

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

ෆැක්ස්) 0112693866
ෆැක්ස්) 0112693869
Fax) 0112692913

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

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



සුවසිරිපාය
சுவசிரிபாய

SUWASIRIPAYA

මගේ අංකය)
எனது இல)
My No.) CF/EXW/01/2020

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය)
திகதி)
Date) / 02 / 11 / 2020

සෞඛ්‍ය සහ දේශීය වෛද්‍ය සේවා අමාත්‍යාංශය
சுகாதாரம் மற்றும் சுதேசவைத்தியச் சேவைகள் அமைச்சு
Ministry of Health and Indigenous Medical Services

General Circular Letter No :- 02 - 11 / 2020

Provincial Health Secretaries

Deputy Director General - National Hospital of Sri Lanka

Provincial Directors of Health Services

All Directors of Hospitals under the Line Ministry and Heads of Institutions

Deputy Provincial Directors of Health Services

Relevant Heads of Institutions

First Efficiency Bar Examination for the Officers in Grade III of public Health Management
Assistants' Service – 2019 (2nd Term)

IT is hereby notified that the efficiency bar examination which should be passed before expiry of 03 years from the date of recruitment to the Grade III of public Health Management Assistant's service will be held on **14.03.2020** and **15.03.2020** in the Sinhala, Tamil and English medium. The venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Only the officers who received an appointment in Grade III of Public Health Management Assistant's service and have not yet completed the examination may apply for this examination.

N.B: Please send me the applications of the officers only who have been promoted to Grade III and received appointment letters by 31/12/2019.

Note:

Officers recruited to Grade III under the Minutes on the Public Management Assistants' Service before this Service Minute coming into effect and who will be absorbed in to Grade III under this Service Minute are exempted from the requirement of passing the subject 'Administration of Health Institutions and Hospitals' which is for the officers in Grade III under the Efficiency Bars of Public Health Management Assistants' Service Minute.

N.B.: The Applications should be prepared using a paper in the size of A4 such a way that No: 01 to 04 appear on the first page whist the No 05 to 09 appear on the second page. Applications which do not in compliance with the specimen form will be rejected without any notes.

Examination Fees:

- I. Candidates who sit the examination for the first time are exempted from paying examination fees. Other candidates should affix stamps to the value of Rs. 25/= per subject in the application and cancel the same by placing his/her signature.
- 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 are issued to the candidates whose applications are accepted. The admission card should be duly completed and submitted to the supervisor of the examination centre. 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, one of the following documents will be accepted.
 - a) National Identity Card
 - b) A formal Identity card issued by the Ministry of Health and Indigenous Medical Services
 - c) Valid Driving License
 - d) Valid Passport

06. Examination Procedure

This efficiency bar examination consists of 04 Question papers. Namely office Systems and Establishments Code, Accounting Systems, Computer Test and Administration of Health Institutions and Hospitals. Each paper is given 100 marks and minimum 40 marks should be obtained for each paper to pass the examination. The examination may be completed at once or subject by subject. Candidates who sit the examination for the first time should apply for all the subjects.

07. Syllabus of the Examination:-

07:1:1 Office Systems and Establishments Code Question paper

❖ This Question paper will be based on the following topics of the Office Systems, Chapters of the Establishments Code and public service commission rules. Duration is 02 hours. This Question paper consists of structured essay type Questions and only 05 Questions should be answered. Total marks 100. Duration is 02 hours.

❖ Office Systems

01. Role of an Office
02. Planning an Office
03. Management of Documents
04. Filing and function relevant to same
05. Personnel Management
06. Public Relations and Management

❖ **Chapter of the Public Services Commission procedural Rules**

01. III, IV, V, VI and VII - Scheme of Recruitment and Appointment
02. XVIII - transfers
03. VII - Probation period, Acting, Confirmation in the Appointment,
04. XV - Extension of service and Retirement

❖ **Chapter of the Establishments Code**

01. VII - Salaries
02. XII - Leave
03. XXVII - Channel of Communications
04. XXVIII - Administrative procedure
06. XXXII - Exercise of Political Right

07:1:2 Accounting Systems Questions Paper

Duration for this paper is 2 hours. This Question paper consists of 8 structured essay type Questions. Any 05 of the Questions should be answered. Total marks 100. This Question paper will be based on the following chapters of the financial regulation.

