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சுவசிரிபாய

SUWASIRIPAYA

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எனது இல)
My No) CF/EXT/01/2020
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Your No)
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திகதி) 28.02.2020
Date)

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சுகாதாரம் மற்றும் சுதேசவையத்திய சேவைககள் அமைச்சு
Ministry of Health & Indigenous Medical Services

General Circular Letter No: 02 - 22 / 2020

Provincial Health Secretaries
Deputy Director General Sri Lanka National Hospital
Provincial Directors of Health Services
Directors of Hospitals under the Line Ministry
Regional Directors of Health Service,
Heads of Departments.

Third Efficiency Bar Examination for the Posts in the Management Assistant Non-technical Segment - 2
Category of Service for which the Salary scale MN-1 2006 (A) is Prescribed in the Ministry of Health &
Indigenous Medical Service - 2020 (1st Term)

It is hereby notified that the second Efficiency Bar Examination which should be passed by the others in the posts for which the salary scale MN-01-2006(A) is stipulated, of Managements Assistants Non-Technical Segment -2 Service category of Ministry of Health within 05 years after promotion to Grade I will be held on 2020.05.03 in the media of Sinhala,English and Tamil. Place and time of examination will be mentioned on the admission card.

02. Qualifications

Only others who have absorbed to Grade I of a post to which salary scale MN-1-2006 (A) is stipulated, of Management Assistant Non-Technical segment 2 service category of Ministry of Health (House Keeper (female)/House Keeper (male),Wharf field officer, Diet Steward, Receptionist, WardClerk, Medical Supplies Assistant, Animal Unit Controller, Vaccinating field Assistant) and officers who have not yet completed the examination can apply for this examination.

03. Exemption from the Efficiency Bar Examination

Officers exempted from this efficiency bar examination as per the provisions in the General Circular letter No 02-90/2015(II) dated 23.12.2015 of the Secretary of the Ministry of Health Nutrition & Indigenous Medicine need not apply for the Second efficiency bar examination

N.B - Take necessary actions to send application of the officers only who has been promoted to grade I as at 2020.04.03 which is the closing date of applications and have already received the appointment letters.

04.Applications

Applications prepared by the candidates as per specimen appended to this circular should be sent under registered cover to reach the Director (Examinations) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **2020.04.03** through the respective Head of Institution. The Head of Division should certify the accuracy of contents in each application. Two 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. **45.00** should be sent along with the application. Applications which are received late, incomplete or inaccurate will be rejected.

Note : The application should be prepared using a paper of size A4 in compliance with the specimen form of application so as to appear from 01 to 04 on the first side of the page and from 05 to 09 on the second side of the page. Applications which do not conform to above format will be rejected without any notice.

05. 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 application and cancel the 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 for any reason.

06. Admission to the Examination:-

- I. Candidates whose applications are accepted will be issued with Admission Cards. The Admission card should be duly completed and submitted 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 Fromal identity card issued by the Ministry of Health & Indigenou Medical Service or a relevant institution
 - (c) Valid Driving License
 - (d) Valid Passport

07. Examination Syllabus:-

This Examination consist an Essay based Question paper on Special Knowledge related to functioning and includes of four parts such as office System, Financial regulation, Computer test and Subject related Knowledge This paper have 8 questions including two questions in all part as per above examination Syllabus Total marks is 100. it Should Obtain at least 40 marks to Pass in this examination. Time is to hours. Answers for every question shold write Down in Separate paper . in this questions paper , one question is Compulsory in each part it should be answered be five (05) preference questions.

08. **Subject Area: -**

An question paper should be given related to special knowledge on the fast mentioned below from "A" to "D"

A Office System

❖ **This question Paper Will Contain the Following Chapters of the Establishment Code and the Office Procedura Rules of the Public Service Commission**

Following Chapters of the Establishments Code

| | | | |
|---------|--------|---|----------------------------------|
| Chapter | VII | - | Salaries |
| Chapter | XII | - | Leave |
| Chapter | XIII | - | Railway Warrants |
| Chapter | XIV | - | Travel on Duty within the Island |
| Chapter | XXIV | - | Salary Loans and Advances |
| Chapter | XXVII | - | Channel of Communications |
| Chapter | XXVIII | - | Administrative Procedures |
| Chapter | XXXII | - | Exercise of Political Rights |
| Chapter | XLVII | - | General Conduct and Discipline |

❖ **Office Procedural Rules of the Public Service Commission**

| | | | |
|---------|------|---|--|
| Chapter | III | - | Appointments |
| Chapter | V | - | Disqualified Persons to be appointed to Public Service |
| Chapter | VI | - | Terms and Conditions Governing Appointments |
| Chapter | VII | - | Procedure on Appointments |
| Chapter | VIII | - | Probation, Acting Period and Confirmation |
| Chapter | XIV | - | Termination of Appointment and Resignation |
| Chapter | XV | - | Vacation of Post |

B Following Chapters of the Financial Regulations.

| | | | |
|---------|-----|---|---|
| Chapter | I | - | Estimates of Expenditure and Revenue |
| Chapter | II | - | Authorities for Expenditure, Refunds, Write-offs etc. |
| Chapter | III | - | Financial Management and Accountability |
| Chapter | IV | - | Receipts |
| Chapter | V | - | Payments |

*** Government Procurement Procedure**

Task – Specific Knowledge

Second efficiency Bar examinations

C Computer Test

The Object of the examination is to Check Whether the applicants passes following skills. Fundamental parts of a Computer and their importance.

a) **Hard Ware and Software**

I System Software - egg : Operation System

II Application Software

Expected Knowledge and Skills under this.

b) **The way in which Directories and files are stored in a CD**

c) **Creating new Directories, Creating a new file in a Directory, Delete, Copy, Paste a copy of a file in a Directory, Move, Rename.**

d) **Number of files in a Directory, Capacity of a file, Software required to open a file, Serch information about the date Created and update it.**

e) **Format**

D Subject knowledge : -

This paper is prepared from Subject related facts about the duties relevant to the post.

09. **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.

10. Please bring the contents of this circular to the notice of all officers serving in your Institution. The information is also available on the Web site www.health.gov.lk

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



Donald Murage
Deputy Director General (Admin) II
For Secretary
Ministry of Health & Indigenous Medical Services

Donald Murage
Deputy Director General (Admin) II
Ministry of Health, Nutrition & Indigenous Medicine
"Suwasiripaya"
305, Rev. Gaddagama Wimalawansa Thero Mawatha,
Colombo 10.

04. Certificate of the candidate :-

- (i) I hereby certify that the particulars mentioned by me in this application are true and correct to my knowledge and that 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 cancellation.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health & Indigenous Medicine Services concerning this Examination and I agree with whatever decision taken to cancel my candidature. If it was found that I am not eligible according to the rules of this examination.

.....
Date

.....
Signature of the candidate

05. Certification of by the Officer in charge of personal files

I certify that this application was submitted to me before the closing date and that the applicant has filled the application correctly according to the particulars in the personal file and a copy of this application is filed in the personal file.

.....
Date

.....
Name and Signature

06. 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)

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

I certify that Mr./Mrs./Miss*..... serves as a in my Unit/ Campaign* 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