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சுவசிரிபாய

SUWASIRIPAYA
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சுகாதார அமைச்சு
Ministry of Health

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எனது இல)
My No.) CF/EXG/04/2024

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Your No. :)

දිනය)
திகதி) 13/03/2024
Date)

General Circular Letter No. :- 02 - 41 / 2024

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

**Efficiency Bar Examination for the post in Grade I of primary unskilled service category
PL - 01 - 2006 (A) in the Ministry of Health - 2024 (1st Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the employees in the post belonging to the primary unskilled service category PL - 01 - 2006 (A) of the Ministry of Health before expiring five (05) years from the date of promotion to Grade I will be conducted on 16/06/2024 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 employees who have been appointed to a post of Grade I in the primary unskilled service category PL - 01 - 2006 (A) (Karyala Karya Sahayaka, Packer, Book Binder, Foot- bicycle Messenger, Watcher, Store Keeper, Lift operator, Photocopy Ronio Machine Operator, Spray Machine Operator, Assistant Media unit, Photographer – Media, Photo Assistant, Video Editor, Videographer, Saukya Karya Sahayaka (Ordinary), Saukya Karya Sahayaka (junior) in the Ministry of Health, and those who have not completed the examination up to now can apply for this Oral test).

(N:B :- Take necessary action to send applications of the officers only who has been promoted to grade I by 17/04/2024 and already received the appointment letters.)

(N:B :- Since those who have exceeded five years in Grade I in the post of saukya karya sahayaka, Book Binder, Watcher, Spray Machine Operator, saukya karya sahayaka (Ordinary), saukya karya sahayaka (junior) as at 20.07.2012 have been exempted from this examination as mentioned in the General Circular Letter No. 20-90/2015 and the letter dated 12.08.2015 of the Secretary of Health they need not to appear for this examination. Furthermore as mentioned of the general circular letter no. 02 - 90 /2015 (p) dated 25.02.2016 of secretary to ministry of health, those who hold the posts such as packer, foot- bicycle messenger, store keeper, lift operator, photocopy ronio machine operator, do not need to pass the efficiency bar examination from the date on which new recruitment scheme was implemented if those past at last one of subjects such as “ Subject Knowledge” or “Establishments Codes” and “Financial Regulation” as per old syllabus.

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 **17/04/2024** through the respective Head of Institution. The name of the examination applied for should be mentioned as **“Efficiency Bar Examination of PL - 01 - 2006(A) in Grade I - 2024 (1st Term)”** on the top left corner of the envelop. **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.** A self addressed one 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 received after the closing date, incomplete or inaccurate will be rejected without notice.**

N.B.: The application should be prepared using an A4 paper based on the specimen form of application so as to accommodate from No: 01 to 04 on the first page and from no 05 to 08 on the second page. Applications that do not comply with the specimen will be rejected without notice.

04. Examination Fees

- I. Candidates who sit for the examination for the first time are exempted from paying examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel the same by placing his/her signature.
- II. The examination fees paid will not be transferred to any other examination or refunded under any circumstance.

05. Admission to the Examination

- I. Admission cards are issued to the candidates whose applications are accepted. The admission card should be duly completed and submitted to the board of examiners. Otherwise, the candidate will not be allowed to appear for the oral test.
- II. Candidates should prove their identity to board of examiners in 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. Examination Procedure

- Oral Test : Questions asked by a board of examiners should be answered orally
Duration : 15 Minutes
Total Marks : 100 at least 40 marks should be obtained to pass the examination

07. Syllabus of the Examination

General Administration

To test skills of employees on tasks related to modifications and knowledge of employees on changes, such as procedural and legal amendments enacted during their service period related to the subjects covered by the first and second efficiency bar examinations.

08. To follow the Regulations Related to Examination Procedure

Candidates should obey all regulations imposed regarding this oral test and other rules and regulations followed in respect of the test . 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 this Circular to the notice of the officers of the primary non-technical service category for which the prescribed salary scale PL - 0 1-2006(A) is stipulated in your Institution.(This information can also be obtained from the web site - www.health.gov.lk)

N.B - Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notifications published in Tamil and English medium.

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

Chamika

Chamika H. Gamage

Deputy Director General (Admin) II

For Secretary

05. Certification of the Candidate:

- I. I do hereby certify that the particulars furnished in this application are true and correct to my knowledge and I need not affix stamps since I sit for the Examination for the first time / have affixed stamps to the value of RS 25.00. since I sit for the Examination not for the first time, and the stamps affixed are unused and genuine.
- II. I do hereby agree to comply with the rules and regulations imposed on examination and I do agree to comply with my decision to cancel my candidature if I decided disqualified accordance in until the minute of the Examination.

Date:.....

.....
Signature of the Applicant

06. Certification of the Officer who have handled the 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 filed.

Date:.....

.....
Name and Signature

07. Certification of Head of Institution:

*I do hereby certify that Mr./Mrs./Miss serves as a in this institution and *he/she* 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 Head of Institution
/Frank/Rubber Stamp

08. Certification of the 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 the Head of
Decentralized Unit/Specialized Campaign
(Rubber Stamp)