❖ **Chapters of the Financial Regulations**

- i - Estimates of expenditure and Revenue
- ii - Authorities for Expenditure ,Refunds, Write – Offs, act
- iii - Financial Management and Accountability
- iv - Receipts
- v - Custody of Public Money, and Impress and Bank Account,

07:1:3 Computer Test

❖ Duration for this paper is 1 1/2 hours. This question paper consists of of 8 structured essay type questions. Any 5 of the questions should be answered. Total marks 100. Computer Test is based on the following chapters.

- i Basic Concepts of Information Technology
- ii Windows Operating System
- iii Folder Management
- iv Word Processing
- v Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, sub paragraphs, change of line spacing, tab setting, finding and replacing text, spelling and grammar, synonyms, working with columns, page setup, printing documents, creating tables. sorting texts, file management, mail merging, working with macros.
- vi Spread Sheets
- vii Basic skills, Formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with Macros, file management, mail merging, working with macros, file management.
- viii Internet and Email
- ix Introduction to internet, basic skills on receiving mails, sending mails, responding to mails, working with attachments, creating and using nicknames, composing messages.

07:1:3 Administration of Health Institutions and Hospitals

- ❖ This paper consists of following topics and designed to test the candidates knowledge about these topics;
- ❖ Duration for this paper is 2 hours. This question paper consists of of 8 structured essay type questions. Any 5 of the questions should be answered. Total marks 100.

This Question paper consist of following Administration of Health Institutions and Hospitals topics:

- I objectives of the Department of Health & Ayurvedic
- ii Structure of the Health Service in Line Ministry and Provincial Councils.
- iii Basic Components of the Health Sector and institutions belong to it.
- iv Function of a hospital
- v Ordering of the raw food materials, receiving and quality checking of the cooked foods.
- vi Management of Medical Institutions
- viii Hospital Charges and yield of the garden crops

08. 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 this contents of this Circular to the notice of all officers in Grade III of the public Health Management Assistants' Service who serve in your institute. This information can also be obtained from the web site - www.health.gov.lk)

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



Donald Murage
Deputy Director General (Admin) II
For Secretary
Ministry of Health and Indigenous Medical Services
Donald Murage
Deputy Director General (Admin) II
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

05. (a) whether you have sat the examination before.....
(b) if the application is forwarded not for the first time whether stamp have been affixed.....

Stamp Cage

06. Certification 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 Rssince I sit the examination not for the first time, and the stamps affixed are unused and genuine.
- II. I do hereby agree to comply with the rules and regulations concerning the examination imposed by the ministry of Health , Nutrition & Indigenous Medicine and I do agree with any decision to cancel my candidature if I am found to be disqualified in terms of the on the Ministry examination.

Date:.....

.....
Signature of the Applicant

07. Certification of the Officer in Charge of personal files

I certify that in candidate..... handed over me this application before the closing date and the particulars furnished in this application are accurate according to the personal file of the candidate 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* sit 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 correct according to his/her* personal file and he/she* is eligible to sit the examination. He/she* placed his/her* signature before me.

.....
Date

.....
Signature of Head of Institution
Frank/Rubber Stamp

09 Certification of the Head of Decentralized Unit/ Specialized Campaign.

I certify that Mr./Mrs /Miss..... serves as a Grade III of Public Health Management Assistants' _Service in my Imihtuk and particulars furnished in the application are correct according to the particulars available in the personal file of the candidate and he/she is eligible to sit for this examination.

Date:.....

.....
Signature of the Head of the
Decentralized Unit/Specialized Campaign
(Rubber Stamp)

* - Delete irrelevant words*