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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No.) CF/EXG/03/2025
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Your No. :)
දිනය)
திகதி) 16/01/2025
Date)

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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு
Ministry of Health & Mass Media

General Circular Letter No :- 02 - 14/ 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 Departments

Efficiency Bar Examination in Grade III of Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health - 2025 (1st Term)

Efficiency Bar Examination for the posts belonging to the Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health which should be passed before expiry of 03 years from the date of recruitment to Grade III will be conducted on 29 & 30/03/2025 in the Sinhala, English and Tamil medium. The venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

The officers who have received an appointment to the posts of (Karyala karya sahayaka, Packer, Book Binder, Foot- bicycle Messenger, Watcher, Store Keeper, Lift Operator, Photocopy Ronio Machine Operator, Spray Machine Operator, Assistant Media unit, Photographer - Media, Photo Assistant, Video Editor, Videographer, Saukya Karya Sahayaka (Ordinary), Saukya Karya Sahayaka (Junior) in Grade III belonging to the Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health, are only eligible to apply for this examination.

N: B :- Please take action to send me only the applications of the officers who have been appointed to Grade III and received appointment letters by 12/02/2025 the closing date of applications.

(N: B :- Since those who have exceeded three years in Grade III in the post of Karyala karya sahayaka, Packer, Book Binder, Foot- bicycle Messenger, Watcher, Store Keeper, Lift Operator, Photocopy

Ronio Machine Operator, Spray Machine Operator, Saukya Karya Sahayaka (Ordinary), Saukya Karya Sahayaka (Junior) as at 20.07.2012 have been exempted from this examination as mentioned in the General Circular Letter No. 02- 90/2015 and the letter dated 12.08.2015 of the Secretary of Health, they need not to appear 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 **12/02/2025** through the respective Head of Institution. The name of the examination applied for should be mentioned as **“Efficiency Bar Examination of Primary Unskilled Service Category PL - 01 - 2006 (A) in Grade III - 2025 (1st 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.** A self-addressed One (01) envelope (Official or private address) in the size of 9"x4" 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.: The applications should be prepared in compliance with the specimen form of application in the size A4 using in such a way that No: 01 to 04 appear on the first page whilst the No 06 to 08 appear on the second page. Applications not in compliance with the specimen form will be rejected without any notice.

04. Examination Fees:

- I. Candidates who sit 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
 - c) Valid Driving License
 - d) Valid Passport

06. Examination Procedure

- An oral test (should answer orally to the questions asked by an examination board).
- Duration: 15 minutes.
- Total marks 100. At least 40 marks should be obtained to pass the examination.

07. Syllabus of the Examination:-

General Administration

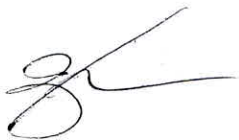
- I. Measure whether the officer has the knowledge as required on the tasks assigned to the Institution the officer is serving. – 30 marks
- II. Knowledge on general office systems and Institutional administrative methodologies. – 30 marks
- III. Measure whether the officer has acquired sufficient knowledge and proficiency regarding various tasks assigned to the post. – 40 marks

08. To follow the Regulations Related to Examination Procedure

Candidates shall abide by the regulations governing the oral test and other rules and regulations applicable in conducting examinations. Candidates shall refrain from helping another candidate and also from getting help from another candidate or a 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 this Circular to the notice in the grade III officers of Primary Unskilled Service Category for which the prescribed salary scale PL - 01 - 2006(A) is stipulated in your Division/Specialized Campaign/Institution. (This information can also be obtained from the web site - www.health.gov.lk)

N.B - In the event of any inconsistency between Sinhala, Tamil and English texts of this notification, the 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) II
Ministry of Health & Mass Media
"Suwasiripaya"
Colombo - 10.

