

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

ෆැක්ස් ) 0112693866  
பெக்ஸ் ) 0112693869  
Fax ) 0112692913

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

වෙබ් අඩවිය ) www.health.gov.lk



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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல )  
My No. ) CF/EXG/01/2020

ඔබේ අංකය )  
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Your No. : )

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திகதி )  
Date ) 05 / 01 / 2021

General Circular Letter No :- 02 - 04 / 2021

Provincial Health Secretaries  
Deputy Director General - National Hospital of Sri Lanka  
Provincial Directors of Health Services  
Directors of Hospitals under the Line Ministry  
Regional Directors of Health Services  
Relevant Heads of Institutions

**First Efficiency Bar Examination for the Post of Saukya Karya Sahayaka (Junior) in Grade III of Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health - 2020 ( 1st Term)**

First Efficiency Bar Examination for the posts belonging to the Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health which should be passed before expiry of 03 years after recruitment to the Grade III will be held in the Sinhala, English and Tamil medium. The date ,venue and the time, of the examination will be notified along with the admission card. (General Circular Letter No 02-15/2020 dated 05/02/2020 has been cancelled in terms of the General Circular No 01-16/2020 of the Health Secretary.)

**02. Qualifications:**

The officers who have received an appointment to the post of Saukya Karya Sahayaka (Junior) in Grade III belonging to the Primary Unskilled Service Category PL - 01 - 2006 (A) of the Ministry of Health, are only eligible to apply for this examination.

(N: B :- Since those who have exceeded three years in Grade III in the post of Saukya Karya Sahayaka (Junior) as at 20.07.2012 have been exempted from this examination as mentioned in the General Circular Letter No. 02-90/2015 and the letter dated 12.08.2015 of the Secretary of Health, they need not to appear for this examination. )

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 **12/02/2021** 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)** 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 without notice.

**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 on the first page and from No.05 to 09 on the second page .**

04. **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 or a relevant Institution
  - c) Valid Driving License
  - d) Valid Passport

06. **Examination Procedure**

- An oral test (should answer orally to the questions asked by an examination board).
- Duration: 15 minutes.
- Total marks 100. At least 40 marks should be obtained to pass the examination.

**07. Syllabus of the Examination:-**

**General Administration**

- i Measure whether the officer has the knowledge as required on the tasks assigned to the Institution the officer is serving. – 30 marks
- ii Knowledge on general office systems and Institutional administrative methodologies. – 30 marks
- iii Measure whether the officer has acquired sufficient knowledge and proficiency regarding various tasks assigned to the post. – 40 marks

**08. To follow the Regulations Related to Examination Procedure**

Candidates shall abide by the regulations governing the oral test and other rules and regulations applicable in conducting examinations. Candidates shall refrain from helping another candidate and also from getting help from another candidate or a 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 Circular to the notice of the saukya karya sahayaka (junior) in grade III officers of the primary non-technical service category for which the prescribed salary scale PL - 0 1-2006 (A) is stipulated in your Division/Specialized Campaign/Institution.(This information can also be obtained from the web site - [www.health.gov.lk](http://www.health.gov.lk))

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

*Signed.*

**U A S H Sisira Kumara**

**Deputy Director General (Admin ) II**

**For Secretary**

**Ministry of Health**

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



05. **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 Rs 25/-..since 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 imposed on examination and I do agree to comply with my decision to cancel my candidature if I' decided disqualified accordance in until the minute of the Examination.

Date:.....

.....

**Signature of the Applicant**

06. **Certification of the Officer who have handled the personal files**

I certify that Mr./Ms..... 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**

07. **Certification of Head of Institution:**

\*I do hereby certify that Mr./Ms ..... serves as a ..... in this institution and \*he/she\* the Examination for the first time / not for the first time and has affixed stamps to the value of Rs. .25/-, 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**

08. **Certification of the Unit Specialized Campaign.**

I certify that Mr./Ms..... serves as a ..... in my 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 the Head of the  
Decentralized Unit/Specialized Campaign  
(Rubber Stamp)**