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சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXM/01/2025

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி )  
Date ) 07/03/2025

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சுகாதார மற்றும் வெகுஜன ஊடக அமைச்சு  
Ministry of Health & Mass Media

General Circular Letter No: 02-29/2025

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

**First Efficiency Bar Examination for Officers in Grade III in the Sri Lanka Scientific Service - 2025  
(Departmental Regulations)**

It is hereby notified that the subject, Departmental Regulations of the Efficiency Bar Examination which should be passed by Officers in Grade III in the Sri Lanka Scientific Service within three years, will be held on 27/04/2025 in Sinhala, Tamil and English medium. The venue and the time of the examination will be notified along with the Admission Card.

**02. Qualifications**

Officers who have been appointed to the Grade III of the Sri Lanka Scientific service and not completed the examination as yet can apply.

**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) Ministry of Health, No.385, Ven. Baddegama Wimalawansa Thero Mawatha, "Suwasiripaya", Colombo 10, on or before 28/03/2025 through their Heads of Institutions. **Mention "First Efficiency Bar Examination for Grade III officers of Sri Lanka Science Service - 2025" on the top left corner of the envelope. The officer in charge of the personal files should have certified that the candidate have satisfied the qualifications required to sit for this efficiency bar examination and the accuracy of the particulars furnished in each application should have been certified by the head of Division.** One 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 which are received late, incomplete or inaccurate will be rejected without any notice.)

**N.B. Applications should be prepared using a paper of A4 size in such a way that the numbers 01 to 04 appear on the 1<sup>st</sup> page whilst the numbers 05 to 09 appear on the 2<sup>nd</sup> page. Applications that do not comply with the above specimen will be rejected without 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/= per 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 allowed to transfer for any other Examination or refunded under any circumstance.

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.
- 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:-

The examination consists of two written question papers such as Administration, Establishments and Disciplinary Actions, Medical Services and Laboratory Services and each paper will receive 100 marks. Candidates should score minimum of 40 marks for each part to obtain a pass from each paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

07. Syllabus of the Examination

**07.1 Administration, Establishments and Disciplinary Actions Question Paper**

Duration 1½ hours. Total marks 100.

Any 04 Questions out of 05 Questions should be answered.

Syllabus

Following chapters of the Health Departmental Manual.

- Chapters: I - Administration (All Parts)
- II - Establishments (All Parts)
- III - Disciplinary Actions (All Parts)

**07.2 Medical Services and Laboratory Services Question Paper**

Question paper consists of 02 parts. Duration 02 hours. Total marks 100.

Any 04 Questions out of 07 Questions should be answered.

(a) Medical Services

Following chapters of the Part II of the Health Departmental Manual.

- Chapters : I - Hospitals
- II - Hospital Patients
- III - Sanitary work of Medical Institutions
- IV - Diets
- V - Drugs
- X - Medico Legal Duties
- XI - Medical Certificates and Reports
- XIII - Medical Boards
- XIV - Hospital and Dispensary Visitors



(b) Laboratory Services

Following chapters of the Part III of the Health Departmental Manual.

Chapters :	I	-	Laboratory Administration
	II	-	A Pattern for Laboratory Services
	III	-	Classification and Grading of Laboratories
	IV	-	Laboratory Equipment
	V	-	Laboratory Procedures
	VI	-	Lists of Duties of Medical Research Institute Staff
	VII	-	Lists of Duties of Medical Laboratory Staff other than Medical Research Institute Staff

**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/ Specialized Campaign /Institution. The information is also available in 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 Sinhala, Tamil and English mediums.



U A S H Sisira Kumara  
Deputy Directorv General (Admin) II  
For Secretary

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

## Specimen form of application

## First Efficiency Bar Examination for Officers in Grade III in the Sri Lanka Scientific Service - 2025

01. (a) i. Full Name of the Applicant (In Sinhala/ Tamil): .....

ii. Full Name of the Applicant (In English Block Letters)


iii. Names with Initials (In Sinhala /Tamil) : .....

iv. Names with Initials (In English Block Letters)


(b) i. Date of first appointment :- .....

ii. Date of the letter of confirmation :-.....

Reference number :-.....

iii. Present annual salary :-.....

iv. National Identity Card Number:-

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v. Mobile Number:-

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vi E-Mail Address :-.....

02. Subjects offered (Mark "✓" within the cages against the subjects you offer in this Examination. Mark "X" against the subjects not offered)

Administration, Establishments and Disciplinary Actions

Medical Services and Laboratory Services

03. (a) Present Station :- .....

(b) This Institution belongs to:- Line Ministry

Provincial Council

(c) i. If Provincial Council mention Province:.....

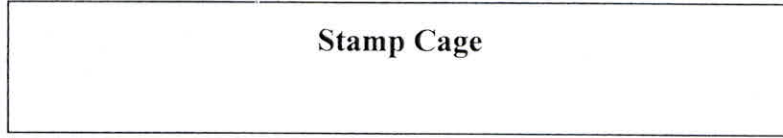
ii. District of the Present Station:- .....

(d) Whether one self-addressed envelope in the size of 9" X 4" inches with stamps affixed 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 Card (In block letters) :-.....

04. Medium you sit for the examination (Sinhala / Tamil / English) : .....

05. (a) Whether you sit for the examination for the first time: -.....  
(b) If not so, have you affixed stamps to the application?



06. Certificate of the candidate :-

(i) I do hereby certify that the particulars furnished by me in this application are true and accurate 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 repeat the Examination,\* 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 Department of Health for the conduct of this Examination and if I was found ineligible in accordance with the scheme of the Examination I agree with whatever decision taken for the cancellation of my candidature.

.....  
Date

.....  
Signature of the candidate

07. Certification of the officer who handle the Personal File.

He/ she has satisfied all the qualifications required to sit this examination, he/she has duly perfected the application according to the particulars in the personal file and a copy of the application is filed in the personal file.

.....  
Date

.....  
Name & Signature

08. 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)

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

\*Mrs/Miss ..... serves as a Grade III Scientific officer in my Institution and the particulars furnished by her in the Application are correct in accordance with the particulars available in her personal file and she is eligible to sit for the Examination.

.....  
Date

.....  
Signature of Head of Decentralized unit /  
Specialized campaign  
( Frank / Rubber stamp )

\* - Delete words which are inapplicable