

ශ්‍රී ලංකා ප්‍රජාතාන්ත්‍රික සමාජවාදී ජනරජයේ ගැසට් පත්‍රය

අති විශේෂ

The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 2053/18 - 2018 ජනවාරි මස 09 වැනි අඟහරුවාදා - 2018.01.09

No. 2053/18 - TUESDAY, JANUARY 09, 2018

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

MINUTE OF THE PUBLIC HEALTH MANAGEMENT ASSISTANTS' SERVICE

FOLLOWING is the Minute of Service as approved by the Public Service Commission on 06 April 2017 for the Public Health Management Assistants' Service established as per the decision taken by the Cabinet of Ministers on 14 June 2016.

On the order of Public Service Commission,

JANAKA SUGATHADASA,

Secretary,

Ministry of Health, Nutrition and Indigenous Medicine.

Ministry of Health, Nutrition and Indigenous Medicine,

No. 385,

Rev. Baddegama Wimalawansa Thero Mawatha,

Colombo 10.

09th January, 2018.



1. Effective Date : This Service Minute shall come into operation with effect from the date of Publication of the Service Minute in the Government *Gazette*.

2. Appointing Authority :

Management Assistants Non-technical Multi duty segment - I service category - (Grade III, II, I)
Secretary, Ministry of Health, Nutrition and Indigenous Medicine as to whom the delegated authority of the Public Service Commission.
Management Assistants Supra Grade service category (Supra Grade)
Public Service Commission

3. Particulars of the Service Category

- 3.1 Service Category : Management Assistants Non-technical Multi duty segment - I service category
Management Assistant Supra Grade service category
- 3.2 Grades : Management Assistants Non-technical Multi duty segment - I
Grade III
Grade II
Grade I
Management Assistant Supra Grade : Supra Grade

The Supra Grade shall consist of a scheduled Cadre outside the Cadre of Grade III, II and I. Appointments to this Grade shall be made through a selection process based on the vacancies existing in the Cadre. (Posts of Supra Grade are indicated in Annex 01)

3.3 Entrusting Functions :

Functions shall not be entrusted on the grade basis and the Head of the Department / Institution shall entrust any function out of the functions entrusted to this service category to an officer in any grade on exigency of service, based on the seniority and merit.

4. Role of the Service :

Functions for which specific skills other than the technical skills are required and for which are multi-functional in nature that should obtain training in relation to the practical subjects and related knowledge based on scientific principles to be directly supplemented by the functions of the healthcare institutions and the hospital administration which required institutional memory and thereby certainly assigned by the executive grade in order to supportive the tasks of the officers in executive grade of the Ministry of Health, Nutrition and Indigenous Medicine and Institutions and Hospitals under said Ministry, shall be entrusted to the officers belonging to this service. Accordingly the employees belonging to this service shall perform duties out of the tasks of this category which are determined precisely.

5. Salary

5.1 Salary code number : Grade III, II and I MN - 02 - 2016
Supra Grade MN - 07 - 2016

5.2 Monthly Salary Scale : Grade III, II and I
Rs. 28,940 - 10×300- 11×350 - 10×560-10×660 - 47,990
Supra Grade
Rs. 41,580 - 11×755- 18×1030 - 68,425

5.3 Initial salary step applicable to grading system :
MN - 02 - 2016

<i>Grade</i>	<i>Salary</i>	<i>Step Salary Point</i>
III	Step 01	Rs. 28,940
II	Step 12	Rs. 32,290
I	Step 23	Rs. 36,350

MN - 07 - 2016

<i>Grade</i>	<i>Salary Step</i>	<i>Salary Point</i>
Supra Grade	Step 02	Rs. 42,335

6. Post / Posts belonging to Service Category :

6.1 Approved posts and number of approved posts (Shall be as per the approval given by the Director General of Management Services)

<i>Approved Designations</i>	<i>Approved Grade for the Post</i>	<i>Salary Code</i>	<i>Number of Approved Posts</i>
Public Health Management Assistant	Public Health Management Assistants' Service Grade III/II/I	MN - 02 - 2016	2534
Administrative Officer / Hospital Secretary	Public Health Management Assistants' Service (Supra Grade)	MN - 07 - 2016	97

6.2 Number of Public Health Management Assistants - 2534

For the purpose of promotions from grade to grade, *i.e.* Grade III, II and I shall be considered within the combined cadre of Public Health Management Assistants.

