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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு

Ministry of Health & Mass Media

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எனது இல)
My No.) CF/EXC/02/2025

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Your No. :)

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திகதி) 24/12/2024
Date)

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website)

General Circular Letter No :- 02 - 01 / 2025

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

Departmental & Efficiency Bar Examination for Public Health Laboratory Technicians Seg II "A" / Grade II belonging to the Paramedical Service – 2025 (First Term)

It is hereby notified that the Efficiency Bar Examination Departmental Examination which should be passed by the officers in the post of **Public Health Laboratory Technicians** of Segment II "A" / Grade II before reaching the fourth salary step of the salary scale relevant to Grade II, will be held on **01/03/2025** and **02/03/2025** in the medium of Sinhala, Tamil and English. The venue and the time of the examination will be notified in the Admission Card.

02. Qualifications

The officers who have been appointed to the post of Public Health Laboratory Technicians of Seg. II 'A' / Grade II as at **17/01/2025** and not yet completed this examination, are only eligible to apply for this examination.

N.B. Take necessary action to send applications of the officers only who has been promoted to Seg. II "A" / Grade II as at 17/01/2025 and already received the relevant letters of appointment letters.

03. Applications

Applications prepared by candidates as per specimen form appended to this circular letter should be sent through the respective Heads of Institutions to reach "Director (Examinations), No. 385, "Suwasiripaya", Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10" on or before **17/01/2025** by registered post. The words "**Departmental & Efficiency Bar Examination for Public Health Laboratory Technicians in Seg. II "A" / Grade II – 2025 (First Term)**" top left corner of the envelop. **It is mandatory that the subject officer in personal file and that 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 (02) 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 which are received late, incomplete or inaccurate will be rejected.

Note: The application should be prepared using a paper of size A4 in compliance with the specimen form of application so as to appear from 01 to 04 on the first side of the page and from 05 to 09 on the second side of the page. Applications, which do not conform to above format, will be rejected without any notice.

04. Examination fees: -

- I. Candidates who sit the examination for the first time, will be exempted from examination fees. However, in every subsequent sitting, they should affix stamps to the value of Rs. 25/= per subject in the application and cancel the same by placing their signature and the date.
- II. The fees once paid will not be transferred to other examinations 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 card should be duly completed and submitted 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) An Identity Card formally 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, Oral and Practical. Each part carries 100 marks and minimum of 40 marks should be obtained in each part to pass.

Efficiency Bar Examination consist of two papers viz. **Establishments Code & Procedural Rules**, and **Financial Regulations**. Each paper carries 100 marks. Minimum of 40 marks should be obtained for one subject to pass the examination.

The examination can be completed in one or several sittings. Applicants who sit the examination for the first time, should apply for all subjects

07. Syllabus of the Examination

7.1 Efficiency Bar Examination

7.1.1 Establishments Code and Procedural Rules

Duration is 02 hours. The question paper consists of 07 essay-type questions and candidates are required to answer any 04 questions out of them.

Question paper will be prepared on the 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 Types of Illness
Chapter	XXIV	Salary Loans / Advances
Chapter	XXV	Concessions to Members of Trade Unions
Chapter	XXVII	Channel of Communications
Chapter	XXVIII	Administrative Procedures
Chapter	XXX	Rights of Government over its Officers
Chapter	XXXIII	Legal Advice and Legal Actions
Chapter	XLVII	General Conduct and Discipline
Chapter	XLVIII	Rules of Disciplinary Procedure

7.1.2 Financial Regulations

Duration is 02 hours. The question paper consists of 07 essay-type questions and candidates are required to answer any 04 questions out of them. The total mark is 100. 40% marks should be obtained to pass the test.

Questions will be based on the following chapters of the Financial Regulations,

Chapter VI - Custody of Public Money, Etc. Imprests and Bank Accounts, Security of Public Money, Board of Survey, Bank Draft and Bank Accounts. (F.R. 315 - F.R. 396)

Chapter XIII - Supplies, Works and Services - Supplies / purchasing system, Stores Verifications, Storage System, Contracts, Deviation from the Tender Procedure. (F.R. 708 - F.R. 775)

7.2 Departmental Examination

7.2.1 Subject Related Written

- a) A three is (03) hours duration subject related question paper. Consists of 08 essay questions. Should answer 05 selected questions out of it. Total Marks is 100.
- i. Subject fields of Malaria, Filariasis, Respiratory diseases, Sexually, Transmitted Diseases & AIDS and Leprosy
- ii. Laboratory Management

7.1.2 Subject Related Practical test -

A Practical test related to the subject related capabilities, activities. All Syllabuses related to Subject knowledge paper will be applicable to this test also. Total Marks is 100. Exam duration will vary according to test.

7.2.2 Subject Related Viva test -

An oral test will cover all Syllabuses applicable to subject knowledge append Problems arising while in service. Total Marks is 100. 15 minutes for each candidate..

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 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 serving in your institution.

(The information is also available on the Web site; www.health.gov.lk)

Web Path:- www.health.gov.lk → Staff Access → Admin → Circulars

N.B.: - In the event of any inconsistency between the Sinhala, Tamil and English texts of this circular letter, Sinhala text shall prevail.



U A S H Sisira Kumara
Deputy Director General (Admin) II
For Secretary

U.A.S. Harshapriya Sisira Kumara
Deputy Director General (Administration) 02
Ministry of Health
"Suwasiripaya"
Colombo 10

05. (a) Whether you sit the examination for the first time -
- (b) If not so, have you affixed stamps to the application?

Stamp Cage

06. **Certification of the Candidate: -**

- (i) I declare that the particulars furnished by me in this application are true to my knowledge and that 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 cancellation.
- (ii) I hereby certify that I agree to abide by the rules and regulations stipulated by the Ministry of Health and Indigenous Medicine Services 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 in charge of the Subject of Personal Files**

I certify that the application was forwarded to me before/after the closing date of application and the application has been correctly completed as per the information in the personal file and the candidate has satisfied all the qualifications required to appear for Efficiency bar Examination for the officers in Grade II, and a copy of the application has been filed in the personal file.

.....
Date

.....
Signature and name

08. **Certification of Head of Institution**

I 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 the stamps to the value of Rs. / not necessary to affix stamps* and the particulars furnished 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, and placed his/her* signature in my presence.

.....
Date

.....
Signature of Head of Institution
(Place rubber stamp)

09. **Certification of Head of Decentralized Unit /Specialized Campaign**

I Certify that Mr. /Mrs./Miss* serves as a Public Health Laboratory Technicians in Seg. II "A" / Grade II in my institution and the particulars furnished by him in the application are correct in accordance with the particulars available in his / her* personal file and he is eligible to sit for this Examination.

.....
Date

.....
Signature of Head of Decentralized Unit / Specialized Campaign
(Place rubber stamp)

(* - Delete irrelevant words)