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சுவசிரிபாய  
SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல )  
My No. ) CF/EXQ/08/2024  
ඔබේ අංකය )  
உமது இல )  
Your No. : )  
දිනය )  
திகதி ) 04/11/2024  
Date )

### General Circular Letter No: 02 - 159 / 2024

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

### First Efficiency Bar Examination for the Departmental Post belonging to the Supervisory Management Assistant Technical Service Category (MN 03 2006 - A) of the Ministry of Health - 2025(First Term)

It is hereby notified that the Efficiency Bar Examination which should be passed before expiry of 03 years from the date of recruitment to Grade III of Supervisory Management Assistant Technical Service Category (MN - 03 2006 -A) of Ministry of Health will be held on **08.02.2025** and **09.02.2025** in the medium of Sinhala, Tamil and English. The venue and the time of examination will be notified in the admission card.

#### 02. Qualifications

Only the officers in the posts of **Photographer Technician, Lift Technician, Air Condition Technician, Plant Supervisor, Draftsman, Transport Officer, Transport Forman, Electrician, Technical Officer (Civil), Technical Officer (Electrical)**, who received an appointment in Grade III of Supervisory Management Assistant Technical Service Category (MN - 03 - 2006 -A) of Ministry of Health have not yet completed the efficiency bar examination, may apply for this examination

**N.B: Take necessary action to send applications of the officers only who has been promoted to Grade III by 12.12.2024 and already received 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 **12.12.2024** by registered post. The words "**First Efficiency Bar Examination for the Supervisory Management Assistant (MN - 03 - 2006 - A) - 2025 (First Term)**" on the top left corner of the envelope. It is mandatory that have certify 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. one (01) self-addressed 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 any notice.**

**Note :** The application should be prepared using an A4 paper based on the specimen form of application so to recommended 01 to 04 on the first page and from 05 to 09 on the second page. **Applications that do not comply will the above format will be rejected without further notice.**

**04. Examination fees:-**

- I. Candidates who sit the examination for the first time need not pay examination fees. However 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 date.
- II. The fees once paid will not be allowed to transfer for any other Examination or refunded for any reason.

**05. Admission to the Examination:-**

- I. Candidates whose applications are accepted will be issued with Admission Cards. The Admission card should be duly completed and submitted same to the Supervisor at the Examination Hall. 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 efficiency bar examination for each post consists of 03 question papers viz **Establishments Code & Procedural Rules** and **Financial Systems** and **Departmental Regulations** Each subject will be given 100 marks and minimum 40 marks should be secured for each paper to pass the examination. The examination may be completed in one sitting or several sittings subject by subject. Candidates who sit the examination for the first time, shall apply for all Subjects.

**07 Syllabus**

**07.1.1 Establishments Code & Procedural Rules**

This question paper is prepared based on the following chapters of the **Establishments Code & Procedural Rules of the Public Service Commission**. Duration is 2½ hours. This question paper consists of 08 essay type questions. Any 05 of them should be answered.

**The following chapters of the Establishments Code**

- |               |   |  |
|---------------|---|--|
| Chapter VIII  | - | Over time, Holidays, Holiday Pay, and Allowances |
| Chapter XII   | - | Leave  |
| Chapter XIII  | - | Railway Warrants                                 |
| Chapter XIV   | - | Travel on Duty within the Island                 |
| Chapter XIX   | - | Government Quarters                              |
| Chapter XLVII | - | General Conduct and Discipline                   |

**The following chapters of the Procedural Rules of the Public Service Commission**

- |              |   |   |
|--------------|---|---|
| Chapter III  | - | Appointment   |
| Chapter IV   | - | Service minutes and schemes of recruitments                           |
| Chapter V    | - | Persons not qualified for appointment to the public service           |
| Chapter VI   | - | Terms and conditions governing appointments                           |
| Chapter VII  | - | procedure relating to appointment                                     |
| Chapter VIII | - | Period of probation, period of acting and confirmation of appointment |
| Chapter IX   | - | Appointment to act in a post or attend to the duties of a post        |
| Chapter X    | - | Efficiency Bar  |



- Chapter XI - Seniority
- Chapter XIII - Re-employment of person retired from the public service
- Chapter XVII - Procedure relating to promotions
- Chapter XVIII - Transfers
- Chapter XX - Procedure on appeals against promotions and transfers

#### 07.1.2 Financial Systems

Duration is 2½ hours. The question paper consists of 08 essay type questions. Any 5 of them should be answered. Total of 100 marks will be giving. The question paper will be based on the following Chapters of the Financial Regulations

- Chapter I - Estimates of Expenditure and Revenue, The Consolidated Fund, Variations to Annual Estimates. (from F.R.01 to F.R. 68)
- Chapter III - Financial Management and Accountability, Chief Accounting Officers, Revenue Accounting Officers Authorization, Approval, Certification, Delegation of Functions (F.R.124 to F.R.147)

#### 07.3 Departmental Regulations

For each post, the question paper is prepared based on the, **Departmental Rules and Regulations, Acts, Procedures ect and circulars and instructions pertaining to Patient Service and Community Health Service in a addition to the matters relevant to technical work of the Department.** Duration is 2½ hours. The question paper consists 07 essay type questions and any 05 of them should be answered .


#### 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 serving in your institution. This information is also available on the Web site: [www.health.gov.lk](http://www.health.gov.lk)

Web Path :- [www.health.gov.lk](http://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 this circular letter, Sinhala text shall prevail.

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

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