6.3 Nature of the Post / Posts - Permanent and Pensionable. (Note - shall subject to the policy decision taken in respect of the pensions scheme by the Government in future.)

7. Method of Recruitment :

7.1 Recruitment Ratio :

<i>Stream</i>	<i>Percentage</i>
Open	70%
Limited	30%

Note : Applications will be invited from the permanent officers of the Central Government who are serving at the Ministry of Health, Nutrition and Indigenous Medicine, Indigenous Medicine Sector and Institutions under the above and obtaining salary at Primary Grade under the salary codes MN-01-2016 as per the public Administration Circular No. 03/2016 and a number of vacancies of not more than 30% of total vacancies shall be filled on the results of the Limited Competitive Examination conducted by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine and an interview for verification of qualification.

7.2 Recruitment under Open Stream

7.2.1 Grade of Recruitment : Grade III

7.2.2 Qualifications:

7.2.2.1 Educational Qualifications

- (a) Shall have passed 06 subject with four credit passes including Sinhala or Tamil or English Language and Mathematics at the G.C.E. (Ordinary Level) Examination at one sitting
And,
- (b) Shall have passed all the subjects in G.C.E. (Advanced Level) Examination at one sitting (except the General Paper). Passing three (03) subjects under the old syllabus at one sitting would be sufficient for this purpose.

7.2.2.2 Professional Qualifications : Not Applicable

7.2.2.3 Experience : Not Applicable

7.2.2.4 Physical Fitness :

All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

7.2.2.5. Other :

- (i) Candidates shall have an excellent character.
- (ii) Shall have satisfied each and every way the qualifications, required for the recruitment to the post, mentioned from 7.2.2 up to 7.2.3 on the prescribed date as per the Notification / *Gazette*.

7.2.2.5.1 Recruitment to the service shall strictly be on a representative basis. A fixed number of vacancies shall be set apart for each district in proportion to its population. Only the applicants from a particular district shall be entitled to compete for the vacancies to be filled in said district.

- (i) At the instances where it is not possible to fill the number of vacancies allocated to a particular district by the qualified candidates applied for the same district, that number of vacancies shall be re-distributed among all the adjoining districts, in proportionate to the population of such districts.
- (ii) If the total number of posts to be filled is few and the district's population basis cannot be applied, selection shall be made in the order of the merit.
- (iii) Where the number of candidates who secure the minimum marks required is less than the number of vacancies available in a district, the district population basis shall not be applied for selection.

7.2.2.5.2 Eligibility for Inclusion in a District :

At least one of the following requirements shall be fulfilled by a candidate to compete for the vacancies in the district.

- (i) The candidate should have been born in the district, or
- (ii) He shall have been a permanent resident of the district at least for three (03) continuous years within the five (05) years immediately preceding the last date to fulfill the eligibility qualifications for examination,
or
- (iii) He shall have received secondary school education within the district for five (05) continuous years.

Note (i) If the father / mother of any candidate has been employed in a transferable service of the Government or of a Provincial Public Service or of a State Corporation, then such candidate shall be permitted to choose his father's / mother's place of birth as his district.

- (ii) No candidate shall be allowed to compete for vacancies in more than one district. Once a candidate declares a district of his choice as the most preferred, when competing under Section 7.2.2.5.2 above, it shall remain irrevocable.

7.2.3 Age :

- 7.2.3.1 Minimum age limit : 18 years
- 7.2.3.2 Maximum age limit : 30 years

7.2.4 Method of Recruitment : Open Competitive Examination

7.2.4.1 Written Examination

<i>Subjects</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Language Proficiency	02 1/2 Hours	100	40
Aptitude	01 Hour	100	40

(Annex 02)

7.2.4.1.1 Authority for conducting Examination : An Institution approved by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

7.2.4.2 Professional Test : Not Applicable

7.2.4.3 Structured Interview : Not Applicable

7.2.4.4 General Interview : No marks shall be allocated.

7.2.5 Method of calling for Applications : Applications shall be called through an advertisement published in the *Gazette* or public notice or an advertisement published on the website.

