උරකරන 0112669192 0112675011 தொலைபேசி 0112698507 0112694033 Telephone 0112675449 0112675280 10112693866 பெக்ஸ் 0112693869 Fax 0112692913 විදසුන් නැපෑල )postmaster@health.gov.lk

மின்னஞ்சல் முகவரி )

e-mail



இன் முடை ) எனது இல ) My No. ) CF/EXA/03/2025 இலி முடிய ) உமது இல ) Your No. : ) இத்ததி ) .2.7.../01/2025 Date )

— சுவசிரிபாய SUWASIRIPAYA

e கூலி நா சிறியி அரியியில் குறியில் குகாதார மற்றும் வெகுஜன ஊடக அமைச்சு Ministry of Health & Mass Media

## General Circular Letter No: - 02 - 16/2025

Provincial Health Secretaries,
Deputy Director General - Sri Lanka National Hospital, 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 and,
Head of Institutions.

# Efficiency Bar Examination for (MT -04-2016) Cardiographers belonging to the Paramedical Service Grade II in the Ministry of Health - 2025 (1st Term)

It is hereby notified that the Efficiency Bar Examination which should be passed by Cardiographers belonging to the Paramedical Grade II with in 3 years from the date of promotion to Grade II will be held on 22.03.2025 and 23.03.2025 in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the admission card. (The subject related paper will be held in English medium only)

#### 02. Qualifications

Only the Officers those who have been appointed to the Grade II and who have not passed the said Examination as yet can apply for this Examination .N.B. Take necessary actions to send applications of the officers only who has been promoted to grade II as at 19.02.2025 and already received the appointment letters. (It is mandatory to attach a certified copy of Grade II appointment letters along with the application)

#### 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 19/02/2025 through their Heads of Institutions. The name of the examination applied for should be mentioned as "Efficiency Bar Examination for Cardiographers Grade II in the Ministry of Health - 2025 (1st 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. Two 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 received after the closing date, incomplete or inaccurate will be rejected without notice.

Note: The application should be prepared using an A4 paper based on the specimen form of application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not confirm to above will be rejected without any information.

#### 04. Examination fees:-

- 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/= per subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- If the fees once paid will not be allowed to transfer for any other Examination or refunded under any circumstances.

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

- I Candidates whose applications have been accepted will be issued with admission cards. They should duly complete and submit same to the supervisor at the examination centre. Otherwise they will not be allowed to sit the examination.
- Il 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:-

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consists of three parts viz: Written, Viva and a Practical Each part is given 100 marks and minimum 40 marks should be obtained each part to pass the examination. Efficiency Bar Examination consists of two papers vis: Establishments Code & Procedural Rules and Financial Regulations. Each subject is given 100 marks. Minimum 40 marks should be obtained for one subject to pass the examination. This examination can be completed in one or several sittings partial/ subject by subject. 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

This paper consists of **08** essay type questions and any 05 questions should be answered. Duration is 03 hours.

#### **Syllabus**

- i Basic knowledge on ECG machines
- ii. Skill and interpretation of variations of an ECG record
- iii. Basic electricity and Physics
- iv. Safety of the ECG machines
- v. Taking voting ECG records

#### 07.1.2 Subject Related Practical

Practical test is related to the subject area on which the subject Related written question paper is based on. Duration based on the test. Total marks is 100

#### 07.1.3 Subject Related Viva

The viva test is based on the subject area and the problems faced when on duty. Syllabus relevant to the subject related written question paper is relevant to this test also. Duration is 15 minutes. Total marks is 100

#### 07.2 Efficiency Bar Examination

#### 07.2.1 Establishments Code & Procedural Rules

This paper consists of 07 essay type questions and any 04 questions should be answered. Duration is 02 hours. To pass the examination, minimum 40 marks should be obtained. Total marks is 100.

Questions will be prepared 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

Certain Type of Illness.

Chapter XXIV Salary loans/ Advances

Chapter XXV Concessions to Members of Trade Unions

Chapter XXVII Channel of Communication

Chapter XXVIII Administrative Procedure

Chapter XXX Right of Government over its Officers

Chapter XXXIII Legal Advice and legal actions

Chapter XLVII General Conduct and Discipline

Chapter XLVIII Disciplinary Procedure

#### Procedural Rules of Public Service Commission

#### 07.2.2 Financial Regulations

Duration for this paper is 02 hours. This paper consists of 07 essay type questions. Out of that any 04 questions should be answered. Total marks is 100.

Questions will be based on following chapters.

