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# General Circular letter No:- 02 - 49/2024

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,

# <u>First Efficiency Bar Examination for Cardiographers belonging to the (MT -04-2016)</u> 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 Cardiographers 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** in 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 Cardiographers 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 "First Efficiency Bar Examination for Cardiographers Grade III in the Ministry of Health - 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 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 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 Institutuon
  - (c) Valid Driving License
  - (d) Valid Passport

## 06. Scheme of the Examination:-

This examination consists of two papers with essay type question paper and these are **Establishments**Code & Procedural Rules and Financial Regulations. Duration is 03 hours for each paper.

Candidates should obtain at least 40% marks for a paper to pass the examination. Total Marks of 100 will be given for each paper. Applicants 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 questions. 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 Establishments Code,

Chapter XII

Leave

Chapter XIII

- Railway Warrants

Chapter XIV

Travel on Duty with in the Island

Chapter XIX

Government Quarters

Chapter XLVII

- Government Quarters

Chapter ALVII

- 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 question 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 (F.R. 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 the post Cardiographers Grade III of 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

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Chamita 2. Gamage
Copility Director General (Administration) in
Ministry of Health
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# Specimen form of application

Efficiency Bar Examination for Cardiographers belonging to the (MT-04-2016) Paramedical Service Grade III in the Ministry of Health -2024 (1st Term)

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