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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு

Ministry of Health

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எனது இல)
My No.) CF/EXA/06/2024

ඔබේ අංකය)
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Your No. :)

දිනය) 22
திகதி)/03/2024
Date)

General Circular letter No:- 02-48/2024

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

Efficiency Bar Examination for Electro Encephalography Recordist (MT -04-2016) belonging to the Paramedical service Grade III in the Ministry of Health – 2024 (1st Term)

It is hereby notified that the Efficiency bar Examination which should be passed by Electro Encephalography Recordist belonging to the Paramedical service Grade III with in three years from the date of appointment to Grade III will be held on **05.05.2024** Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the admission card.

02. Qualifications

The officers who have been appointed to Electro Encephalography Recordist Grade III, and not yet completed this examination are only 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 **10/04/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as "**Efficiency Bar Examination for Electro Encephalography Recordist Grade III – 2024 (1st 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 envelopes (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.**

Note: The application should be prepared using an A4 paper based on the specimen form of application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not conform to above will be rejected without 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 or a relevant Institution
 - (c) Valid Driving License
 - (d) Valid Passport

06. Scheme of the Examination:-

This examination consists of two papers with essay type question viz Establishments Code & Procedural Rules and Financial Regulations. Candidates should obtain at least 40% marks for a paper to pass the examination. Total Marks of 100 will be given for each paper. Applicant can complete the examination in one sitting or in several.

07. Syllabus

7.1 Establishments Code & Procedural Rules

This question paper is based on the chapters of the Establishments Code and Procedural Rules of the Public Service Commission. This paper consists of 08 essay type question. Out of that any 05 questions should be answered. Duration for this paper is 03 hours and total marks is 100.

❖ **Following chapters of the Establishments Code, will be prepared on the Procedural Rules of the Public Service Commission.**

Chapter IV - Monthly payments, Temporary status, Permanent status and pension ability.

❖ **Following chapters of the Establishment Code,**

Chapter XII - Leave
Chapter XIII - Railway Warrants
Chapter XIV - Travel on Duty with in the Island
Chapter XIX - Government Quarters
Chapter XLVII - General Conduct and discipline
Chapter XLVIII - Disciplinary Procedure

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

7.2 Financial Regulations

Duration for this paper is 03 hours. The paper consists of 08 essay type questions and candidates are required to answer any 05 question out of them. Total Marks is 100.

Financial Regulation will be based on following chapters.

(1) Chapter I

Expenditure and Revenue Estimates, Consolidated Fund, Annual Estimates, Alteration of Annual Estimates. (F.R. 01 – F.R. 68)

(2) Chapter III

Financial Management and accountability, Chief Accounting officer, Accounting Official Revenue Account, Authority for payment. Approval certification assignment (FR – 124 – F.R. 147)

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's 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 officers in your division/ specialized campaign / Institution. The Information is also available in the website- www.health.gov.lk

n. b - Sinhala medium notification on examination will be effected if any contradictory is arisen in the examination notification published in Sinhala Tamil and English mediums.

~~Chamika H Gamage~~

Deputy Director General (Admin) II

For Secretary

Chamika H. Gamage
Deputy Director General (Administration) II
Ministry of Health
"Suvastiripaya"
Colombo 10.

05. (a) Whether you sit for the examination for the first time: -.....
 (b) If so not, 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 officer who have handled the personal files

I certify that this application has been delivered to me before / pass 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 III 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 certify that Mr./Mrs./Miss..... serves as a in this institution, 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 sit the examination for the first time and he/she is eligible to sit for the examination and he/she placed his/her signature in my presence.

Date:.....

.....

Signature of the Head of Institution

(Rubber Stamp)

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

Mr./Mrs./Miss.....serves as a Electro Encephalography Recordist Class Grade III 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