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சுவசிரிபாய

**SUWASIRIPAYA**  
**සෞඛ්‍ය අමාත්‍යාංශය**  
**சுகாதார அமைச்சு**  
**Ministry of Health**

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXW/07/2024

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 26/03/2024  
திகதி )  
Date )

**General Circular Letter No. 02 – 52/2024**

Provincial Health Secretaries,  
Deputy Director General - National Hospital of Sri Lanka,  
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 Officers in the post of Medical Supplies Assistant of Management Assistant Non-technical Segment – 1 of service category (MN – 02 - 2016 (A)) of the Ministry of Health – 2024 (First Term)**

It is hereby notified that the Second Efficiency Bar Examination for the officers in the post of Medical Supplies Assistant of Management Assistant Non – Technical Segment – 01 of Service Category (MN – 02 - 2016 (A)) of the Ministry of Health which should be passed within 05 years on promotion to Grade I will be held on **12.05.2024** in the medium of Sinhala, English and Tamil. The venue and the time of examination will be notified in the admission card.

**02. Qualifications:**

Only the officers absorbed into Grade I of the post of Medical Supplies Assistant of Management Assistant Non – Technical Segment – 01 of Service Category (MN – 02 - 2016 (A)) of Ministry of Health who have not completed this examination up to now shall apply for this examination except the officers exempted from this examination in terms of the provisions of paragraph 03 below.

**N.B.; Take necessary actions to send applications of the officers only who has been promoted to grade I by 15.04.2024 and already received the appointment letters. (It is mandatory to attach a certified copy of Grade I appointment letter along with the application.)**

**03. Exemption from the Efficiency Bar Examination**

Officers who have completed a satisfactory service period of 25 years at least in this post as at the date of approval of the promotion procedure are exempted from the efficiency bar examination prescribed for Grade I (from the Third Efficiency Bar Examination.)

(Officers who have been appointed to the relevant post and absorbed into Grade I before the date of approval of the promotion procedure are eligible to be exempted.)

#### 04. Applications:

Applications prepared by the candidates in accordance with the specimen form of application appended to this circular should be sent by registered post to "Director (Examinations) Ministry of Health, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **15.04.2024** through the respective Heads of Institutes. The name of the examination applied for should be mentioned as "**Third Efficiency Bar Examination for Medical Supplies Assistant of (MN – 02 - 2016 (A) – 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 form 01 to 04 on the first front page and form 05 to 09 on the Second page. Applications which do not conform to above will be rejected without any notice.**

#### 05. 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.

#### 06. 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 supervisor of the examination center. Otherwise, they will not be allowed to sit for 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

**07. Scheme of the Examination**

This Examination consists of one structured question paper namely **Task Specific Knowledge**. The question paper has 04 parts namely Office Systems, Financial Regulations, Computer Test and Subject Knowledge and it consists of 08 questions each part containing 02 questions. Duration for question paper is 1½ hours. Total marks are 100. To pass a minimum of 40% of the marks should be obtained. For each part answers should be provided in separate papers. Any 05 questions should be answered and it is compulsory to answer at least one question in each part.

**08. Syllabus**

**08:1 Question Paper of Task Specific Knowledge.**

This question paper consists of subject matters indicated from A to D

**A Office Systems**

This question paper will be based on the Establishments Code and Procedural Rules of the Public Service Commission.

❖ **Following Chapters of the Establishments Code**

01.	VII	-	Salaries
02.	XII	-	Leave
03.	XIII	-	Railway Warrants
04.	XIV	-	Travel on Duty within the Island
05.	XXIV	-	Salary Loans/ Advances
06.	XXXII	-	Exercise of Political Rights
07.	XLVII	-	General Conduct and Discipline
08.	XXVII	-	Channel of Communications
09.	XXVIII	-	Administrative procedure

❖ **Following Chapters of the procedural Rules of the Public Services Commission published in the Gazette Extraordinary No.1589/30**

