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சுவசிரிபாய  
**SUWASIRIPAYA**  
සෞඛ්‍ය අමාත්‍යාංශය  
சுகாதாரம் அமைச்சு  
**Ministry of Health**

මගේ අංකය )  
எனது இல ) CF/EXE/03/2021  
My No. )  
ඔබේ අංකය )  
உமது இல )  
Your No. : )

දිනය ) 26/10/2021  
திகதி )  
Date )

**General Circular Letter No: 02 - 101/2021**

Provincial Health Secretaries  
Deputy Director General – National Hospital of Sri Lanka,  
Provincial Directors of Health Services,  
All of Hospitals Directors under the Line Ministry,  
Regional Directors of health services,  
Heads of Institutions concerned,

**Efficiency bar Examination and Departmental Examination for  
Occupational Therapists in Grade II/ Seg.II "A" – 2021**

It is hereby notified that the Efficiency Bar Examination and Departmental examination which should be passed before reaching the fourth salary step of the salary scale approved for Occupational Therapists Grade II/ Seg.II " A " will be held in Sinhala Tamil and English Medium. (The Subject related question paper will be prepared only in English Medium) The date, venue and the time of the examination will be notified along with the Admission Card.

**02. Qualifications**

Only the Officers who have satisfied the requirements rescribed for a post of Occupational Therapists in Grade II/ Seg.II " A " and not yet completed this examination may apply for this examination.

**N.B:- Please take action to send me only the applications of the officers who have satisfied the requirements Grade II as at 31/12/2020.**

**03. Applications:** - Applications prepared by the candidates in compliance with the form of specimen appended to this circular should be sent under registered cover to reach the Director (Examinations) "Suwasiripaya" No.385, Ven. Baddegama Wimalawansa Thero Mawatha, and Colombo 10, on or before 30/11/2021 through their Heads of Institutions. The Head of Institute should certify the accuracy of contents in each application. **Three (03) self- addressed envelopes** (Candidates may 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 an A4 paper based on the specimen form of the application so as to appear the Nos from 01 to 04 on the first front page and from 05 to 09 on the second page. Applications which do not conform to the above specimen will be rejected without any notice.

**04. 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/=** for each subject in the stamps cage provided for in the application and cancel same by placing their signature and the date.
- II The fees once paid will not be refunded or transferred to other examinations under any circumstances.

**05. Admission to the Examination:-**

- I Candidates whose applications have been accepted will be issued with Admission Cards. They should submit them to the Supervisor at the Examination center. Otherwise they will not be allowed to sit the examination.
- II Candidates should prove their identity to the Supervisor in the Examination center. 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 relevant institution
  - (c) Valid Driving License
  - (d) Valid Passport

**06. Scheme of the Examination:-**

This examination consists of two parts viz: Departmental Examination and Efficiency Bar Examination. Departmental examination consists three parts viz: Written, Viva Voce and a Practical and each part are given 100 marks. Minimum 40 marks should be obtained for each part to pass the examination.

Efficiency bar examination consists of two subjects. Establishments Code and Financial Regulations. Each subject is given 100 marks and minimum of 40 marks should be obtained for one subject to pass the examination.

This examination can be completed part by part/subject by subject in one or several sittings. Applicants who sit for the examination for the first time should apply for all subjects.

**07. Syllabus of the Examination**

**07.1.1 Subject related written question paper**

Duration for the question paper is 03 hours. The question paper consists of 08 essay type questions and candidates are required to answer any 05 question out of them.

## **Syllabus**

- I Treatment for physically and mentally retarded and mentally ill child through occupational therapy.
- II Communication and Administration.
- III Psychology and Psychotherapy.
- IV Organization of a new unit in occupational therapy and, maintaining and repairing of equipment in that unit.

### **07.1.2 Subject related Practical Test:-**

This is a practical test related to skills and activities relevant to the field. Syllabus of the subject written test is applicable for this also

(Duration: according to the test)

### **07.1.3 Subject related oral Test:-**

Syllabus of the subject related written test is applicable for oral and Practical Tests time 15 mints

## **07.2 Establishments Code**

Establishments Code is an essay type question paper of 02 hours. Four (04) questions out of 07 questions should be answered. Total Marks given is 100. Minimum or 40 marks should be obtained for pass.

### **07.2.1 Questions will be based on following chapters of the Establishments Code**

Chapter XV	-	Travel abroad for study, training or on duty
Chapter XVI	-	Holiday Travel
Chapter XXIII	-	Special Concessions and Conditions regarding officers suffering from special types of illnesses
Chapter XXIV	-	Salary Loans / Advances
Chapter XXV	-	Concessions to members of Trade union
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Right of Government over its officers
Chapter XXXIII	-	Legal advice and legal actions
Chapter XLVII	-	General conduct and discipline
Chapter XLVIII	-	Rules of Disciplinary procedure

### **07.2.2 Financial Regulations**

Duration for this paper is 02 hours. Four (04) questions out of 07 essay type questions should be answered and the total marks given are 100 Minimum of 40 marks should be obtained to pass the examination.

