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SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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Your No. :)

දිනය)
திகதி) 10.12.2020
Date)

General Circular Letter No: 02-101/2020

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 the Departments

**Efficiency Bar Examination for Grade III Nursing Officers In the
Nursing Services – 2020 (2nd Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by Nursing Officers - Grade III before reaching the fourth salary step of the approved salary scale will be held on **21/02/2021** in Sinhala, Tamil and English Medium. The venue and the time table will be mentioned in the admission card.

02. Qualifications

Nursing Officers categorized under Grade III mentioned in the amended Nursing service minute published in the Gazette Extraordinary No 1837/8 dated 19.11.2013 and who have not completed the 1st Efficiency Bar Examination as yet can apply for this examination.

03. Applications

Applications prepared by the candidate in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to Director (examination), suwasiripaya, No 385, Rev. Baddegama wimalawansa Thero mw, Colombo 10 on or before **12/01/2021** through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Institution. A self addressed 02 envelopes (official or private address) in the size of 9"X4" inches, affixed with 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.

N.B. The Application should be prepared using an A4 paper based on the specimen form of Application so as to accommodate from number 01 to 04 appear on the 1st page and from number 05 to 10 appear on the 2nd page. Applications that do not comply with the above specimen will be rejected without notice.

04. Examination fees

I. Candidates who sit for the examination for the first time are exempted from examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel them by placing his/her signature and date.

II. The examination fees paid will not be transferred to any other examination or refunded under any circumstance.

05. Admission to the Examination

I. Admission cards will be issued to the candidates whose applications are duly perfected. The admission card should be duly perfected and submitted to the supervisor at the examination hall. Otherwise it will not be allowed to sit for the Examination.

II. Candidates should prove their identity to the supervisor at the examination hall for this purpose. For that, one of the following documents should be submitted.

- 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 consist of two written question papers, and each paper will receive 100 marks. Candidates should score minimum of 40 marks for each paper 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:-

Efficiency Bar Examination

07.1 Establishments Code Question Paper

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

Syllabus

Chapter	II	–	Recruitment Procedure and Appointments
Chapter	III	-	Transfers
Chapter	VII	-	Salaries
Chapter	VIII	-	Overtime, Holidays, Holiday Pay and Allowances
Chapter	XII	-	Leave
Chapter	XIII	-	Railway Warrants
Chapter	XVII	-	Concessionary Seasons Tickets
Chapter	XXII	-	Welfare Facilities
Chapter	XXV	-	Concession to Members of Trade Unions.

07.2 Financial Regulations Question Paper

The duration for this paper is 03 hours. This paper is an essay type question paper and 05 out of 08 questions should be answered.

Syllabus

A written question paper to test the knowledge on matters from F.R. 1- F.R. 157 in Financial Regulation.

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 on 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 notification published in Sinhala, Tamil and English medium.

U.A.S. Harshapriya Sisira Kumara
Deputy Director General (Administration) 02
Ministry of Health
"Suwasiripaya"
Colombo 10

Signed,

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

Copies to -	1.	DDG (ET&R)	-	(F.N.A)
	2.	Director (Administration) - I	-	(F.N.A)
	3.	Director (Nursing Administration) - II	-	(F.N.A)
	4.	Director (Nursing Education)	-	(F.N.A)
	5.	Director (Nursing Medical Services)	-	(F.N.A)
	6.	Director (Administration) - V	-	(F.N.A)
	7.	Army Commander	-	(F.N.A)
	8.	Commissioner of Ayurveda	-	(F.N.A)
	9.	Principals of all Schools of Nursing	-	For Exam Hall Reservation

on 21/02/2021

- 05 (a) Whether you have sat for the examination before:-
- (b) If the application is forwarded not for the first time whether stamps have been affixed?.....
- (c) If the application is forwarded for the first time?

Stamp Cage

06. Certificate of the candidate:-

- (i) I do hereby certify that the particulars furnished in this application are true and correct 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 sit for the Examination not for the first time, and the stamps affixed are unused and genuine .
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health and indigenous medical services 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. Certificate of the Special grade Nursing Officer

*Mr/Mrs/Miss serves as a Grade III Nursing Officer in my Section

.....
Date

.....
Signature of Special grade Nursing Officer

08. Certification of the officer who have handle the Personal File.

I do hereby 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 her personal file and kept a copy of this application is attached to her personal file.

.....
Date

.....
Name & Signature

09. Certification of Head of Institution

*I do hereby certify that Mr/Mrs/Miss serves as ain 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 Head of Institution/Frank/Rubber Stamp

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

I do hereby certify that Mr/Mrs/Miss in serves as a Grade III Nursing Officer in my Division / Specialized 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