01.	III	-	Appointment
02.	V	-	Persons not qualified for appointment to the Public Service
03.	VI	-	Terms and Conditions Governing Appointment
04.	VII	-	Procedure relating to Appointments
05.	VIII	-	Probation period, Acting, Confirmation in the Appointment,
06.	XIV	-	Termination of Employment and Resignation from Public Service
07.	XV	-	Vacation of Post

**B Following Chapters of the Financial Regulations**

01.	I	-	Estimates of expenditure and Revenue
02.	II	-	Authorities for Expenditure, Refunds, Write – Offs, etc
03.	III	-	Financial Management and Accountability
04.	IV	-	Receipts
05.	V	-	Payments

❖ **Procurement Process of the Government**

### C Computer Test

The objective of this is to test the skills of candidates on the following.

Basic concepts of Information Technology

- (a) Fundamental parts of a computer and their importance.
- (b) Hardware and Software
  - I System Software – Eg.: Operating System
  - II Application Software

**Expected knowledge and skills under this.**

- a) Switching on and shutting down a computer systematically.
- 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) Formatting

### D Subject knowledge

This question paper will be based on the subject matters related to the duties of 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 equipment's 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 relevant officers mentioned in paragraph 2, who are serving in your institution in the post of Medical Supplies Assistant of Management Assistant non- technical segment 01 service category (MN – 02 - 2016(A) of the Ministry of Health.

(This information can also be obtained from the website - [www.health.gov.lk](http://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 Officers in the post of Medical Supplies Assistant of Management Assistant Non - technical Segment – 1 of service category (MN – 02 - 2016 (A)) of the Ministry of Health – 2024 (First Term)**

- 01.(a) (i) Name of the Applicant: (In Sinhala).....  
.....
- (ii) Full Name of Applicant: (In Block Letters)  
.....  
.....
- (iii) Name with initial (In Sinhala).....  
.....
- (iv) Name with initials: (In Block Letters)  
.....  
.....
- (b) (i) Date of First Appointment to Grade I :-.....
- (ii) Letter no. of Appointment to Grade I :-.....  
(Attach a certified copy of Grade I appointment letter along with the application.)
- (iii) Present Annual Salary:-.....
- (iv) Mobile Number :-
- (iv) N I C Number :-
- (vi) E-Mail Address :- .....
02. (a) (i) Present services station: (In Sinhala) : .....
- (In English) : .....
- (ii) It is under the :- Line Ministry  Provincial Council
- (b) (i) Province, if working under provincial council?.....
- (ii) District of the service station ?.....
- (c) Whether one self-addressed envelopes 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:.....
- (d) (i) Postal Address (In Sinhala).....  
.....
- (ii) Postal Address (In Block Capitals).....  
.....
03. Medium in which you sit for the examination (Sinhala/English/Tamil).....

04.(a) whether you have sat for the examination before :.....

(b) if the application is forwarded not for the first time whether stamp have been affixed :.....

**Stamp Cage**

**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 .....since I sit 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 concerning the examination imposed by the Ministry of Health and I do agree with any decision to cancel my candidature if I am found to be disqualified in terms of this examination.

Date:.....

.....  
Signature of the Applicant

**06. Certification of the Officer in Charge of Personal Files**

I certify that in candidate..... handed over me this application before the closing date and the particulars furnished in this application are accurate according to the personal file of the candidate and he/she has 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

**07. Certification of Head of Institution:**

\*I do hereby certify that Mr./Mrs./Miss ..... serves as a ..... in this institution and \*he/she\* sits for 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 correct according to his/her\* personal file and he/she\* is eligible to sit the examination. He/she\* placed his/her\* signature before me.

Date:.....

.....  
Signature of Head of Institution  
Frank/Rubber Stamp

**08. Certification of the Head of Decentralized Unit/ Specialized Campaign.**

I certify that Mr./Mrs./Miss..... serves as a Grade III of Public Health Management Assistants 'Service ..... in my Institution and particulars furnished in the application are correct according to 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 the  
Decentralized Unit/Specialized Campaign  
(Rubber Stamp)

\*- Delete irrelevant words\*