

දුරකථන ) 0112669192 , 0112675011  
தொலைபேசி ) 0112698507 , 0112694033  
Telephone ) 0112675449 , 0112675280

ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

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

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



සුවසිරිපාය

சுவசிரிபாய  
SUWASIRIPAYA

සෞඛ්‍ය අමාත්‍යාංශය

சுகாதார அமைச்சு  
Ministry of Health

මගේ අංකය )  
எனது இல )  
My No. ) CF/EXA/09/2024

ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 21/05/2024  
திகதி )  
Date )

**General Circular Letter No: 02 - 88/2024**  
Provincial Health Secretaries,  
Deputy Directors General - Sri Lanka National Hospital, Colombo,  
Director - National Hospital, Kandy,  
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) Electro Encephalography Recordist belonging to the Paramedical Service Grade II in the Ministry of Health - 2024 (1<sup>st</sup> Term)**

It is hereby notified that the Efficiency bar Examination which should be passed by Electro Encephalography Recordists belonging to the Paramedical service Grade II with in three years from the date of promotion to Grade II will be held on **13 & 14.07.2024** 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 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 15.06.2024 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 **15/06/2024** through their Heads of Institutions. The name of the examination applied for should be mentioned as **"Efficiency Bar Examination for Electro Encephalography Recordist Grade II - 2024 (1<sup>st</sup> 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.** Tow 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 conform to above will be rejected without any information.**

**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 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 center. 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:-**

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental Examination consist 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 viz: 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. Recording Electro Encephalographs of an incurable patient for local injuries (Unconscious patients and Conversant patients)
- ii. Recording Electro Encephalographs of video EEG and sleep studies and storage of data.
- iii. Recording Electro Encephalographs in an ICU.
- iv. Recording Electro Encephalographs by using Electro Cardiogram.

- v. Recording of visual evoked potential, Brain stem evoked response. Somatosensory Evoked potential and Electroretinogram.
- vi. Standardization and programming Electro Encephalographs equipment.
- vii. Basic Clinical Neurophysiology science and related disorders.
- viii. Recording Electro Encephalographs of Clinical Neurophysiology disorders and other Neurophysiological tests.

**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 oral test on 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 question paper is based on the chapters of the Establishments Code and Procedural Rules of the Public Service Commission. This paper consists of 07 essay type questions. Out of that any 04 questions should be answered. Duration for this paper is 02 hours and total marks is 100.

❖ **Questions will be prepared on following chapter of the Establishments Code.**

Chapter	<b>XV</b>	Travel abroad for study Training or on duty.
Chapter	<b>XVI</b>	Holiday Travel
Chapter	<b>XXIII</b>	Special concessions and conditions regarding officers suffering from Special type of illness.
Chapter	<b>XXIV</b>	Salary loans/ Advances
Chapter	<b>XXV</b>	Connections to trade union Members
Chapter	<b>XXVII</b>	Channel of Communication
Chapter	<b>XXVIII</b>	Administrative Procedure
Chapter	<b>XXX</b>	Right of Government over its Officers
Chapter	<b>XXXIII</b>	Legal Advice and legal actions
Chapter	<b>XLVII</b>	General Conduct and Discipline
Chapter	<b>XLVII</b>	Disciplinary Procedure

❖ **Procedural Rules of the 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 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 equipment's 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 eligible Electro Encephalography Recordists Grade II in your Division/ Specialized Campaign/ Institution. (This Information can also be obtained from 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 Tamil and English mediums.**

*Handwritten signature*

Chamika H. Gamage

Deputy Director General (Admin) II

For Secretary

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



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

Stamp Cage

**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 have handled the personal files**

I certify that this application has been delivered to me before / pass the last date of receipt and that the applicant has correctly completed this application as per the information in the personal file and that he has met the qualifications required to 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

**08. Certification of Head of Institution:**

I certify that Mr./Mrs./Miss..... serves as a ..... in this institution, and the particulars furnished by him/her in the application are correct in accordance with the particulars available in his/her personal file, and he/she sit the examination for the first time and he/she is eligible to sit for the examination and he/she placed his/her signature in my presence.

Date:.....

.....  
Signature of the Head of Institution  
(Rubber Stamp)

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

Mr./Mrs./Miss ..... serves as a Electro Encephalography Recordists Grade II in my Division / Campaign and the particulars furnished by him / her in the Application are correct in accordance with the particulars available in his / her\* personal file and he / 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