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சுவசிரிபாய

SUWASIRIPAYA
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சுகாதாரம் அமைச்சு
Ministry of Health

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எனது இல)
My No.) CF/EXP/09/2020

ඔබේ අංකය)
உமது இல)
Your No. :)

දිනය) 12.02.2021
திகதி)
Date)

General Circular Letter No - 02-12/2021

Provincial Health Secretaries
Deputy Director General – Sri Lanka National Hospital
Provincial Directors of Health Services
All Hospital Directors under Line Ministry
Regional Directors of Health Services
Heads of th Departments

**First Efficiency Bar Examination for in Field Officer /in Office Officers Segment 02 Service
Category (MN – 05 – 2006 A) in the Ministry of Health - 2020 (2nd Term)**

It is hereby notified that the First Efficiency Bar examination for in Field Officer / in Office Officers service category 02 (MN-05-2006-A) in the Ministry of Health which should be passed before 03 years after recruitment to Grade II will be held on 03.04.2021 and 04.04.2021 in Sinhala, Tamil and English medium. The Venue and the time of the examination will be mentioned on the admission card.

02. Qualifications:

Officers Appointed to a post belong to the in Field Officer / in Office Officers Segment Service Category (MN -5 - 2006 A) in the Ministry Of Health (Nutritionist, Psychiatric Social Workers, Planning and Program Officer, Medical Record Officer, Statistic Survey Officer, Perfusionists) those who have not completed the examination, are only eligible to apply for this examination.

03. Applications:

Applications prepared by the candidate in accordance with the specimen form of application appended at the end of this circular should be sent by registered post to reach Director (examination), Suwasiripaya, No 385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10 on or before 01.03.2021 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 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 which are received late, incomplete or inaccurate will be rejected .

N . B: Applications 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 05 to 09 on the second page. Applications that do not comply with the specimen will be rejected without notice.

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

06. Scheme Of The Examination

This examination consists of an essay written test and three question papers **Office System, Accounting System and Subject Related Facts**. Duration for each paper is two hours. For each question paper 04 questions should be answered out of the 07 questions. Each question paper carries 100 marks. To pass a minimum of 40 marks. should be obtained for each question paper. The examination can be completed at one sitting or at several sittings. At the first attempt officer should apply for all relevant subjects.

07. Syllabus of the Examination:

Office Procedure

Checking the basic knowledge on office procedure used in public officers related to the post and the ability to apply such knowledge practically and checking the ability to comprehend to official documents properly and present his/ her ideas /observations as it is by clear and brief notes and checking the ability to draft a letter in terms of orders.

Following fact s of the Establishments I & II Code

Chapter II	-	Recruitment procedure and Appointmet
Chapter III	-	Transfers
Chapter VII	-	Salaries
Chapter VIII	-	Overtime, Holidays, pay and Allowances
Chapter XII	-	Leave
Chapter XIII	-	Railway Warrants
Chapter XIV	-	Travel on Duty within the Island
Chapter XVI	-	Holiday Travel
Chapter XXVII	-	Channel of Communications
Chapter XXVIII	-	Administrative procedures
Chapter XXX	-	Right of Government over its Officers
Chapter XLVII	-	General Conduct and Discipline

Following of the Procedural Rules issued by the Public Service Commission which is published in the Gazettes Extra ordinary No 1589/30

Chapter III	-	Appointment
Chapter V	-	Persons not qualified for appointment to the public service
Chapter VI	-	Terms & conditions Governing Appointments
Chapter VII	-	Procedure relating to Appointments
Chapter VIII	-	Period of probation, period of Action and confirmation of Appointments
Chapter XIV	-	Termination of employment & Resignation from public service
Chapter XV	-	Vacation of post

Accounting systems

It is expected to test candidates Knowledge in basic accounts adopted in government officers and function of cash control books as relevants to the post.

Financial Regiulations

Questions will be based on following chapters

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for expenditure, refunds, write-off, etc
Chapter III	-	Financial Management and Accountability
Chapter IV	-	Receipt
Chapter V	-	Payments
Chapter VI	-	Custody of public money, etc, impress and bank accounts

Subject related fact

A Question paper to test the candidates knowledge and skills relevant to the role of the post concerned including tasks relevant to the post analysis, documentation and distribution of collect information and preparation of reports and progress reports.

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 officers of in Field/ in office officers Segment 2 Service Category for which (MN 05- 2006- A) is stipulated of the Ministry of Health, who are serving in your Division / Specialized Campaign / Institution. This information can also be obtained from the web site - www.health.gov.lk)

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

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

Signed,
U.A.S.H. Sisira Kumara
Deputy Director General (Admin II)
For Secretary
Ministry of Health

05. (a) Whether you have sat For the examination before.....
(b) If the application is forwarded not for the first time whether stamps 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 for 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

07. Certification of the Officer who have handle the personal files

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 certify that Mr./Mrs/Miss..... serves as a in this institution, and the particulars furnished by him/her in the application are correct in accordance with the particulars available in his/her personal file, and he/she sit the examination for the first time/not first time and he/she is eligible to sit for the examination and he/she placed his/her signature in my presence.

Date:.....

.....
Signature of the Head of Institution
(Rubber Stamp)

09. Certification 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 the Head of the
Decentralized Unit/Specialized Campaign
(Rubber Stamp)