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சுவசிரிபாய  
SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல ) CF/EXO/10/2020  
My No. )  
ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය )  
திகதி ) 06.10.2020  
Date )

**General Circular Letter No: 02 - 85 / 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 Related Officer Service Category  
(MN-4-2006(A) of the Ministry of Health - 2020 (2<sup>nd</sup> Term))**

It is hereby notified that the Efficiency Bar Examination which should be passed by the officers of the Related Officer Service Category for which MN-4-2006 (A) salary scale is stipulated of the Ministry of Health before expiry of 3 years from the date of promotion to Grade II, will be held on **15.11.2020** in the media 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 Grade II of a post for which salary scale MN-4-2006 (A) is stipulated of the Related Officer Service Category of Ministry of Health (**Welfare Officer, Publication Officer, Micro Photographer, Audio-Visual Officer, Community Health Social Work Officer**) and officers who have not yet completed the examination are eligible to apply for this examination.

**N.B. :**

**Take necessary actions to send applications of the officers only who have been promoted to Grade II as at 27.10.2020 which is the closing date of applications 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 **27.10.2020** through the respective Head of Institute. The Head of Division should certify that the particulars furnished in each application are correct. A self-addressed 2 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 accomadate 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 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 under any circumstances.

### 05. Admission to the Examination :-

- I Candidates whose applications have been accepted will be issued with admission cards. The admission cards should be duly completed and submitted 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 papers viz **Subject Related Facts** and **Computer Test**, which contain essay type questions. Subject Related question paper consists of 07 questions and 04 questions should be answered. Computer Test consists of 08 questions and 05 questions should be answered. Duration is two hours for each paper. Total Marks 100. Minimum 40 marks for each paper should be obtained to pass the examination.

Question Paper	Post	Syllabus
07:1 Subject Related Facts	1. Welfare Officer	Welfare of employees in hospitals and health institutions. A written question paper prepared so as to cover above fields.
	2. Publication Officer	<p>1. What is communication ? An introduction.</p> <p>2. An introduction of types of communication</p> <ul style="list-style-type: none"> <li>• Inter personal communication</li> <li>• Collective communication</li> <li>• Mass communication</li> </ul> <p>3. An introduction of communication circle Communication circle</p> <ul style="list-style-type: none"> <li>• communicator</li> <li>• message</li> <li>• channel</li> <li>• receiver/ spectator/ reader</li> <li>• response/ feedback</li> </ul> <p>4. What is electronic media ? What is print media ? A review on strengths and weaknesses of communication of electronic media and print media.</p> <p>5. Facts to be considered for planning a field based health communication project.</p> <ul style="list-style-type: none"> <li>• Title of the communication project</li> <li>• Explain objectives of communication</li> <li>• Target group</li> <li>• Area to be implemented</li> <li>• Selection of appropriate communication methods</li> <li>• Preparing messages</li> <li>• Follow ups</li> <li>• Expenditure</li> </ul> <p>6. Facts that should be taken in to consideration by health communicators in field based health communication.</p> <ul style="list-style-type: none"> <li>• Identify the target community</li> <li>• Become closer to their language</li> <li>• Public relations</li> <li>• Reach the expected objectives</li> </ul> <p>7. Facts to be considered in publishing a periodical for the purpose of health education in order to educate health staff and community separately and a description of steps to be followed when printing and publishing a periodical.</p>

		<p>8. i. For the prevention of diseases, preparing an advertisement for print media and electronic media i.e radio and television to educate the community on a disease of which the community should be timely aware.</p> <p>ii. Describing its steps one by one.</p> <p>9. Facts to be considered in preparing a television programme to use in developing field awareness for the prevention of diseases and facts to be considered in preparing a such programme for telecasting.</p> <p>10. Facts to be considered by a communicator at a conference for educating the public.</p> <p>i. Studying new subject matters of the relevant subject.</p> <p>ii. Preparedness</p> <p>iii. Identifying target groups for the conference.</p> <p>iv. Editing according to the occasion and duration</p> <p>v. Attention on all spectators</p> <p>vi. Using appropriate metaphors and similies</p> <p>vii. Personality</p> <p>viii. Outfit of the lecturer</p> <p>A written question paper prepared so as to cover above fields.</p>
	3. Micro Photographer	A written question paper prepared to examine the knowledge on videography (storing images with the use of lenses, functioning of digital cameras, methods of controlling lights)
	4. Audio-visual Officer	<ul style="list-style-type: none"> <li>* Manufacturing audio-visual equipment (print and electronic)</li> <li>* Having the custody of audio-visual equipment and their maintenance and service</li> <li>* Manufacturing audio related equipment necessary for health educational programmes</li> </ul> <p>A written question paper prepared so as to cover above fields.</p>
	5. Community Health Social Work Officer	A written question paper prepared so as to cover the fields Sociology, community organizations, human behavior, social work and health care .

<p><b>07:1 Computer Test</b></p>	<p>The objective of the test is to examine whether the applicants possess following skills.</p> <p>Basic concepts of Information Technology</p> <p>(a) Basic components of the computer and their importance</p> <div style="text-align: center;"> <pre> graph TD     A[Hardware and Software] --&gt; B[System Software]     A --&gt; C[Application Software]     B --- D[Eg. :- Operating System] </pre> </div> <p>Knowledge and skills expected under this</p> <p>(a) Switching on and shutting down a computer properly.</p> <p>(b) The way in which Directories and files are stored in a CD</p> <p>(c) Creating new directories; Opening a new file in a directory; Delete; Copy; sending copied files to another directory; Move; Rename</p> <p>(d) Number of files in a directory, capacity of a directory, software required to open a file, Search information about the date the file was created or updated</p> <p>(e) Format</p>
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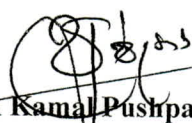
**08. To follow the Regulations Related to Examination Procedure**

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 Institution who are in the posts for which the salary scale MN-4-2006 (A) is stipulated of Related Officer Service Category of Ministry of Health. The information is also available on the web site – [www.health.gov.lk](http://www.health.gov.lk)

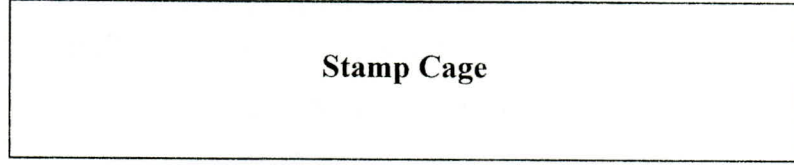
**N.B. :**

**Sinhala medium notification on the examination will be effected if any contradictory is arisen in the examination notification published in Sinhala, Tamil and English medium.**

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



05. (a) Have you sit this examination before ? .....
- (b) If so, have you affixed stamps for this time ?



**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