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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல )  
My No. ) CF/EXW/20/2024

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உமது இல )  
Your No. : )

දිනය )  
திகதி ) 2024/09/06  
Date )

**General Circular Letter No:- 02 – 130/2024**

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.

**First Departmental Examination of Officers appointed to Grade III of Sri Lanka Engineering Service – 2024 (Second Term)**

It is hereby notified that the Departmental Examination which should be passed by the Officers in Grade III in the Sri Lanka Engineering Service within three years will be held on **20/10/2024** in the Sinhala, Tamil and English medium. The venue and time of examination will be notified in the admission card.

**02. Qualifications**

According to the public administration circular No.06/2006 (SL - 01 - 2006) scheme of recruitment only officers who are Grade III of the Sri Lanka Engineering Service not completed as yet can apply for this examination.

**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 **25/09/2024** through their heads of institutions. The name of the examination applied for should be mentioned as **"First Efficiency Bar Examination for Sri Lanka Engineering Service in Grade III - 2024 (Second 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.** A self-addressed 01 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 received after the closing date, incomplete or inaccurate will be rejected without notice.**

**N.B.: application 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 No 05 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 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 the Examination :-**

**a) Departmental Regulations**

This examination consists of an essay type question paper of 03 hours which is prepared to test the knowledge on Departmental and Institutional methodologies in relation to Sri Lanka Engineering service. It contains 10 questions from 5 fields. Applicant should answer 05 questions including at least one question from each part. Total marks for the paper is 100 and minimum of 40 marks should be obtained to pass the examination.

**07. Syllabus of the Examination**

**07.1 Stores Management**

- i. Stores Verification
- ii. Damage and Shortage Report
- iii. Appropriation Account
- iv. Bank Reconciliation
- v. Cash Book
- vi. Vote Ledger
- vii. Finance Authority

**07.2 Work Estimates**

- i. Vote
- ii. Preparation, Checking and Approval
- iii. Obtaining extra funds for an approved estimate
- iv. Amendment of Estimates
- v. Changes for Quantities and prices of an approved estimate
- vi. Payments



### 07.3 Tender Procedure

- i. Different types of tender boards, Tender board structure, Calling for tender, offer of tender and procedure for making agreements
- ii. Authority to avoid tender procedures
- iii. Offering contracts to accepted societies and organization
- iv. Offering contracts, Supervision of contracts and Sub contracts
- v. Appeal and Extra payments to contractors
- vi. Losses and Liquidated damages
- vii. Final Payment Certificates and Defect liability period
- viii. Black list of contractors
- ix. Tenders and bonds
- x. Termination of contracts

### 07.4 Supervision of building construction contracts

- i. Buying
- ii. Quality controlling
- iii. Program preparation
- iv. Progress controlling
- v. Contractor's responsibilities and Completion of work
- vi. Payment certificates for contractors

### 07.5 Buying of vehicles and maintenance of vehicles

- i. Limits for buying of vehicle and spare parts and Renovation of vehicles
- ii. Contracts for establishment of machineries and supervision

### 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 relevant Officers in your Division / Campaign / Institution. (This information can also be obtained from the web site - [www.health.gov.lk](http://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 Tamil and English mediums.**

  
Chamika H. Gamage

Deputy Director General (Admin) II  
For Secretary

**Chamika H. Gamage**  
Deputy Director General (Administration) II  
Ministry of Health  
"Suwasiripaya"  
Colombo 10.





**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 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 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

**06. Certification by the Management Assistant in charge of 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 III Efficiency bar examination and that a copy of this application has been filed in the personal filed.

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. 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)