**(1) Chapter VI**

Custody of Public money Etc.

Imp rest and Bank Accounts – Security of public money, Board of survey, Bank draft, Bank Accounts. (F.R. 315 – F.R. 396)

**(2) Chapter XIII**

Supplies works and services: - Supplies / Purchasing Procedure, Contracts Deviation from tender procedure (F.R 708 – F.R. 775)

**08. Adherence to the Regulations Related to Examination Procedure**

Candidates are forbidden to copying or attempting to copy from the answer script of another candidate, any book, paper contains notes or any other source. No candidate should attempt to look at the answer script of any other candidate and should retain from helping another candidate and also from getting help from another candidate or a person. Candidates should also retain from using Mobile phones and the similar electronic equipment. Any candidate who break these rules are subjected to punishment

**09.** Please bring the contents of this circular to the notice of all relevant officers in your Institution. The information is also available on the web site – [www.health.gov.lk](http://www.health.gov.lk)

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



Chamika H Gamage  
Deputy Director General (Admin) II  
For Secretary  
Ministry of Health

**Chamika H. Gamage**  
Deputy Director General (Administration) II  
Ministry of Health  
"Suwasiripaya"  
Colombo 10.

Specimen Form of Application
Efficiency bar Examination and Departmental Examination for
Occupational Therapists Grade II/ Seg.II "A"
2021

01. (a) i. Full Name of the Applicant (in Sinhala) :

.....
.....

ii. Full Name of the Applicant (In English block letters)

Grid for English name entry

iii. Names denoted by initials (In English block letters)

Grid for initials entry

(b) i. Date of first completion of the efficiency bar examination presented from grade III

: - .....

ii. Present Annual Salary

: - .....

iii. National Identity Card No :-

Grid for National Identity Card No

iv. Mobile Telephone No :-

Grid for Mobile Telephone No

v. E-mail address

: - .....

02. (a) Subjects Offered ( Mark "✓" within the cages against the subjects you offer in this Examination.

Mark "X" against the subjects not offered)

Subject related written Question paper, Practical, Viva Voice, Establishments Code, Financial Regulations

03. (a) Present Station of Service :- ( In inhala).....
(In English).....

(b) The service Station is under the: - Line Ministry [ ] Provincial Council [ ]

(d) If under provincial council, mention the province .....

(e) Whether self - addressed three envelopes in the size of 9 X 4 inches with stamps affixed to the value of Rs45.00 have been attached to the application to post the Admission card? :-

(f) i. Postal Address (In Sinhala):-.....

ii. Postal Address (In English block letters).....

04. Medium you sit the examination (Sinhala/Tamil /English) .....

- (a) Have you sat this examination before? .....
- (b) Have you affixed stamps for if this is not the first attempt?

Stamp Cage
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**05 Certification of the candidate:-**

- (i.) I do hereby certify that the particulars furnished by me in this application are true and accurate according to my knowledge and belief and I need not affix stamps since I sit the Examination for the first time / have affixed stamps to the value of Rs. .... since that is not the first attempt,\* and the stamps affixed by me to the application are genuine and not used before.
- (ii) I agree to abide by the rules and regulations stipulated by the Ministry of Health concerning this Examination 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 in charge of personal files**

I hereby certify that the application was submitted to me before the closing date of applications, that the application has been fully completed by the candidate according to the details of the personal file and that a copy of the application was filed.

.....  
Date

.....  
Name and Signature

**08. Certification of the Head of Institute**

I hereby certify that Mr./Mrs./Miss\* is serving in this institute as a.....that particulars furnished in this application are correct that he/she\* sits to examination for the first time/ not for the first attempt\* that he/she\* has passed the efficiency bar examination prescribed for grade III that disciplinary proceeding are pending / not pending\* against those other that he/she\* has affixed the stamps, that he/she\* is eligible to sit the examination, that to particulars furnished in the application are correct according to the particulars in the personal to candidate and he/she\* placed him/her\* signature in my presence

.....  
Date

.....  
Signature of the Head of Institute (Rubber stamp)

**09. Certificate of the Head of Decentralized unit / specialized Campaign**

\*Mr./Mrs./Miss ..... serves as a Medical Laboratory Technologist in my institute and the particulars furnished by him/her\* in the application are correct according to the particulars available in his/her personal file and he/she\* is eligible to sit this Examination.

.....  
Date

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

(\* - Delete irrelevant words)