7.3 Recruitment under Limited Stream :

7.3.1. Grade of Recruitment : Grade III

7.3.2. Qualifications

7.3.2.1 Educational Qualifications :

Shall have passed G.C.E. (Ordinary Level) Examination in 06 subjects including Sinhala or Tamil or English Language and Mathematics with credit passes for two subjects at not more than two sittings.

7.3.2.2 Professional Qualifications : Not Applicable

7.3.2.3 Experience :

Shall have completed at least a continuous and satisfactory service of 05 years immediately preceding the prescribed date, which fact shall be certified by the Head of the Department. (A training period covered by a candidate prior to the appointment to a certain post on permanent basis or a training period which shall have to be a completed as a condition for appointment to a certain post on permanent basis shall not be considered for the 05 years period for satisfying above qualifications. Further the period of service under casual/temporary basis completed by a candidate before his appointment to a certain post on a permanent basis shall not be considered for the 05 years period for satisfying above qualifications.)

7.3.2.4 Physical Fitness :

All the candidates shall have the physical and mental fitness to serve in any part of Sri Lanka and to perform the duties of the post.

7.3.2.5 Other :

- (i) Shall be officers serving at the Ministry of Health, Nutrition and Indigenous Medicine, Indigenous Medicine Sector and the Institutions under the above, who are holding permanent posts and confirmed in appointments and receiving the salary at primary level under salary codes MN-01-2016 as per Public Administration circular No. 03/2016.
- (ii) Candidates shall have an excellent character.
- (iii) Shall have satisfied all the qualifications required for recruitment to the post as at date prescribed in the *Gazette Notification*.

7.3.3. Method of Recruitment : Limited Competitive Examination

7.3.3.1 Written Examination

<i>Subjects</i>	<i>Duration</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Language Ability and Qualifying Text for Management Assistants	02 1/2 Hours	100	40
Aptitude	01 Hour	100	40

(Annex 03)

7.3.3.1.1 Authority for conducting Examination: An Institution approved by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

7.3.3.2 Professional Test : Not Applicable

7.3.3.3 Structured Interview : Not Applicable

7.3.3.4 General Interview : No marks shall be allocated.

7.3.4. Method of calling for Applications : Applications shall be called through an advertisement published in the *Gazette* or public notice or an advertisement published on the *website*.

8 Efficiency Bar Examination :

8.1

<i>Efficiency Bar Examination</i>	<i>At what point limit for passing the efficiency Bar expires (number of years)</i>	<i>Nature of the Efficiency Bar Examination Written / Professional / Certificate Course / Other</i>
1 st Efficiency Bar Examination	After three years from the date of recruitment to Grade III	Written (Annex 04)
2 nd Efficiency Bar Examination	After three years from the date of promotion to Grade II	Written (Annex 05)
3 rd Efficiency Bar Examination	After five years from the date of promotion to Grade I	Written (Annex 06)

Note :

- I. Officers recruited to Grade III under the Minute of the Public Management Assistants' Service before this Service Minute coming into effect and who will be absorbed in to Grade III under this Service Minute are exempted from the requirement of passing the subject 'Administration of Health Institution and Hospitals' which is for the officers in Grade III under the Efficiency Bars of this Service Minute.
- II. Officers promoted to Grade II under the Minute of the Public Management Assistants' Service before this Service Minute coming into effect and who will be absorbed into Grade II under this Service minute are not required to pass the subject 'Administration of Health Institutions and Hospitals' which is for the officers in Grade II under this Service Minute.
- III. Officers promoted to Grade I under the Minute of the Public Management Assistants' Service before this Service Minute coming into effect and who will be absorbed into Grade I under this Service Minute are not required to pass the subject 'Administration of Health Institutions and Hospitals' which is for the officers in Grade I under this Service Minute.

8.2 The Efficiency bar Examination shall be conducted twice every year.

8.3 Authority for conducting Examination : An Institution approved by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

9. Language Proficiency :

9.1

<i>Language</i>	<i>Proficiency to be Satisfied</i>
Official Language	Officers who have been appointed to service in a language other than any official language shall acquire proficiency in one of the official languages before confirmation in the service.
Other Official Language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014 and other circulars issued subsequently.

