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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

මගේ අංකය )  
எனது இல ) CF/EXO/11/2020  
My No. )  
මගේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 09.12.2020  
Date )

**General Circular Letter No: 02 - 100 / 2020**

Provincial Health Secretaries,  
Deputy Director General – National Hospital of Sri Lanka,  
Provincial Directors of Health Services,  
All Hospital Directors Under the Line Ministry,  
Regional Directors of Health Services,  
Heads of Departments.

**Second Efficiency Bar Examination for the Officers in the post of Electro-Medical Technician of Management Assistant Technical Segment 03 of Ministry of Health– 2020(2<sup>nd</sup> Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by officers in the post of Electro-Medical Technician of Ministry of Health before expiry of 03 years after promotion to Grade II will be held on **10.01.2021** in the medium of Sinhala, Tamil and English. Place and time of the examination will be mentioned on the Admission Card.

**02. Qualifications**

Officers who have been promoted to the post of Electro-Medical Technician in Grade II of Ministry of Health as at 18.12.2020 and have not yet completed the examination are only eligible to apply for this examination.

**N.B. :**

**Please Take action to send the applications of the officers only who have been promoted to Grade II as at 18.12.2020 and have already received the appointment letters.**

**03. Applications**

Applications prepared by the candidates in accordance with the specimen form of application appended to this circular should be sent by registered post to “ Director (Examinations), Ministry of Health, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 18.12.2020 through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct.

Two self addressed envelopes ( official or private address) in the size of 9" x 4" inches, affixed stamps to the value of Rs. 45.00 should be sent along with the application. Applications received after the closing date, incomplete or inaccurate will be rejected without notice.

**N.B. :**

**The application should be prepared using an A4 paper based on the specimen form of application so to accomodate from No.01 to 04 on the first page and from No 05 to 09 on the second page. Applications that do not comply with the above format will be rejected without notice.**

**04. Examination fees:-**

- I Candidates who sit for 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 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 :-**

This examination consists of two question papers viz **Office Administration & Establishments Code** and **Financial Regulations**. Each question paper contains 10 structured essay type questions and all the 10 questions should be answered. The paper carries 100 marks. For each paper minimum 40 marks should be secured to pass the examination. Duration is 02 hours for each paper.

07. Syllabus of the Examination

07.01 Office Administrations & Establishment Code Questions Paper

Office Administrations - Knowledge on Duties

Knowledge on services provided by the institute and office Systems

Establishment Code

- Following Chapters in Part 1 of the Establishment 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 types of illnesses

Chapter XXIV - Salary Loans / Advances

Chapter XXV - Concession to Members of Trade Unions

Chapter XXVII - Channel of Communications

Chapter XXVIII - Administrative Procedures

Chapter XXX - Right of Government over its Officers

Chapter XXXIII - Legal Advice and Legal Actions

Chapter XLVII - General Conduct and Discipline

Chapter XLVIII - Rules of Disciplinary Procedure

07.02 Financial Regulations Questions Paper

Following Chapters of the Financial Regulations,

Chapter VI - Custody of Public Money, ect., Imprests and Bank Accounts

Chapter XIII - Supplies, Works and Services

08. Regulations pertaining to the Examination

Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, any book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any other candidate. A candidate should refrain from helping another candidate and also from getting help from another candidate or a person. Candidate should also refrain from using mobile phones & similar communication and electronic equipment. Any candidate who breach these rules is liable to punishment.

09. Please bring the contents of this circular to the notice of all officers concerned in your Institute. This information can be obtained from the web site –[www.health.gov.lk](http://www.health.gov.lk)

N.B. :

In the event of any inconsistency between the Sinhala, Tamil and English texts of this circular, the notification in Sinhala shall prevail.

**U.A.S. Harsnapriya Sisira Kumara**  
Deputy Director General (Administration)  
Ministry of Health  
"Suwasiripaya"  
Colombo 10

Signed,

**U A S H Sisira Kumara**  
Deputy Director General (Admin) II  
For Secretary  
Ministry of Health





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

<b>Stamp Cage</b>
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06. Certification 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 genuine and not used before.
- (II) I agree to abide by the rules and regulations imposed on this examination by Ministry of Health and I agree with whatever decision taken to cancel my candidature, if it is found that I am not eligible according to the rules of this examination.

.....  
Date

.....  
Signature of the candidate

07. Certification of the officer who have handle the personal file.

I certify that Mr./Mrs./Miss\*..... has correctly handed over me the duly filled application before the closing date and particulars furnished in this application are true and accurate as per the personal file and kept a copy of this application attached to the personal file.

Date : .....

.....  
Name and 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

I certify that Mr./Mrs./Miss\*..... serves as a ..... in my Institution and particulars furnished in the application are correct in accordance with the particulars available in the personal file of the candidate and he/she\* is eligible to sit for this examination.

.....  
Date

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

\* -Delete words which are inapplicable