

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 )



සුවසිරිපාය  
சுவசிரிபாய  
SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය  
சுகாதார அமைச்சு  
Ministry of Health

මගේ අංකය )  
எனது இல ) CF/EXP/01/2024  
My No. )

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 31.01.2024  
Date )

**General Circular Letter No: 02 - 17 / 2024**

Provincial Health Secretaries

Deputy Director General – Sri Lanka National Hospital - Colombo

Director - National Hospital, Kandy

All Hospital Directors under Line Ministry,

Provincial Directors of Health Services,

Regional Directors of Health Services,

Heads of Institutions.

**Second Efficiency Bar Examination for the Associated Officer Service Category  
(MN-4-2006(A) of the Ministry of Health - 2024 (First Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the officers of the Associated Officer Service Category for which MN-4-2006 (A) salary scale is stipulated of the Ministry of Health before expiry of 3 years from the date of promotion to Grade II, will be held on **31.03.2024** in the medium of Sinhala, Tamil and English. The venue and the time of the examination will be mentioned on the Admission card.

**02. Qualifications**

Officers who have been promoted to Grade II of a post for which salary scale MN-4-2006 (A) is stipulated of the Associated Officer Service Category of Ministry of Health (**Welfare Officer, Micro Photographer, Audio-Visual Officer, Community Health Social Service Officer**) and officers who have not yet completed the examination are eligible to apply for this examination.

**N.B. :**

**Take necessary action to send applications of the Officers only who have been promoted to Grade II as at 15.02.2024 which is the closing date of applications and have already received the appointment letters.**

### 03. Applications

Applications prepared by the candidates in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach “ Director (Examinations) Ministry of Health, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **15.02.2024**.through their Head of Institutions. The name of the examination applied for should be mentioned as “**Second Efficiency Bar Examination for the Associated Officer - 2024 (First Term)**” on the top left corner of the envelope. **It is mandatory that the subject officer in charge of 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 which are received late, incomplete or inaccurate will be rejected without any the notice.)**

**N.B. :**

**The application should be prepared using an A4 paper based on the specimen form of application so to accommodate from No.01 to 04 on the first page and from No 05 to 09 on the second page. Applications that do not comply with the above format will be rejected without notice.**

### 04. Examination fees:-

- I Candidates who sit for 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 in the application and cancel the same by placing their signature and the date.
- II The fees once paid will not be allowed to transfer for any other examination or refunded under any circumstances.

### 05. Admission to the Examination :-

- I Candidates whose applications have been accepted will be issued with admission cards. The admission cards should be duly completed and submitted 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 two papers viz **Subject Related Facts** and **Computer Test**, which contain essay type questions. Subject Related question paper consists of 07 questions and 04 questions should be answered. Computer Test consists of 08 questions and 05 questions should be answered. Duration is two hours for each paper. Total Marks is 100. Minimum 40 marks for each paper should be obtained to pass the examination.

Question Paper	Post	Syllabus
07:1 Subject Related Facts	1. Welfare Officer	Welfare of employees in hospitals and health institutions. A written question paper prepared so as to cover above fields.
	2. Micro Photographer	A written question paper prepared to examine the knowledge on videography (storing images with the use of lenses, functioning of digital cameras, methods of controlling lights)
	3. Audio-visual Officer	* Manufacturing audio-visual equipment (print and electronic) * Having the custody of audio-visual equipment and their maintenance and service * Manufacturing audio related equipment necessary for health educational programmes A written question paper prepared so as to cover above fields.
	4. Community Health Social Service Officer	A written question paper prepared so as to cover the fields Sociology, community organizations, human behavior, social work and health care .
07:2 Computer Test	<p>The objective of the test is to examine whether the applicants possess following skills.</p> <p>Basic concepts of Information Technology</p> <p>(a) Basic components of the computer and their importance</p> <p style="text-align: center;">System Software</p> <p style="text-align: center;">Eg. :- Operating System</p> <p style="text-align: center;">Hardware and Software</p> <p style="text-align: center;">Application Software</p> <p>Knowledge and skills expected under this</p> <p>(a) Switching on and shutting down a computer properly.</p> <p>(b) The way in which Directories and files are stored in a CD</p> <p>(c) Creating new directories; Opening a new file in a directory; Delete; Copy; sending copied files to another directory; Move; Rename</p> <p>(d) Number of files in a directory, capacity of a directory, software required to open a file, Search information about the date the file was created or updated</p> <p>(e) Format</p>	

**08. To follow the Regulations Related to Examination Procedure**

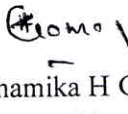
Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another 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 all relevant officers in your Institution who are in the posts for which the salary scale MN-4-2006 (A) is stipulated of associated officer service category of Ministry of Health. The 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 Assess → Administration → Examination → Circulars

**N.B. :**

**Sinhala medium notification on the 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) II  
Ministry of Health  
"Suwasiripaya"  
Colombo 10.

EXP

Specimen Form of Application

For office use only

Second Efficiency Bar Examination for the Associated Officer Service Category  
(MN-4-2006(A) of the Ministry of Health - 2024 (First Term)

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

ii. Full Name of the Applicant (In block letters)


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

iv. Name with initials (In block letters)


(b) i. Post :- .....

ii. Date of promotion to Grade II :- .....

The number of the letter of promotion :- .....

iii. Present Annual Salary :- .....

iv. Mobile Phone Number :- 

--	--	--	--	--	--	--	--	--	--

v. National Identity Card Number :- 

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

vi. Email Address :- .....

02. Mark "√" within the cages against the subjects that you wish to appear for this time.

Subject Related Facts

Computer Test

03. (a) Present working Station of service (In Sinhala) :- .....

(In English) :- .....

(b) District of the Present working Station :- .....

(c) The working Station administrate by - Line Ministry

- Provincial Council

(d) If provincial council, mention province :- .....

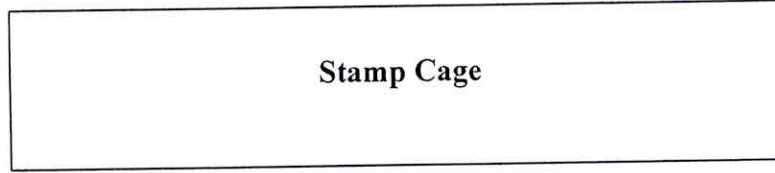
(e) Whether a self-addressed one envelopes in the size of 9" X 4" inches with stamps affixed to the value of Rs. 110.00 has been attached to the application to post the Admission Card?

(f) 1. Postal Address (In Sinhala) :- .....

2. Postal Address (In English Capitals).....

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

05. (a) Have you sit this examination before ? .....
- (b) If so, have you affixed stamps for this time ?



**06. Certification 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 genuine and not used before.
- (II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

.....  
Date

.....  
Signature of the candidate

**07. Certification of the officer who have handle the personal file.**

I certify that Mr./Mrs./Miss\*..... has correctly handed over me the duly filled application before the closing date and particulars furnished in this application are true and accurate as per the personal file and kept a copy of this application attached to 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 my institution 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 Head of Decentralized Unit /  
Specialized campaign ( Frank / Rubber stamp)

\* -Delete words which are inapplicable