

දුරකථන) 0112669192 , 0112675011
தொலைபேசி) 0112698507 , 0112694033
Telephone) 0112675449 , 0112675280
තැපෑල) 0112693866
பெக்ஸ்) 0112693869
Fax) 0112692913

විද්‍යුත් තැපෑල) postmaster@health.gov.lk
மின்னஞ்சல் முகவரி)
e-mail)

වෙබ් අඩවිය)
இணையத்தளம்) www.health.gov.lk
website)



සුවසිරිපාය
சுவசிரிபாய
SUWASIRIPAYA
සෞඛ්‍ය අමාත්‍යාංශය
சுகாதார அமைச்சு
Ministry of Health

මගේ අංකය)
எனது இல)
My No.) **CF/EXE/11/2024**

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி)
Date) **30/09/2024**

General Circular Letter No:- 02-137/2024

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

**Efficiency bar Examination and Departmental Examination for
Occupational Therapists in Grade II/ Seg.II "A" – 2024 (Second Term)**

It is hereby notified that the Efficiency Bar Examination and Departmental examination which should be passed before reaching the fourth salary step of the salary scale approved for Occupational Therapists Grade II/ Seg.II "A" will be held on **30.11.2024** and **01.12.2024** in Sinhala Tamil and English Medium. (The Subject related written question paper will be prepared only in English Medium) The venue and the time of the examination will be notified along with the Admission Card.

02. Qualifications

Only the Officers who have been appointed to a post of Occupational Therapists in Grade II/ Seg.II "A" and not yet completed this examination are only eligible to apply for this examination.

N.B. Please take necessary action to send me the applications of the officers only who has been promoted to Seg. II "A" / Grade II by 21.10.2024 and already received the appointment letters. (It is mandatory to attach a certified copy of Grade II appointment letter along with the application.)

03. Applications: - Applications prepared by the candidates in compliance with the form of specimen appended to this circular should be sent under registered cover to reach the Director (Examinations) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **21.10.2024** through their Heads of Institutions. The words "Efficiency Bar Examination and Departmental Examination for Occupational Therapists in Seg. II "A"/ Grade II – 2024 Second Term" should be mentioned on the top left corner of the envelope. It is mandatory to have certified fact that the candidate had satisfied the qualifications required to sit for the said Efficiency Bar Examination by the officer in-charge of the subject of personal file and that all the particulars furnished in each application are correct by the Head of Institution.

Note: The application should be prepared using an A4 paper based on the specimen form of the application so as to appear the Nos from 01 to 04 on the first front page and from 05 to 09 on the second page. Applications which do not confirm to the above specimen will be rejected without any 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/= for each 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 refunded or transferred to other examinations under any circumstances.

05. Admission to the Examination:-

- I Candidates whose applications have been accepted will be issued with Admission Cards. They should submit them 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 in the Examination center. 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 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 three parts viz: Written, Viva Voce and a Practical and each part are given 100 marks. Minimum 40 marks should be obtained for each part to pass the examination.

Efficiency bar examination consists of two subjects. Establishments Code and Financial Regulations. Each subject is given 100 marks and minimum of 40 marks should be obtained for one subject to pass the examination.

This examination can be completed part by part/subject by subject in one or several sittings. 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 :-

Duration for the question paper is 03 hours. The question paper consists of 08 essay type questions and candidates are required to answer any 05 question out of them.

Syllabus

- I Treatment for physically and mentally retarded and mentally ill child through occupational therapy.
- II Communication and Administration.
- III Psychology and Psychotherapy.
- IV Organization of a new unit in occupational therapy and, maintaining and repairing of equipment in that unit.

07.1.2 Subject Related Practical :-

This is a practical test related to skills and activities relevant to the field. Syllabus of the subject written test is applicable for this also.

(Duration: according to the test)

07.1.3 Subject Related Viva:-

Syllabus of the subject related written test is applicable for this also. Duration is 15 minutes.

07.2 Efficiency Bar Examination

07.2.1 Establishments Code

Establishments Code is an essay type question paper of 02 hours. Four (04) questions out of 07 questions should be answered. Total Marks given is 100. Minimum or 40 marks should be obtained for pass.

Questions will be based 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 special types of illnesses
Chapter XXIV	-	Salary Loans / Advances
Chapter XXV	-	Concessions to members of Trade union
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Right of Government over its officers
Chapter XXXIII	-	Legal advice and legal actions
Chapter XLVII	-	General conduct and discipline
Chapter XLVIII	-	Rules of Disciplinary procedure

07.2.2 Financial Regulations

Duration for this paper is 02 hours. Four (04) questions out of 07 essay type questions should be answered and the total marks given are 100 Minimum of 40 marks should be obtained to pass the examination.

(1) Chapter VI

Custody of Public money Etc.

Imp rest and Bank Accounts – Security of public money, Board of survey, Bank draft, Bank Accounts. (F.R. 315 – F.R. 396)

(2) Chapter XIII

Supplies works and services: - Supplies / Purchasing Procedure, Contracts Deviation from tender procedure (F.R 708 – F.R. 775)

08. **Adherence to the Regulations Related to Examination Procedure**

Candidates are forbidden to copying or attempting to copy from the answer script of another candidate, any book, paper contains notes or any other source. No candidate should attempt to look at the answer script of any other candidate and should refrain from helping another candidate and also from getting help from another candidate or a person. Candidates should also refrain from using mobile phones and the similar electronic equipment. Any candidate who break these rules are subjected to punishment

09. Please bring the contents of this circular to the notice of all relevant officers in your Institution. The information is also available on the website – www.health.gov.lk

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

N.B. – In the event of any inconsistency between the Sinhala, Tamil, and English texts of these notification, the Sinhala text shall prevail.

Chamika

Chamika H Gamage

Deputy Director General (Admin) II

For Secretary

Chamika S. Gamage

Deputy Director General (Administration) I.

Ministry of Health

"Suwasiripaya"

Colombo 10.

05. (a) Have you sat this examination before?
- (b) Have you affixed stamps for if this is not the first attempt?

Stamp Cage

06. Certification of the candidate:-

- (i.) I do hereby certify that the particulars furnished by me in this application are true and accurate according to my knowledge and belief and I need not affix stamps since I sit the Examination for the first time / have affixed stamps to the value of Rs. since that is not the first attempt,* 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 Ministry of Health concerning this Examination 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

07. Certification of the Officer in charge of personal files

I hereby certify that the application was submitted to me before the closing date of applications, that the application has / has not been fully completed by the candidate according to the details of the personal file and that a copy thereof was filed in the personal file.

.....
Date

.....
Name and Signature

08. Certification of the Head of Institute

I hereby certify that Mr./Mrs./Miss* is serving in this institute as a.....that particulars furnished in this application are correct that he/she* has / has not passed the efficiency bar examination prescribed for grade III that disciplinary proceedings against the applicant are pending / not pending that he/she has completed the service period required for appointment to Grade II and is eligible to be promoted to Grade II and sit the examination, that he/she sits the examination for the first time/ not for the first time, that he/she has affixed stamps to the value of Rs. / not required to affix stamps, that the particulars furnished in the application are correct according to the particulars in the personal file.

.....
Date

.....
Signature of the Head of Institute (Rubber stamp)

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

Mr./Mrs./Miss serves as a Medical Laboratory Technologist in my institute and the particulars furnished by him/her in the application are correct according to the particulars available in his/her personal file and he/she* is eligible to sit this Examination.

.....
Date

.....
Signature of the Head of Decentralized Unit /
Specialized Campaign
(Rubber stamp)

(* - Delete irrelevant words)