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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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எனது இல) CF/EXP/03/2024
My No.)
ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி) 06.04.2024
Date)

General Circular Letter No: 02 - 60 / 2024

Provincial Health Secretaries

Deputy Director General – Sri Lanka National Hospital, Colombo

Director - National Hospital, Kandy

All Hospital Directors under Line Ministry

Provincial Directors of Health Services

Regional Directors of Health Services

Heads of Institutions

Third Efficiency Bar Examination for the Related Officer Service Category (MN-4-2006(A)) of the Ministry of Health – 2024 (1st Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by the officers of the Related Officer Service Category for which MN-4-2006 (A) salary scale is stipulated of the Ministry of Health before expiry of 5 years from the date of promotion to Grade I, will be held on 16.06.2024 Sinhala, Tamil and English medium . The venue and the time of the examination will be mentioned on the admission card.

02. Qualifications

The Officers who have been promoted to Grade I of a post for which salary scale MN-4-2006 (A) is stipulated of the Related Officer Service Category of Ministry of Health (**Welfare Officer, Micro Photographer, Audio-visual Officer, Community Health Social Work Officer**) and officers who have not yet completed the examination are eligible to apply for this examination.

N.B. :

N.B. Take necessary actions to send applications of the officers only who has been promoted to grade I 02/05/2024 and already received the appointment letters. (It is mandatory to attach a certified copy of Grade I appointment letter along with the application.)

03. 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 02.05.2024 through their head of institutions. The name of the examination applied for should be mentioned as “ **Third Efficiency Bar Examination for the Related Officer Service Category (MN-4-2006(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 without any further notice.)**

N.B. :

The application should be prepared using an A4 paper based on the specimen form of application so to accomodate from No.01 to 03 on the first page and from No 04 to 08 on the second page. Applications that do not comply with the above format will be rejected without notice.

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 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 under any circumstances.

05. Admission to the Examination :-

- I Candidates whose applications have been accepted will be issued with admission cards. The admission cards should be duly completed and submitted to the supervisor at the examination center. 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 one question paper called **General question paper** which contains essay type questions. Duration is 03 hours. Total Marks is 100. At least 40 marks should be obtained to pass the examination.

07. Syllabus of the Examination

General Question paper

- Reading and comprehending notes of a certain statement or a discussion and then preparing a letter and a report.
 - Preparing a letter (25 marks)
 - Preparing a report (25 marks)
- Measuring the ability to analyze the comprehension on current social incidents .
 - 2 questions out of 04 questions on Case Studies should be answered.
(50 marks for 02 questions. 25 marks for each question)

08. To follow the Regulations Related to Examination Procedure

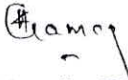
Candidates are warned against copying or attempting to copy from the script of another candidate or from any book or paper or notes whatsoever. No candidate should attempt to look at the script of another candidate and should not help any candidate either help another candidate or obtain help from another candidate or person. Further Mobile phones & the similar electronic equipments should not be used. Any candidate who disregards this rule is liable to punishment.

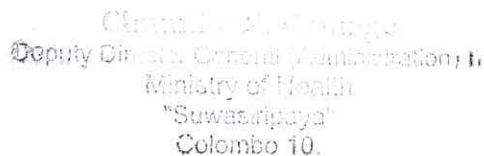
09. Please bring the contents of this circular letter to the notice of all relevant officers in your Division/ Specialized Campaign/ Institution who are in the posts for which the salary scale MN-4-2006 (A) is stipulated of Related Officer Service Category of Ministry of Health. The information is also available on the web site – www.health.gov.lk

Web Path ; www.health.gov.lk → Staff Assess → Administration → Examination → Circulars

N.B. :

In the event of any inconsistency between the Sinhala, Tamil and English texts of this circular letter, the notification in Sinhala shall prevail.


Chamika H Gamage
Deputy Director General (Admin) II
For Secretary


Deputy Director General (Admin) II
Ministry of Health
"Suwasiripaya"
Colombo 10.

Specimen Form of Application

For Office Use Only

Third Efficiency Bar Examination for the Related Officer Service Category
(MN-4-2006(A) of 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. Name with initials (In Sinhala/ Tamil) :

iv. Name with initials (In English block letters)

(b) i. Post :-

ii. Date of promotion to Grade I :-

The number of the letter of promotion :-

(Attach a certified copy of Grade I appointment letter along with the application.)

iii. Present Annual Salary :-

iv. Mobile Phone Number :-

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v. National Identity Card Number :-

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vi. E- Mail address

02. (a) Present Station of service (In Sinhala) :-

(In English) :-

(b) The working Station administrate by - Line Ministry

- Provincial Council

(c) District of the Present Station of service :-

(d) Whether a self-addressed one envelope 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?

(e) 1. Postal Address (In Sinhala) :-

2. Postal Address (In English Capitals).....

03. Medium in which you sit for the examination (Sinhala/Tamil/English) :-.....

04. (a) Have you sit this examination before ?

(b) If not so, have you affixed stamps to the application?

Stamp Cage

05. Certification 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 genuine and not used before.

(II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

Date :

.....
Signature of the candidate

06. Certification by the officer in charge of personal files

I certify that Mr./Mrs./Miss*..... has correctly handed over me the duly filled application before / after the closing date and particulars furnished in this application are true and accurate as per the personal file and, he/she has satisfied all the qualification required to sit this 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 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)

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

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/not 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 Head of Decentralized Unit /
Specialized campaign (Frank / Rubber stamp) * -

(Delete words which are inapplicable)