10. Grade Promotion

10.1 Promotion from Grade III to Grade II

10.1.1. Employees who prove average performance

10.1.1.1 Qualifications to be satisfied

- (i) Shall have been confirmed in the post.
- (ii) Shall have completed an active and satisfactory period of service for at least 10 years in Grade II of the service category and earned 10 salary increments.
- (iii) Shall have proved a performance at satisfactory level or above during the period of 10 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iv) Shall have proved satisfactory period of service within 05 years immediately preceding the date of promotion.
- (v) Shall have passed the relevant Efficiency Bar Examination on due date.
- (vi) Shall have obtained the proficiency in other language at the relevant level.

10.1.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine for promotion to Grade II on the form given in annex 07, the promotion shall be made to be effective from the date on which the employee satisfied qualifications, after verifying these qualification by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

10.2 Promotion from Grade II to Grade I

10.2.1. Employees who prove average performance

10.2.1.1 Qualifications to be satisfied

- (i) Shall have completed an active and satisfactory period of service for at least 10 years in Grade II of the service category and earned 10 salary increments.
- (ii) Shall have proved a performance at satisfactory level or above during the period of 10 years immediately preceding the date of promotion as per the approved performance appraisal procedure.
- (iii) Shall have proved satisfactory period of service within 05 years immediately preceding the date of promotion.
- (iv) Shall have passed the relevant Efficiency Bar Examination on due date.

10.2.1.2 Method of Promotion

When officers who have satisfied the required qualifications make a request to the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine for promotion to Grade I by using the form given in annex 08, the promotion shall be made to be effective from the date on which the employee satisfied qualifications, after verifying these qualification by the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

10.3 Promotion to Supra Grade

10.3.1 Promotion on the Limited Competitive Examination

10.3.1.1 Qualification to be satisfied

- (a) (i) Shall be an officer of Grade I in Service
or
 - (ii) Shall be an officer in Grade II who has completed at least an active and satisfactory service period of not less than 08 years and earned the 05 preceding increments.
or
 - (iii) Shall be an officer in Grade II who has obtained a degree from a university recognized by the University Grants Commission and completed at least an active and satisfactory service period of not less than 05 years and earned the 05 preceding increments.
- (b) Shall have completed satisfactory service period of five (05) years immediately preceding the date of promotion.

10.3.1.2 Method of Promotion

Appointments to a number of vacancies of not more than 35% of the total vacancies in Supra Grade shall be made on the results of a limited competitive examination. The candidates who have satisfied the qualifications shall be appointed after verifying their qualifications by an interview board appointed by the public Service commission. The interview shall strictly be for examination of the certificates by which the qualifications of the candidates are proved and no marks shall be allocated in this regard. (Syllabus and the marking scheme is given in Annex 09)

10.3.2 Promotion on Merit

10.3.2.1 Qualifications to be satisfied

- (i) Shall be an officer who have completed an active and satisfactory service period of at least five (05) years in Grade I as at prescribed date.
- (ii) Shall have completed satisfactory service period of five (05) years immediately preceding the date of promotion

10.3.2.2 Method of Promotion

Appointments equivalent to 65% of the total vacancies in supra Grade shall be made on merit. For this purpose, priority shall be determined on the order of the aggregate of marks of an Aptitude Test conducted by the Commissioner General of Examination on behalf of the Public Service Commission and marks allocated on the basis of seniority and experience by the board appointed by the Commission. Candidates shall appear or an interview held by a board appointed by the Commission for verification of qualifications. No marks shall be an allocated at that interview. (Annex 10)

Note : When the promotions are made on average performance, the date of promotions of the officers who do not pass the efficiency bar examination on due date, shall be delayed an equal period of time he/ she delayed to pass the examination.

11 Appointment to Posts : Not Applicable

12 Condition Applicable to the Service :

12.1 The general hours of work of the officers in the Public Health Management Assistants' Service are from 8.30 a.m. to 4.15 p.m. in all days of the year. However the above time may vary on the service exigency and nature of the duty. It is compulsory to be on night duty and the officers may be ordered to do additional work. And also, the Public Health Management Assistants are subject to be on duty on 365 days of the year.

12.2 Officers discharging the duties required by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine shall finish a security of Rs. 5000/=

12.3 On service exigency officers serving in Health Institutions and Hospitals may be called upon to work on Saturday and Public Holidays and they are eligible overtime or holidays pay or leave in *lieu* for each such day.

