

Take necessary action to send applications of the officers only who have been promoted to Grade I as at 30/07/2022 which is the closing date of applications and have already received the appointment letters.

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) Suwasiripaya, No.385, Rev. Baddegama Wimalawansa Thero Mawatha, Colombo 10, on or before 30/07/2022 through the respective Heads of Institute. The Head of Division should certify that the particulars furnished in each application are correct. 01 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. :

The Applications should be prepared using an A4 paper based on the Specimen form of the Applications so to recommended from No. 01 to 03 on the 1st page and from No. 04 to 08 on the second page Applications that do not comply with the above format will be rejected without 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/- 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 Applications Cards are issued to the Candidates whose applications are accepted. the Admission Card. should be duly completed and submit same to the Supervisor of 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 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 type question paper on subject knowledge relevant to the post. Duration is 1 ½ hours. The question paper consists of 06 questions and 04 questions should be answered. Total marks of 100 will be given Minimum 40 marks should be obtained to pass the examination.

07. Syllabus of the Examination

Question paper on subject knowledge relevant to the post

Subject knowledge relevant to the post, Subject knowledge on hospital administration and establishment work.

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 relevant officers of Primary Technical service category in your Institution who are in the posts mentioned in the paragraph 02 , for which the salary scale PL-3-2006 (A) is stipulated. This information is also available on the web site – www.health.gov.lk

N.B. :

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



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. (a) Whether you sit for the examination for the first time: -.....
(b) If not so, have you affixed stamps to the application?

Stamp Cage

05. **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 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

06. **Certification of the officer who have handle the personal file.**

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

07. **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)

08. **Certificate 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 Head of Decentralized Unit /
Specialized campaign (Frank / Rubber stamp)

* -Delete words which are inapplicable