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சுவசிரிபாய
SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 14/12/2023
திகதி)
Date)

General Circular Letter No: 02 – 184/2023

Provincial Health Secretaries,
Deputy Director General - National Hospital of Sri Lanka - Colombo,
Director – National Hospital - Kandy,
All Hospitals Directors under the Line Ministry,
Provincial Directors of Health Services,
Regional Directors of Health Services,
Heads of Departments.

First Efficiency Bar Examination for (Legal Officers) belonging to executive category of service whose prescribed salary scale is SL – 1 – 2006 of the Ministry of Health – 2024 (First Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by the Legal officers of the Ministry of Health within a period of three years from the date of first appointment will be held **2024.02.25** on in Sinhala, English and Tamil medium. The venue and the time of the examination will be notified along with the admission card.

02. Qualifications

Only the officers of Ministry of Health who have been appointed to a Legal Officers belonging to Executive category of Service prescribed salary scale whom is SL – 1 – 2006 and those who have not completed this examination upto now.

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) Ministry of Health, No.385, "Suwasiripaya" Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **05.01.2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**First Efficiency Bar Examination for Legal Officers of (SL – 1 – 2006) – 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. A self addressed 01 envelope (Candidates can write their Official or private address) in the size of 9"x4" 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 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. Application which do not conform to above will be rejected any information.

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
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination :-

This Efficiency Bar Examination consists of Two essay type question papers as office systems and Financial Regulations. Each question paper carries 100 marks. To pass a minimum of 40% should be obtained for each question paper. Candidate 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 of the Examination:-

7.1 Establishments Code (Duration 01 hour.)

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

❖ **From the following chapters of the Establishments Code.**

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

- II - Recruitment procedure and appointments
- IV - Grant of Monthly pay, Temporary Status, Permanent Status and Pansionibility.
- V - Release, Reversion and Termination of Employment

❖ **The following chapters of the Establishments Code.**

- VII - Salaries
- VIII - Over time, Holydays, Holyday pay & allowances.
- XII - Leave
- XIII - Railway Warrants

❖ **Procedural Rules issued by the Public Service Commission Published in the Gazette**

7.2 **Financial Regulations (Duration 01 hour)**

This question paper consists of 06 essay type questions and any 04 questions from them should be answered.

Syllabus:

From the following chapters of the Financial Regulations.

Chapter :

- I - Estimates of Expenditure and Revenue
- II - Authorities for Expenditure, Refunds,
- III - Financial Management and Accountability
- IV - Receipts
- VI - Custody of Public Money, ETC, Imp rests and Bank Accounts
- VIII - Advance Accounts

***Government Procurement Process**

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 officer of your Division/ Specialized Campaign / Institution. The information is also available in the Website – www.health.gov.lk

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

EXW

Specimen form of application

First Efficiency Bar Examination for (Legal Officers) belonging to Executive category of Service whose prescribed salary scale is SL – 1 – 2006 of the Ministry of Health 2024 (First Term)

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

(ii). Full Name of Applicant: (In English block letters)

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(iii). Names with initials (In Sinhala)

Names with initials (In English block letters)

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(b) (i). Date of first Appointment: -

(ii). Letter no. of Appointment: -

(iii). Present annual Salary:-

(iv). Mobile Phone Number:-

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(v). National Identity Card Number:-

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(vi). E-Mail 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

Financial Regulations

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

(b) The Working Station Administrate by: Line Ministry
Provincial Council

(c) District of the Present Working Station:

(d) Whether a self - addressed two 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?

(e) 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 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 Department 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 subject management assistant who keeps the personal files

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 accurate according to the personal file of the candidate and he/she satisfied all the qualifications required to sit the examination and kept a copy of this application attached to the personal file.

Date:.....

.....
Name and Signature

08 Certification of Head of Institution

Mr/Mrs/Miss is well known to me and he / she sits the Examination for the first time / repeats the Examination * he / she* need not affix stamps / has affixed stamps to the value of Rs.to the Application 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 and he / she* placed his / her* signature in my presence..

Date :

.....
Signature of Head
of Institution/ Frank

09 Certificate of the Head of Decentralized unit / specialized Campaign

Mr/Mrs/Miss.....serves as a in my Division / 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