	-	Persons not qualified for appointment of the Public Service
Chapter VI	-	Terms and Conditions Governing Appointments
Chapter VII	-	Procedure relating to Appointments
Chapter VIII	-	Period of Probation, Period of Acting and Confirmation of Appointment
Chapter XIV	-	Termination of Employment and Resignation from Public Service
Chapter XV	-	Vacation of Post

**07.2 Finance Systems**

This question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them.

The following chapters of the Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds, Write office etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipts
Chapter V	-	Payments
Chapter VI	-	Custody of Public Money, ETC, Imp rests and Bank Accounts

**07.3 Subject related**

The question paper consists of 06 essay type questions and candidates are required to answer any 04 questions out of them.

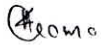
This is a question paper to test skills relevant to each post and knowledge on orders and acts which authorize the institute, functions of the post, analysis, preparation and distribution of collected details, preparation of reports/progress reports.

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 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 officer in your Division/ Specialized Campaign of Service category. The information is also available in the Web Site – [www.health.gov.lk](http://www.health.gov.lk)  
Please bring the contents of this circular to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution.

**Note; In case of any inconsistency between the texts in Sinhala, Tamil and English the text in Sinhala Language shall prevail.**



Chamika H Gamage

Deputy Director General (Admin) II

For Secretary

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

Specimen form of applicationFirst Efficiency Bar Examination for Research Officers (National Poisons Information Center in the National Hospital of Sri Lanka) and Health Education Officers of the Field /Office based – Segment 01 Service Category (MN 06 – 2006) A 2024 (1<sup>st</sup> Term)

01. (a) i. Full Name of the Applicant in Sinhala. ....  
.....
- ii. Full Name of the Applicant in English (block letters)  
.....  
.....
- iii. Names with initials in Sinhala.....  
.....
- iv. Names with initials in English (In block letters)  
.....  
.....

- (b) i. Designation –(Mark “✓” within the cages against the relevant Post)

Research officer

Officer of Health Education

- ii. Date of the First Appointment.....
- iii. Present annual salary :.....
- iv. Mobile Phone Number:-  
.....
- v. National Identity Card Number:-  
.....
- vi. Email Address: .....

02. Mark “✓” within the cages against the subjects you wish to sit in this time and Mark “X” against the subjects for which you do not wish to sit for.

Establishments Code

Finance Systems

Subject related matters

03. (a) Present Working Station :- (In Sinhala).....  
(In English).....
- (b) The Working Station Adminstrate by: Line Ministry   
Provincial Council
- (c) If under the provincial council mention the province :- .....
- (d) District of the Present Working Station: .....
- (e) Whether two self-addressed envelope in the size of 9 X 4 inches with stamps affixed to the value of Rs. 45.00 has been attached to the application to post the Admission Card?.....
- (f) Postal Address (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 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 and Indigenous Medical service 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

07. **Certification of by the Officer in charge of 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 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 do hereby 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 stamps to the value of Rs. .... / not necessary to affix stamps\* and the particulars furnished in the Application are true and correct to his/her\* personal file and he/she\* is eligible to sit for the Examination. He/she\* placed his/her\* signature before me.

Date :.....

.....  
Signature of the Head of Institution  
(Rubber Stamp)

09. **Certificate of the Head of Decentralized unit / specialized Campaign**

I certify that Mr./Mrs./Miss\*..... serves as a ..... in this institution, and the 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 Head of Decentralized Unit /  
Specialized campaign (Frank / Rubber stamp)

Delete words which are inapplicable