13. Condition for Confirmation in Service :

13.1 An officers appointed to Grade III of service by an open competitive examination shall be subjected to a probation period of three years. If the Head of the Department is satisfied himself to the effect that the officers has passed the first efficiency bar examination conducted by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine and that the work conduct and attendance of the officer are satisfactory, it shall be informed to the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine by the end of the three years and thereafter the appointment of the officer shall be confirmed if the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine is satisfied in this regard.

13.2 An officers recruited to Grade III of the service by the limited competitive examination shall be subjected to an acting period of one year from the date of appointment. The appointment of the officer shall be confirmed if the Head of the Department is satisfied that the officer's work, conduct and attendance during the period of acting are satisfactory. However, such officer shall complete first efficiency bar within three years from the date of appointment.

13.3 Every appointment is given subject to the condition that the appointee be ready to serve in any part of the island and further to prove by a medical test that the officer is physically fit for the service in any part of the island.

14. Absorption into Public Health Management Assistants' Service

14.1 Officers who had been serving in the previously existed Health Management Assistants' service and have been absorbed into the Public Management Assistants' Service and are currently serving in the posts included in the

new Service Minute under Ministry of Health, Nutrition and Indigenous Medicine, are absorbed into the Public Health Management Assistants' Service when they exercise their option as per Annexure 11.

The service period is counted on the basis of the date of appointment to each post or grade. However, the date of increment shall not be changed and the date of increment which was before the absorption shall remain unchanged. And, even if, on salary conversion, the last salary drawn by the officer concerned corresponds to the new salary step, he shall not be placed on the next higher salary step in terms of the section 4.4 of Chapter VII of Establishment Code.

A period of six months from the date of publishing this service Minute in the Gazette, will be given to exercise the option for absorption.

14.2 Process of absorption is as follows.

<i>Present Class of the Public Management Assistants' Service</i>	<i>Proposed Class of Public Health Management Assistants' Service</i>
Grade III	Grade III
Grade II	Grade II
Grade I	Grade I
Supra Grade	Supra Grade

15. Definitions and Interpretations

15.1 The term "Service Minute" shall mean the Minute on the Public Health Management Assistants' Service.

15.2 "Secretary" shall mean the Secretary to the Ministry of Health, Nutrition and Indigenous Medicine.

15.3 "Service" shall mean the Public Health Management Assistants' Service.

15.4 "Commission" shall mean the Public Service Commission.

15.5 "Period of Satisfactory Service" shall mean a period of service during which the officer has earned all increments required to be earned by the officer during that period by way of performing the duty of a Public Officer efficiently and diligently and passing all efficiency bars prescribed and further satisfying all the qualifications prescribed for the confirmation in service and no any punishable offence committed by the officer.

15.6 "Period of Active Service" shall mean the actual period served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. However, all the periods on No Pay other than periods on No-pay precisely mentioned by the Cabinet Ministers to be considered as a period of active service as a policy shall not be counted for the period of active service.

15.7 "Gazette" shall mean the Gazette published by the Democratic socialist Republic of Sri Lanka.

16. Interim Provisions

1. Efficiency Bar Examination relevant to Grade III
 - (i) Officers who have completed the efficiency bar prescribed for officers in Grade III in the service Minute of Public Management Assistants' Service published by the Extraordinary Gazette No. 1840/34 and implemented from 02.04.2013 before this 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 III in the above mentioned Service Minute of Public Management Assistants' Service but either passed or been exempted from one or several subjects of the examination i.e (I) Office System (2) Accounting Systems and (3) Computer Test shall be exempted from the subjects of the efficiency bar examination on the basis of subject by subject prescribed by this Service Minute for the officers in Grade III.
 - (ii) Officers who have been recruited to Grade III before the effective date of this Service Minute shall pass the efficiency bar examination prescribed for Grade III in not more than 06 attempts (including the attempts under the Public Management Assistants' Service) from the date of appointment to Grade III.
2. Efficiency Bar Examination relevant to Grade II
 - (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 this 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 (I) Office Systems and procedures (2) Accounting Systems used in public offices shall be exempted from the subjects of the efficiency bar examination on the basis of subject by subject prescribed by this service minute for the officers in Grade II.
 - (ii) Officers who have been promoted to Grade II before the effective date of this 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.
3. Efficiency Bar Examination relevant to Grade I
 - (i) Officers who have completed the efficiency bar examination prescribed for officers in Grade I in the Service Minute of public Management Assistants' Service published by the Extraordinary Gazette No. 1840/34 and implemented from 02.04.2013 before this 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 I in the above mentioned Service Minute of Public Management Assistants' Service but either passed or been exempted from one or all three subjects of the examination i.e (I) Establishment work and Procedural Rules (2) Public Financial Management (3) Timely trends shall be exempted from the subjects of the efficiency bar examination on the basis of subject by subject prescribed by this Service Minute for the officers in Grade I.

