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SUWASIRIPAYA

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சுகாதார அமைச்சு  
Ministry of Health

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எனது இல ) CF/EXW/05/2021  
My No. )  
ඔබේ අංකය )  
உமது இல )  
Your No. ; )

දිනය )  
திகதி ) 16.07.2021  
Date )

**General Circular Letter No: 02 - 59/2021**

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,

**Efficiency Bar Examination for the Officers in Grade II of Public Health Management Assistants' Service – 2020 (2<sup>nd</sup> Term)**

It is hereby notified that the Efficiency Bar Examination which should be passed by the officers in the post of Public Health Management Assistants' Service of the Ministry of Health before expiry of 3 years after promotion to Grade II, will be held on in the medium of Sinhala, Tamil and English. Date venue and time of the examination will be mentioned on the Admission Card.

**02. Qualifications**

Officers who have been promoted to a post in Grade II of the Public Health Management Assistants' Service of Ministry of Health before **31.12.2020** and have not yet completed the examination are only eligible to apply for this examination.

**N.B. :**

**Take necessary action to send applications of the officers only who have been promoted to Grade II as at 31.12.2020 and have already received the appointment letters.**

**Note: (i) Officers promoted to Grade II under the Minute of the Public Management Assistants' Service before Public Health Management Assistants' Service Minute coming into effect and who will be absorbed into Grade II under Public Health Management Assistants' Service minute are not required to pass the subject 'Administration of Health Institutions and Hospital' which is for the officers in Grade II under Public Health Management Assistants' Service Minute.**

(ii) Officers who have not sit any subject of the efficiency bar examination for Grade II under the precious service minute and are absorbed, shall pass all subjects of the Efficiency Bar Examination for Grade II of Public Health Management Assistants' service.

(iii) Officers may appear separately for each subject and different occasions at their discretion.

**Medium :-**

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. In case of candidates who entered the service without a competitive Examination, all papers shall be answered in the language medium of their education or in an official language.

**Interim Provisions :-**

- (i) Officers who have completed the efficiency bar prescribed for officers in Grade II in the Service Minute of Public Management Assistants' Service published by the Extraordinary Gazette No. 1840/34 and implemented from 02.04.2013 before Public Health Management Assistants' 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 II in the above mentioned Service Minute of Public Management Assistants' Service but either passed or been exempted from one or both subjects of the examination *i.e.* (1) Office Systems and procedures (2) Accounting Systems used in public offices shall be exempted from the subject of the efficiency bar examination on the basis of subject by subject prescribed by Public Health Management Assistants' service minute for the officers in Grade II.
- (ii) Officers who have been promoted to Grade II before the effective date of Public Health Management Assistants' Service Minute shall pass the efficiency bar examination prescribed for Grade II before the lapse of six years in not more than 06 attempts (including the attempts under the Public Management Assistants' Service) from the date of promotion to Grade II.

### **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 reach " Director (Examinations) Ministry of Health, Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before **20.08.2021** through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct. Two self addressed 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. :** Applications should be prepared using an paper based on the specimen form of application so as to accommodate from No. 01 to 03 appear on the 1<sup>st</sup> page and from No. 04 to 09 appear on the 2<sup>nd</sup> 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 for in the application and cancel 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 hall. Otherwise they 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. Scheme of the Examination:-**

This examination consists of three question papers viz, **Office Systems & Office Procedures, Accounting Systems Adopted in the Government Office and Health Institutions & Hospitals Administration**, which contain structured essay type questions. Duration is two hours for each paper. The candidate should answer 05 questions out of 08 questions. Total marks is 100. The candidate should obtain at least 40% of marks for each paper to pass the examination.

**07. Syllabus of the Examination**

**07.01 Office Systems and Office Procedures question paper**

- I - Office Management
- II - Role of an office
- III - Documentation and Document Management

- IV - Planning and Organization of an office
- V - Public Relationship
- VI - Communication Process
- VII - Format and Statistics
- VIII - Staff Supervision, Monitoring of Office Activities and Work Control
- IX - Recruitment Procedures and Appointment Chapter III, IV, V, VI and VII of the procedural Rules
- X - Release – Chapter XII of the Procedural Rules
- XI - Service Record, Reports and Certificates - Chapter VI Establishment Code
- XII - Salaries - Chapter VII Establishment Code
- XIII - Leave - Chapter XII Establishment Code
- XIV - Railway Warrants - Chapter XIII Establishment Code
- XV - Salary Loans/ Advance - Chapter XXIV Establishment Code
- XVI - Exercise of Political Rights - Chapter XXXII Establishment Code
- XVII - General Conduct and Discipline - Chapter XLVII Establishment Code
- XVIII - Rules of Disciplinary Procedure - Chapter XLVIII Establishment Code

**07.02 Accounting Systems adopted in Government offices question paper**

- I - Estimates of Expenditure and Revenue - F.R. Chapter I
- II - Authorities for Expenditure, Refunds, Write off - F.R. Chapter II
- III - Financial Management and Accountability - F.R. Chapter III
- IV - Receipts - F.R. Chapter IV
- V - Supply and Services - F.R. Chapter XIII

**07.03 Administration of Institutions and Health Hospitals question paper**

**This paper shall consist of an questions paper to measure the candidates' knowledge on,**

- I - Objective of the Department of Health & Ayurvedic
- II - Structure of the Health Services in Line Ministry and Provincial Councils
- III - Basic components of the Health Sector and Institutions belong to same
- IV - Structural Development of the Curative Health Service
- V - Function of a Hospital
- VI - Ordering of the Raw Food Materials, Receiving and Quality Checking of the Cooked Foods
- VII - Supply of the Medicines, Surgical and Medical Equipment and other Supplies
- VIII - Management of Medical Statistics
- IX - Role of the Communication in Medical Institutions and Public Relationship
- X - Hospital Charges and Yield of the Garden Crops
- XI - Special Units and Decentralized Special Business in Hospitals

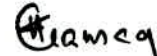
**08. Regulations pertaining to the Examination**

Candidates are forbidden to copy or attempt to copy from the answer script of another candidate, any book, paper containing notes or any other source. A candidate should not attempt to look at the answer script of any other candidate. A candidate should refrain from helping another candidate and also from getting help from another candidate or a person. Candidate should also refrain from using mobile phones & similar communication and electronic equipment. Any candidate who breach these rules is liable to punishment.

- 09.** Please bring the contents of this circular to the notice of all officers concerned in your Institute. This information can be obtained from 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 this circular, the notification in Sinhala 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.**



04. Medium in which you sit for the examination (Sinhala/Tamil/English) :-.....

05. (a) Have you sit this examination before ? .....

(b) If not so, have you affixed stamps to the application?

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**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, Nutrition & Indigenous Medicine 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 by the officer in charge of 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 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