Chapter VI Custody of public finance etc, Imprest and Bank Account, Security of public finances, Board of Survey, Bank Draft and Bank Accounts. (F.R. 315 - F.R. 396)

Chapter XIII Supplied works and services: - Supplies/ purchasing system, Stores Verifications,
Storage system, Contracts Deviation from tender procedure (F.R. 708 - F.R. 775)

### 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 whatever. 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.

Op. Please bring the contents of this circular to the notice of all eligible Cardiographers Grade II in your Division/ Specialized Campaign/ Institution. (This information can also be obtained from the web site – 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 Sinhala, Tamil and English mediums.

U A S H Sisira Kumara

Deputy Director General (Admin)

For Secretary

U.A.S. Harshapriya Sisira Kumara Deputy Director General (Administration) II Ministry of Health & Mass Media "Suwasiripaya" Colombo - 10.



For Office Use Only

### Specimen form of application

# Efficiency Bar Examination for (MT -04-2016) Cardiographers belonging to the Paramedical service Grade II in the Ministry of Health - 2025 (1st Term)

01.	(a) (i).	Full Name of the Applicant (Sinhala)	***************************************									
	(ii).	Full Name of the Applicant ( In Engli	sh block c	apita	ls)							
	(iii).	Name with initials (In Sinhala) :										
		Names with initials ( In English block o										
	[	rames with minutes ( in English clock c		1			1	T		-1	7 1	
	-						-				-	
						l'at						
(b	) (i)	Reference number of the letter of Pro	motion /	Abso	rption	Grade	II : .					
		Date of the letter of Promotion / Abs	orption G	rade	II							
		(Attach a certified copy of Grade II a	ppointme	nt let	ter ale	ong wit	h the	аррі	licatio	n)		
	(ii)	Present Annual Salary:				•••••						
	(iii)	Telephone No:										
	(iv)	NIC number:										
	(v)	E-mail address				******				•••		
02	Subjects	Offered (Mark "✓" within the cages ag	gainst the s	subje	cts yo	u offer	in thi	is Ex	amina	ition. I	Mark	
	"X" agai	nst the subjects not offered)										
	Establi	shments Code & Procedural Rules [			S	ubject l	Relate	ed W	'ritten			
	Financ	ial Regulations			S	ubject l	Relat	ed V	iva			
					S	ubject	Relat	ed Pr	actica	ıl [		
03.	(a)	Present Station of service (In Sinhala)	:									
		(In English)	:									
	(b)	The working Station under the		12	L	ine Mi	nistry	,				
				0-	P	rovinci	al Co	unci	[			
	(c)	If Provincial Council Mention Province:-										
	(c)	District of the Present Station of service :-										
	(d)	Whether two self-addressed envelope									d to the	
		value of Rs. 110.00 has been attached to the application to post the Admission Card?										
	(e)	Postal Address to post the Admission										
		i C d Cinhala										
04.		m you sit for the examination - Sinhala Applicable only for Establishments Code process										

	05	(a) Whether you sit for the examin	ation for the first time:
		(b) If so not, have you affixed stan	nps to the application?
			Stamp Cage
	06.	my knowledge and I need not a affixed stamps to the value of Rs by me to the application are genu (ii) I agree to abide by the rules as	ulars furnished by me in this application are true and accurate to ffix stamps since I sit the Examination for the first time / have s since I repeat the Examination,* and the stamps affixed nine and not used before.  Indeed regulations stipulated by the Department of Health for the I if I was found ineligible in accordance with the scheme of the
		Examination I agree with whatev	ver decision taken for the cancellation of my candidature.
		Date	Signature of the candidate
e coess	07	Certification of the officer who have	handled the personal files
			delivered to me before the last date of receipt and that the
			application as per the information in the personal file and that he
			appear for the Grade II Efficiency bar examination and that a
		copy of this application has been filed	in the personal file.
		Date	Name and Signature
		Date	Name and Signature
1	08.	Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per	Name and Signature
1	08.	Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examina	Name and Signature
1	08.	Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examina  Date:  Certificate of the Head of Decentral	Name and Signature  serves as a
1		Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examina  Date:  Certificate of the Head of Decentral *Mr./Mrs./Miss	Name and Signature  serves as a
		Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examina  Date:  Certificate of the Head of Decentral *Mr./Mrs./Miss	Name and Signature  serves as a
		Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examina  Date:  *Mr./Mrs./Miss  Cardiographer Grade II in my Divisio Application are correct in accordance	Name and Signature  serves as a
		Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examinate  Certificate of the Head of Decentral *Mr./Mrs./Miss	Name and Signature
7		Certification of Head of Institution: I certify that Mr./Mrs./Miss institution, and the particulars furnish the particulars available in his/her per he/she is eligible to sit for the examinate  Certificate of the Head of Decentral *Mr./Mrs./Miss	Name and Signature  serves as a

\* - Delete words which are inapplicable