17. Officers who retired without opting to be absorbed at the time of combining the previous Health Management Assistants' Service with the Public Management Assistants' Service are not allowed for any claim due to establishment of this Public Health Management Assistants' Service.
18. Matters not provided for in this Service Minute shall be determined by the Public Service Commission.

Annex 01

Table 01

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
01	Ministry of Health, Nutrition and Indigenous Medicine	Administrative Officer	12
02	National Hospital of Sri Lanka	Hospital Secretary/Administrative Officer	07
03	Family Health Bureau	Administrative Officer	01
04	Dental Institute, Colombo 10	Hospital Secretary/ Administrative Officer	01
05	Castle Street Hospital for Women	Hospital Secretary/ Administrative Officer	01
06	Lady Ridgeway Hospital For Children	Hospital Secretary/ Administrative Officer	01
07	General Hospital, Anuradhapura	Hospital Secretary/ Administrative Officer	02
08	Base Hospital, Mulleriyawa (Colombo East)	Hospital Secretary/ Administrative Officer	01
09	Medical Supplies Division	Administrative Officer	01
10	National Institute of Mental Health, Mulleriyawa	Hospital Secretary/ Administrative Officer	02
11	Colombo North Teaching Hospital, Ragama	Hospital Secretary/ Administrative Officer	03
12	Colombo South Teaching Hospital, Kalubowila	Hospital Secretary/ Administrative Officer	02
13	Apeksha Hospital, Maharagama	Hospital Secretary/ Administrative Officer	01
14	De Soyza Maternity Hospital for Women	Hospital Secretary/ Administrative Officer	01
15	Teaching Hospital, Karapitiya	Hospital Secretary/ Administrative Officer	02
16	National Eye Hospital	Hospital Secretary/ Administrative Officer	01
17	Bio Medical Engineering Service Unit	Administrative Officer	01
18	National Programme for Tuberculosis Control and Chest Diseases, Narahenpitiya	Administrative Officer	01
19	STD/AIDS Control Programme	Administrative Officer	01
20	National Kidney Unit, Maligawaththa	Administrative Officer	01
21	Medical Research Institute	Administrative Officer	01

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
22	Institute of Legal Medicine and Toxicology	Administrative Officer	01
23	Rehabilitation Hospital, Ragama	Hospital Secretary/ Administrative Officer	01
24	National Institute of Health Sciences Kalutara	Administrative Officer	01
25	General Hospital, Kaluthara	Hospital Secretary/ Administrative Officer	01
26	Office of the Anti- Leprosy Programme, Welisra	Administrative Officer	01
27	Office of the National Cancer Control Programme, Narahenpita	Administrative Officer	01
28	Anti- Filariasis Campaign Narahenpita	Administrative Officer	01
29	National Blood Transfusion Centre	Administrative Officer	01
30	Hospital (Base Hospital, Angoda), National Infectious Diseases	Hospital Secretary/ Administrative Officer	01
31	National Hospital for Respiratory Diseases, Welisara (Chest Hospital)	Hospital Secretary/ Administrative Officer	01
32	Health Education Bureau	Administrative Officer	01
33	General Hospital, Kandy	Hospital Secretary/ Administrative Officer	04
34	General Hospital, Matara	Hospital Secretary/ Administrative Officer	02
35	General Hospital, Hambantota	Hospital Secretary/ Administrative Officer	01
36	General Hospital, Ampara	Hospital Secretary/ Administrative Officer	01
37	General Hospital, Nuwara-Eliya	Hospital Secretary/ Administrative Officer	01
38	General Hospital, Kegalle	Hospital Secretary/ Administrative Officer	01
39	Base Hospital, Gampola	Hospital Secretary/ Administrative Officer	01
40	Provincial General Hospital, Ratnapura	Hospital Secretary/ Administrative Officer	02
41	General Hospital, Mahamodara, Galle	Hospital Secretary/ Administrative Officer	01
42	Institute of Oral Health, Maharagama	Administration officer	01
43	Provincial General Hospital, Monaragala	Hospital Secretary/ Administrative Officer	01
44	General Hospital, Chilaw	Hospital Secretary/ Administrative Officer	01
45	Teaching Hospital, Jaffna	Hospital Secretary/ Administrative Officer	02
46	General Hospital, Polonnaruwa	Hospital Secretary/ Administrative Officer	01
47	Provincial General Hospital, Badulla	Hospital Secretary/ Administrative Officer	01
48	Teaching Hospital, Kurunegala	Hospital Secretary/ Administrative Officer	01

