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சுவசிரிபாய

SUWASIRIPAYA
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சுகாதார அமைச்சு
Ministry of Health

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எனது இல)
My No.) CF/EXP/16/2024

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 30.08.2024
திகதி)
Date)

General Circular Letter No - 02 - 128 / 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

First Efficiency Bar Examination for the posts belonging to the Associated Officer Category of Service (MN – 04 – 2016) of the Ministry of Health - 2024 (Second Term)

It is hereby notified that the First Efficiency Bar examination for the posts belonging to the Related Officer service category 02 (MN-04-2016) of the Ministry of Health which should be passed before expiry of 03 years after recruitment to Grade III will be held on 03.11.2024 in the medium of Sinhala, Tamil and English. The venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Officers who have been appointed to a post in Grade III of Related Officers Service Category (MN -4 - 2016) of the Ministry of Health (Development Assistant, Planning and Program Assistant, Public relation Assistant, Medical Record Assistant) those who have not completed the examination, are only eligible to apply for this examination.

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 05.10.2024 .through their Head of Institutions. The name of the examination applied for should be mentioned as “**First Efficiency Bar Examination of Associated Officer Category of Service (MN – 04 – 2016) of the Ministry of Health - 2024 (Second 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 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 without any further notice.)**

N . B: Applications should be prepared using an A4 paper based on the specimen form of application so as to accommodate from No 01 to 04 on the first page and from 05 to 09 on the second page. Applications that do not comply with the specimen will be rejected without notice

04. 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.

05. 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 centre. Otherwise, it 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

06. Scheme of Examination

This examination consists of an essay type written test and two question papers i.e. **Office Systems** and **Accounting Systems**. Duration for each paper is two hours. For each question paper 04 questions should be answered out of the 06 questions. Each question paper carries 100 marks. To pass minimum of 40 marks should be obtained for each question paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

07. Syllabus

07.1 Office Systems

This Paper is designed based on following chapters to test the candidate's basic knowledge on office systems adopted in government offices and practical use of that knowledge, proper understanding of official documents and the ability of presenting ideas / observations in clear and brief minute and the ability of drafting a letter according to an order given to the officer.

The question paper will be based on the following chapters of the Establishments Code and Procedural Rules of the Public Service Commission

The following chapters of Establishments Code is based on Procedural Rules of the Public Service Commission.

- | | | |
|-------------|---|--|
| Chapter II | - | Recruitment Procedure and Appointments |
| Chapter III | - | Transfers |

Following Chapters of the Establishments Code I & II

- | | | |
|--------------|---|--|
| Chapter VII | - | Salaries |
| Chapter VIII | - | Overtime, Holidays, Holiday Pay and Allowances |
| Chapter XII | - | Leave |
| Chapter XIII | - | Railway Warrants |
| Chapter XIV | - | Travel on Duty within the Island |

Chapter XVI	-	Holiday Travel
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative Procedures
Chapter XXX	-	Right of Government over its Officers
Chapter XLVII	-	General Conduct and Discipline

Following of the Procedural Rules issued by the Public Service Commission which is published in the Gazette Extra ordinary No 1589/30

Chapter III	-	Appointment
Chapter V	-	Persons not qualified for appointment to the Public Service
Chapter VI	-	Terms & Conditions Governing Appointments
Chapter VII	-	Procedure relating to Appointments
Chapter VIII	-	Period of Probation, Period of Acting and Confirmation of Appointment
Chapter XIV	-	Termination of Employment & Resignation from Public Service
Chapter XV	-	Vacation of Post

07.2 Accounting Systems

This question paper is designed based on the following chapters of financial Regulations to test candidates knowledge in accounting systems adopted in government offices and functions of cash control books as relevants to the post.

The question paper is based on the following chapters of Financial Regulations

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refuds, Write-offs,etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipts
Chapter V	-	Payments
Chapter VI	-	Custody of Public Money, etc, Imprests and Bank Accounts

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 to the notice of all officers of of your institute who are in Grade III of Related officer Service Category the Ministry of Health, for which the salary scale MN-04 -2016 is prescribel this information can also be obtained from the web site - www.health.gov.lk)

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

N.B. : Sinhala medium notification on the examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English medium.

(Signature)

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

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

05. (a) Whether you have sat For the examination before.....
(b) If the application is forwarded not for the first time whether stamps affixed.....

Stamp Cage

06. 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 RSsince I sit for 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 imposed on examination and I do agree to comply with my decision to cancel my candidature if I' decided disqualified accordance in until the minute of the Examination
- Date:

.....
Signature of the Applicant

07. Certification of the Officer who have handle the personal files

I certify that Mr./Mrs/Miss..... has correctly handed over me the duly filled application before the closing date and particulars furnished in this application are true and accurate as per the personal file and kept a copy of this application attached to 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/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 the Head of Institution
(Rubber Stamp)

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

I certify that Mr./Mrs/Miss..... serves as a in my Unit/ Campaign and particulars furnished in the application are correct in accordance with 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)