

Language

Candidates shall answer the question papers in the Language medium in which they sat the examination to enter the relevant service or in an official language.

Officers may appear separately for each subject on different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

Note – Officers who have obtained Computer Driving license awarded by National Apprentice and Technical Training Authority/ a degree in Computer Science recognized by the University Grants Commission /Proficiency Level at NVQ 4 or above from an Institution approved by the Tertiary and vocational Education Commission shall be exempted from the computer test related to this examination mentioned in the service minute.

Interim Provisions

1 Efficiency Bar Examination relevant to Grade III

- (i) Officers who have completed the efficiency bar prescribed for officers in Grade III in the Service Minute of Public Management Assistants' Service published by the Extraordinary Gazette No. 1840/34 and implemented from 02.04.2013 before this Service Minute is enforced, are deemed to have passed the efficiency bar examination and those who have not completed the efficiency bar examination prescribed for the officers in Grade III in the above mentioned service Minute of Public Management Assistants' Service but either passed or been exempted from one or several subjects of the examination i.e **(1) Office Systems (2) Accounting Systems (3) Computer Test** shall be exempted from the subjects of efficiency bar examination on the basis of subject by subject prescribed by this Service Minute for the officers in Grade III.
- (ii) Officers who have been recruited to Grade III before the effective date of this service minute shall pass the efficiency bar examination prescribed for Grade III in not more than 06 attempts (including the attempts under the Public Management Assistants' Service) from the date of appointment to Grade III.

03. Applications:

Applications prepared by the candidates in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach Director (Examinations), Ministry of Health, "Suwasiripaya," No. 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before **05.11.2020** through the respective Head of Institution. The accuracy of the particulars furnished in each application should be certified by the Head of Division. **A self addressed Two (02) envelope (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 without notice.** The application in Annexure 1 should be Perfected and sent by the employees under the Line Ministry and the application in Annexure 2 by those who serve in the provincial public Service.

N.B.: The Application should be prepared using an A4 paper based on the specimen form of application, So as to accommodate from No: 01 to 04 appear on the first page and from 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 for 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
 - 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 for the examination for the first time should apply for all the subjects.

07. Syllabus of the Examination:-

07:1 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. The paper carries 100 marks. Duration is 02 hours.

❖ **Office Systems**

01. Role of an Officer
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 |
| 05. | 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. The paper carries 100 marks. This Question paper will be based on the following chapters of the Financial Regulations.

❖ **Chapters of the Financial Regulations**

- | | | |
|-----|---|---|
| i | - | Estimates of expenditure and Revenue |
| ii | - | Authorities for Expenditure ,Refunds, Write – Offs, etc |
| 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 is 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. The paper carries 100 marks.

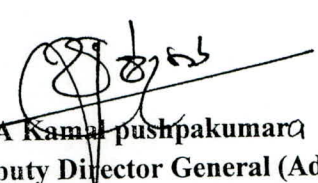
This question paper consists of following Administration of Health Institutions and Hospitals topics:

- 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.


H A Kamal pushpakumara
Deputy Director General (Admin) II
For Secretary
Ministry of Health

H. A. Kamal Pushpakumara
Deputy Director General (Administration) 02
Ministry of Health and Indigenous Medical Services
"Suwasiripaya"
385, Rev. Baddegama Wimalawansa Thero Mawatha,
Colombo 10.

05.(a) whether you have sat for 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 for 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 and I do agree with any decision to cancel my candidature if I am found to be disqualified in terms of this 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* sits for 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*