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
49	Teaching Hospital, Peradeniya	Hospital Secretary/ Administrative Officer	01
50	Sirimavo Bandaranayaka Childrens' Hospital, Peradeniya	Hospital Secretary/ Administrative Officer	01
51	Teaching Hospital, Batticaloa	Hospital Secretary/ Administrative Officer	01
52	Base Hospital, Akkaraipaththu	Hospital Secretary/ Administrative Officer	01
53	AshraffMemoraial Hospital, Kalmunai	Hospital Secretary/ Administrative Officer	01
54	Base Hospital, Kalmunai (North)	Hospital Secretary/ Administrative Officer	01
55	Base Hospital, Kantale	Hospital Secretary/ Administrative Officer	01
56	Indigenous Medicine Sector	Administrative Officer	01
57	Department of Ayurveda	Administrative Officer	01
58	Ayurveda Teaching Hospital, Boralla	Hospital Secretary/ Administrative Officer	01
59	Ayurveda Research Institute, Navinna	Administrative Officer	01
60	National Institute of Traditional Medicine	Administrative Officer	01
61	Wickramarchchi Ayurveda Teaching Hospital - Yakkala	Hospital Secretary/ Administrative Officer	01
62	Chamal Rjapaksha Ayurvedic Research Hospital	Hospital Secretary/ Administrative Officer	01
63	Ampara Ayurvedic Research Hospital	Administrative Officer	01
64	Konveshvara Ayurveda Hospital	Hospital Secretary/ Administrative Officer	01
65	Madavachchi Ayurveda Hospital	Hospital Secretary/ Administrative Officer	01
66	Base Hospital Trincomalee	Hospital Secretary/ Administrative Officer	01
67	Dengue Control Programme	Administrative Officer	01
	Total		97

Table 02

<i>Serial No</i>	<i>Hospital / Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
01	Ministry of Health, Nutrition and	Public Health Management Assistant	407
02	National Hospital of Sri Lanka	Public Health Management Assistant	226
03	Teaching Hospital, Kandy	Public Health Management Assistant	100
04	Teaching Hospital, Colombo North, Ragama	Public Health Management Assistant	46

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
05	Teaching Hospital, Colombo South, Kalubowila	Public Health Management Assistant	51
06	Teaching Hospital, Anuradhapura	Public Health Management Assistant	98
07	Teaching Hospital, Kurunegala	Public Health Management Assistant	81
08	Teaching Hospital, Batticaloa	Public Health Management Assistant	42
09	Teaching Hospital, Jaffna	Public Health Management Assistant	46
10	Teaching Hospital, Karapitiya	Public Health Management Assistant	70
11	Teaching Hospital, Mahamodara	Public Health Management Assistant	21
12	Teaching Hospital, Peradeniya	Public Health Management Assistant	41
13	Base Hospital, Ashraff, Memorial Hospital	Public Health Management Assistant	15
14	Base Hospital, Kalmunai (North)	Public Health Management Assistant	17
15	Base Hospital, Colombo East Mulleriyawa	Public Health Management Assistant	22
16	Base Hospital, Akkaraipaththu	Public Health Management Assistant	15
17	Base Hospital, Kanthale	Public Health Management Assistant	20
18	Base Hospital, Gampola	Public Health Management Assistant	20
19	Base Hospital, Angoda	Public Health Management Assistant	12
20	General Hospital - Matara	Public Health Management Assistant	54
21	General Hospital - Kalutara	Public Health Management Assistant	33
22	General Hospital - Chilaw	Public Health Management Assistant	15
23	General Hospital - Kegalle	Public Health Management Assistant	37
24	General Hospital - Ampara	Public Health Management Assistant	25
25	General Hospital - Hambantota	Public Health Management Assistant	30
26	General Hospital - Moneragala	Public Health Management Assistant	18
27	General Hospital - Trincomalee	Public Health Management Assistant	18
28	General Hospital - Ratnapura	Public Health Management Assistant	46
29	General Hospital - Polonnaruwa	Public Health Management Assistant	33
30	General Hospital - Badulla (including Nursing School)	Public Health Management Assistant	35
31	General Hospital - Nuwara-Eliya	Public Health Management Assistant	30
32	National Eye Hospital	Public Health Management Assistant	20
33	Lady Ridgeway Hospital for Children	Public Health Management Assistant	44
34	Sirimawo Bandaranayaka Specialized Children's Hospital	Public Health Management Assistant	20
35	De Soyza Maternity Hospital for Women	Public Health Management Assistant	21

