

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
இணையத்தளம்)
website)



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சுவசிரிபாய

SUWASIRIPAYA

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சுகாதார அமைச்சு
Ministry of Health

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எனது இல)
My No.) CF/EXK/04/2021

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உமது இல)
Your No. :)

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திகதி)
Date) 16/08/2021

General Circular Letter No: 02-77/2021

Provincial Health Secretaries

Deputy Director General – National Hospital of Sri Lanka

Provincial Directors of Health Services

All Hospital Director sunder the Line Ministry

Regional Directors of Health Services

Heads of Departments

Efficiency Bar Examination for School Dental Therapists belonging to the Paramedical service who are in seg. II "A" / Grade II and on the salary scale (MT -06) in the Ministry of Health -2021

It is hereby notified that the Efficiency Bar Examination which should be passed by School Dental Therapists Seg. II 'A' / Grade II within three years from the date of promotion to Grade II, will be held in the medium of Sinhala, Tamil and English. **(Subject Related Question Paper will be conducted in English medium only)** The date, venue and the time table of the Examination will be mentioned in the admission card.

02. Qualifications

Officers who have been appointed to a post of School Dental Therapists Seg. II 'A' / Grade II ,and not yet completed this examination are only eligible to apply for this examination.

N.B : Take necessary actions to send applications of the officers only who has been promoted to grade II by 30/06/2021 and already received the appointment letters.

03. Applications

Applications prepared by the candidates as per specimen appended at the end of this circular should be sent under registered cover to reach the Director (Examinations), "Suwasiripaya", No.385, Ven. Baddegama Wimalawansa There Mawatha, Colombo 10, on or before **25/09/2021** through their Heads of Institutions. The Head of Division should certify the accuracy of contents in each application. Three(03) self addressed envelope (Candidates can 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 application so as to accommodate from 01 to 04 on the first page and from 05 to 09 on the second page. Applications which do not confirm to above will be rejected without any information.

04. Examination fees:-

- i. Candidates who sit the examination for the first time and not need to 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 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 duly complete and submit same 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 Centre. 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) **A Valid Driving License**
 - (d) **A Valid Passport**

06. Scheme of the Examination:-

This examination consists of two parts viz. Departmental Examination and Efficiency Bar Examination. Departmental Examination consists of Written, Oral and Practical each part is given 100 marks and Minimum 40 marks should be obtained each part to pass the examination.

Efficiency Bar examination consist two Papers viz. Establishments Code and Financial Regulations Each part is given 100 marks. Minimum 40 marks should be obtained each subject to pass the examination.

The examination can be completed 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 Subject Related Knowledge Paper

Time 03 Hours. The Question paper will have 08 Essay type questions and candidates are required to answer any 05 question out of them.

Syllabus

- 1) Standing instructions relevant to field Dental therapists. this includes a knowledge of financial regulations and of leave, correspondence and regulations relevant to maintenance of inventories mentioned in part 01 of the manual of the Health Department and other relevant regulations.
- 2) Comprehensive knowledge in active dentistry and extraction of teeth
- 3) Comprehensive knowledge of Primary Health Care
- 4) Comprehensive knowledge of Dental Health Education
- 5) Knowledge in Public Health
- 6) Ability to know the primary short comings in the location of teeth
- 7) Knowledge in Dental Health
- 8) Knowledge in First Aid

07.1.2 Subject Related Practical Test

The practical test is related to the Subject area on which the Subject Related written Question paper is based on. Duration based on the test. Total marks - 100

07.1.3 Subject Related Oral Test

The Oral test on is based on the Subject area and the problems faced when on duty. Syllabus relevant to the subject related written Question paper is relevant to this test also. Duration is 15 minutes. Total marks – 100

07.2 Efficiency Bar Examination

07.2.1 Establishment Code & Procedure Rules Paper

Time 03 Hours. The Question paper will have 07 Essay type questions and candidates are required to answer any 04 question out of them.

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 type of illness
Chapter XXIV	-	Salary Loan / Advances
Chapter XXV	-	Connection to trade union members
Chapter XXVII	-	Channel of Communication
Chapter XXVIII	-	Administrative procedure
Chapter XXX	-	Right of government over its officers
Chapter XXXIII	-	Legal advice and legal action
Chapter XLVII	-	General conduct and disciplinary
Chapter XLVIII	-	Disciplinary procedure

❖ Public administration circulars on officers' performance and evaluation will also apply

07.2.2 Financial Regulations Paper

Time 03 hours. The Question paper will have 07 Essay type questions and candidates are required to answer any 04 question out of them.

Questions will be based on Following chapters

(1) Chapter VI -

Custody of public finance Etc.

Imprest and Bank Accounts – Security of public finances, Board of survey, Bank draft, Bank Accounts. (F.R. 315 – F.R. 396)

(2) Chapter XIII

Supplied works and services: - Supplies / Purchasing system, Stores Verifications Storage System, Contracts Deviation from tender procedure (F.R. 708 – F.R. 775)

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 equipment's 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 serving in your Division/ Specialized Campaign/ Institution. The information is also available on 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 notifications published in Tamil and English mediums.

Chamika H Gamage

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.

05. (a) How you sat this examination before: -.....
(b) If not so, have you affixed stamps to the application?

Stamp Cage

06. Certificate of the candidate :-

- (i) I do hereby certify that the particulars mentioned by me in this application are true and accurate to my knowledge and that 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 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 was found that I am not eligible according to the rules of this examination.

.....
Date

.....
Signature of the candidate

07. Certification of by the officer in charge of personal files

I certified that this application was submitted to me before the closing date and that the applicant has filled the application correctly according to the particulars in the personnel file and copy of this application is filed in 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 * he / she* need not affix stamps / has affixed stamps to the value of Rs.....to the Application and he / she* placed his / her* signature in my presence.

.....
Date

.....
Signature of Head of Institution/Rubber Stamp

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

*Mr/Mrs/Miss serves as a school Dental Therapists Class II Seg. "A" / Grade II in my 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* is eligible to sit for the Examination.

.....
Date

.....
Signature of Head of Decentralized Unit /
Specialized campaign
(Frank/ Rubber stamp)

* - Delete words which are inapplicable