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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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எனது இல) CF/EXI/01/2024
My No.)
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உமது இல)
Your No. :)
දිනය)
திகதி) 07/02/2024
Date)

General Circular Letter No: 02-22/2024

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

Third Efficiency Bar Examination for the Posts in the Management Assistant Non-technical Segment – 2
Category of Service for which the Salary scale MN-1 2006 (A) is Prescribed in the Ministry of Health –
2024 (1st Term)

It is hereby notified that the Third Efficiency Bar Examination which should be passed by the others in the posts for which the salary scale MN-01-2006(A) is stipulated, of Managements Assistants Non-Technical Segment -2 Service category of Ministry of Health within 05 years after promotion to Grade I will be held on 12/05/2024 in the medium of Sinhala, Tamil and English .The venue and the time of the examination will be notified along with the admission card.

02. Qualifications

Only others who have absorbed to **Grade I** of a post to which salary scale MN-1-2006 (A) is stipulated, of Management Assistant Non-Technical segment 2 service category of Ministry of Health (**House Warden (female)/House Warden (male),Wharf field officer, Diet Steward, Receptionist, Ward Clerk, Medical Supplies Assistant, Animal Unit Controller, Vaccinating field Assistant**) and officers who have not yet completed the examination can apply for this examination.

03. Exemption from the Efficiency Bar Examination

Officers exempted from this efficiency bar examination as per the provisions in the General Circular letter No 02-90/2015(II) dated 23.12.2015 of the Secretary of the Ministry of Health Nutrition and Indigenous Medicine need not apply for the Second efficiency bar examination

N.B – Officers who have already received the appointment letter, take necessary actions to send a copy of the appointment letter promoted to grade I which is certified by the head of the institution as at 25/03/2024

04. Applications

Applications prepared by the candidates as per specimen appended to this circular should be sent under registered cover to reach the Director (Examinations) Ministry of Health "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **25/03/2024** through the respective Head of Institution. The name of the examination applied for should be mentioned as **"Third Efficiency Bar Examination of MN - 1 - 2006(A) - 2024 (1st 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.

Note : The application should be prepared using a paper of size A4 in compliance with the specimen form of application so as to appear from 01 to 05 on the first side of the page and from 06 to 09 on the second side of the page. Applications which do not conform to above format will be rejected without any notice.

05. 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. 45/= per subject 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 for any reason.

06. Admission to the Examination:-

- I. Candidates whose applications are 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) A Fromal identity card issued by the Ministry of Health or a relevant institution
 - (c) Valid Driving License
 - (d) Valid Passport

07. Examination Syllabus:-

This Examination consist of an Essay based Qestion paper on Task Specific Knowledge to functioning and includes of four parts such as Office System, Financial Regulations, Computer Test and Subject related Knowledge. This paper consists of 08 questions including two questions in all part as per above examination. Total marks is 100. Candidate should obtain atleast 40 marks to pass in this examination. Duration is 2 hours. Answers for every question should write down in seperate paper. In this question paper atleast one question is compulsory in each part and altogether candidates should answer 05 preference questions.

08. Subject Area: -

An question paper should be given related to special knowledge on the fast mentioned below from "A" to "D"

A Office System

❖ **This question paper will contain the following chapters of the Establishments Code and the Office Procedural Rules of the Public Service Commission**

Following Chapters of the Establishments Code

Chapter	VII	-	Salaries
Chapter	XII	-	Leave
Chapter	XIII	-	Railway Warrants
Chapter	XIV	-	Travel on Duty within the Island
Chapter	XXIV	-	Salary Loans and Advances
Chapter	XXVII	-	Channel of Communications
Chapter	XXVIII	-	Administrative Procedures
Chapter	XXXII	-	Exercise of Political Rights
Chapter	XLVII	-	General Conduct and Discipline

❖ **Office Procedural Rules of the Public Service Commission**

Chapter	III	-	Appointments
Chapter	V	-	Disqualified Persons to be appointed to Public Service
Chapter	VI	-	Terms and Conditions Governing Appointments
Chapter	VII	-	Procedure on Appointments
Chapter	VIII	-	Probation, Acting Period and Confirmation
Chapter	XIV	-	Termination of Appointment and Resignation
Chapter	XV	-	Vacation of Post

B Following Chapters of the Financial Regulations.

Chapter	I	-	Estimates of Expenditure and Revenue
Chapter	II	-	Authorities for Expenditure, Refunds, Write-offs etc.
Chapter	III	-	Financial Management and Accountability
Chapter	IV	-	Receipts
Chapter	V	-	Payments

*** Government Procurement Procedure**

C Computer Test

The Objective of the examination is to check whether the applicants passes following skills. Fundamental parts of a Computer and their importance.

- a) Hardware and Software
 - I System Software - Eg : Operating System
 - II Application Software

Expected knowledge and skills under this.

- b) The way in which directories and files are stored in a CD
- c) Creating new directories, Creating a new file in a Directory, Delete, Copy, Paste a copy of a file in a Directory, Move, Rename.
- d) Number of files in a Directory, Capacity of a file, Software required to open a file, Search information about the file date created or updated.
- e) Format

D Subject knowledge : -

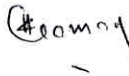
This paper is prepared from Subject related facts about the duties relevant to the post.

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 equipments 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 officers serving in your Institution. The information is also available on the Web site www.health.gov.lk

N.B. :- In the event of any inconsistency between the Sinhala, Tamil and English translations, The notification in Sinhala 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.

Specimen Form of Application

Third Efficiency Bar Examination for the Posts in the Management Assistant Non-technical Segment – 2**Category of Service for which the Salary scale MN-1 2006 (A) is Prescribed in the Ministry of Health-****2024(1st Term)**

01. (a) i. Full Name of the Applicant (In Sinhala / Tamil).....
.....
- 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) Post :-.....
(ii) Date of appointing to the Grade I or absorption :-.....
Letter No:-.....
(iii) Present annual salary:-
(iv) E-mail Address :-
(v) Telephone Number
(vi) National Identity Card No
.....
02. (a) Present Station of Service :- (In Sinhala).....
:- (In English).....
- (b) District of the Present Station of Service :-
- (c) The Working Station of Administrative by :- Line Ministry Provincial Council
- (d) If Provincial Council mention Province:-.....
- (e) Whether one envelopes of 9 X 4 inches in size with the address written accurately and clearly on the envelopes and stamps affixed to the value Rs. 110.00 are attached to the application for sending the Admission card :-
03. i. Postal Address (In Sinhala) :.....
ii. Postal Address (In block letters) :-.....
04. Medium you sit for the examination (Sinhala / English / Tamil)
05. (a) Have you sat this examination before?
- (b) Have you affixed stamp for this time, if sat the examination before?

Stamp Cage

06. උපකරණ වැරදි බලාපොරොත්තු :-

- (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. 25.00 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 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/ after 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 I 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 my Unit/ Campaign 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**