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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/07/2024

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 29/05/2024
திகதி)
Date)

General Circular Letter No: 02 - 86 /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,
Head of Institutions.

Efficiency Bar Examination for (MT -04-2016) Cardiographers belonging to the Paramedical Service Grade II 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 Grade II with in 3years from the date of promotion to Grade II will be held on **13.07.2024 and 14.07.2024** in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the admission card. **(The subject related paper will be held in English medium only)**

02. Qualifications

Only the Officers those who have been appointed to the Grade II and who have not passed the said Examination as yet can apply for this Examination .**N.B. Take necessary actions to send applications of the officers only who has been promoted to grade II as at 15.06.2024 and already received the appointment letters. (It is mandatory to attach a certified copy of Grade II appointment letters along with the application)**

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 **15/06/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as **"Efficiency Bar Examination for Cardiographers Grade II 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.** Two 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 confirm 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 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. 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 parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consists of three parts viz: Written, Viva and a Practical. Each part is given 100 marks and minimum 40 marks should be obtained each part to pass the examination. Efficiency Bar Examination consists of two papers viz: Establishments Code & Procedural Rules and Financial Regulations. Each subject is given 100 marks. Minimum 40 marks should be obtained for one subject to pass the examination. This examination can be completed in one or several sittings partial/ subject by subject. Applicants who sit for the examination for the first time should apply for all subjects.

07. Syllabus of the Examination

07.1 Departmental Examination

07.1.1 Subject Related Written

This paper consists of 08 essay type questions and any 05 questions should be answered. Duration is 03 hours.

Syllabus

- i Basic knowledge on ECG machines
- ii. Skill and interpretation of variations of an ECG record
- iii. Basic electricity and Physics
- iv. Safety of the ECG machines
- v. Taking voting ECG records

07.1.2 Subject Related Practical

Practical test is related to the subject area on which the subject Related written question paper is based on. Duration based on the test. Total marks is 100

07.1.3 Subject Related Viva

The viva test is based on the subject area and the problems faced when on duty. Syllabus relevant to the subject related written question paper is relevant to this test also. Duration is 15 minutes. Total marks is 100

07.2 Efficiency Bar Examination

07.2.1 Establishments Code & Procedural Rules

This paper consists of 07 essay type questions and any 04 questions should be answered. Duration is 02 hours. To pass the examination, minimum 40 marks should be obtained. Total marks is 100.

❖ Questions will be prepared on following chapters of the Establishments Code.

Chapter	XV	Travel abroad for study Training or on duty.
Chapter	XVI	Holiday Travel
Chapter	XXIII	Special concessions and Conditions Regarding Officers Suffering from Certain Type of Illness.
Chapter	XXIV	Salary loans/ Advances
Chapter	XXV	Concessions to Members of Trade Unions
Chapter	XXVII	Channel of Communication
Chapter	XXVIII	Administrative Procedure
Chapter	XXX	Right of Government over its Officers
Chapter	XXXIII	Legal Advice and legal actions
Chapter	XLVII	General Conduct and Discipline
Chapter	XLVIII	Disciplinary Procedure

❖ Procedural Rules of Public Service Commission

07.2.2 Financial Regulations

Duration for this paper is 02 hours. This paper consists of 07 essay type questions. Out of that any 04 questions should be answered. Total marks is 100.

Questions will be based on following chapters.

Chapter VI Custody of public finance etc, Imprest and Bank Account, Security of public finances, Board of Survey, Bank Draft and Bank Accounts. (F.R. 315 - F.R. 396)

Chapter XIII Supplied works and services: - Supplies/ purchasing system, Stores Verifications, Storage system, Contracts Deviation from tender procedure (F.R. 708 - F.R. 775)

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 whatever. 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 to the notice of all eligible Cardiographers Grade II in your Division/ Specialized Campaign/ 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 Sinhala, Tamil and English mediums.



Chamika H Gamage

Deputy Director General (Admin)

For Secretary

Chamika H. Gamage

Deputy Director General (Administration) in
Ministry of Health
"Suvashiripaya"
Colombo 10.

EXA

For Office Use Only

Specimen form of application

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

01. (a) (i). Full Name of the Applicant (Sinhala) :

(ii). Full Name of the Applicant (In English block capitals)

(iii). Name with initials (In Sinhala) :

(iv) Names with initials (In English block capitals)

(b) (i) Reference number of the letter of Promotion / Absorption Grade II :

Date of the letter of Promotion / Absorption Grade II :

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

(ii) Present Annual Salary:

(iii) Telephone No:

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(iv) NIC number:

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(v) E-mail address

02 Subjects Offered (Mark "✓" within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered)

Establishments Code & Procedural Rules

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Subject Related Written

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Financial Regulations

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Subject Related Viva

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Subject Related Practical

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

(In English) :-

(b) The working Station under the

-

Line Ministry

--

-

Provincial Council

--

(c) If Provincial Council Mention Province:-

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

(d) Whether two self-addressed 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) Postal Address to post the Admission Card (In block letters) :-

04. Medium you sit for the examination - Sinhala/ English/ Tamil

(Applicable only for Establishments Code procedural Rules and Financial Regulations Question Paper)

- 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 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 II 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 in this Cardigrapher Grade II 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)