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
36	Castle Street Hospital For Women	Public Health Management Assistant	27
37	Apeksha Hospital, Maharagama	Public Health Management Assistant	30
38	Leprosy Hospital, Handala	Public Health Management Assistant	04
39	Leprosy Hospital, Mantiv	Public Health Management Assistant	01
40	Divisional Hospital, Aluthgama	Public Health Management Assistant	01
41	Divisional Hospital, Darga Town	Public Health Management Assistant	01
42	Divisional Hospital, Kandana	Public Health Management Assistant	07
43	National Hospital for Respiratory Diseases , Welisara	Public Health Management Assistant	20
44	Rehabilitation Hospital Ragama	Public Health Management Assistant	12
45	Nursing School, Sri Jayawardanapura	Public Health Management Assistant	05
46	Nursing School, Ampara	Public Health Management Assistant	06
47	Nursing School, Anuradhapura	Public Health Management Assistant	05
48	Nursing School, Badulla	Public Health Management Assistant	04
49	Nursing School, Batticaloa	Public Health Management Assistant	03
50	Nursing School, Kurunegala	Public Health Management Assistant	08
51	Nursing School ,Matara	Public Health Management Assistant	02
52	Nursing School, Mulleriyawa	Public Health Management Assistant	01
53	Nursing School, Colombo 10	Public Health Management Assistant	04
54	Galle Nursing School, Mahamodara, Galle	Public Health Management Assistant	08
55	Nursing School, Hambantota	Public Health Management Assistant	01
56	Nursing School, Jaffna	Public Health Management Assistant	03
57	Nursing School, Kandana	Public Health Management Assistant	04
58	Nursing School, Ratnapura	Public Health Management Assistant	06
59	Nursing School, Vavunia	Public Health Management Assistant	01
60	Nursing School, Kandy	Public Health Management Assistant	04
61	Post Basic, Nursing School Colombo	Public Health Management Assistant	03
62	National Institute Mental Health, Angoda	Public Health Management Assistant	44
63	National Institute of Mental Health Unit II	Public Health Management Assistant	01
64	National Institute of Health Sciences, Kalutara	Public Health Management Assistant	41
65	Institute of Oral Health, Maharagama	Public Health Management Assistant	06
66	National Dental Hospital (Teaching)	Public Health Management Assistant	09
67	National Nephrology Dialysis & Transplant Unit, Maligawaththa	Public Health Management Assistant	07

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
68	National Blood Transfusion Centre	Public Health Management Assistant	24
69	National Programme for Tuberculosis Control and Chest Disease	Public Health Management Assistant	24
70	National STD/AIDS Control Programme	Public Health Management Assistant	12
71	STD Control Unit, Mahamodara	Public Health Management Assistant	01
72	National Cancer Control Programme	Public Health Management Assistant	03
73	National Dengue Control Unit	Public Health Management Assistant	04
74	Anti - Fialariasis Campaign	Public Health Management Assistant	06
75	Anti - Malaria Campaign	Public Health Management Assistant	17
76	Anti - Leprosy Campaign	Public Health Management Assistant	11
77	Environmental and Occupational Health Directorate	Public Health Management Assistant	03
78	Medical Research Institute	Public Health Management Assistant	32
79	Medical Supplies Division	Public Health Management Assistant	55
80	Bio Medical Engineering Unit	Public Health Management Assistant	29
81	Epidemiology Unit	Public Health Management Assistant	09
82	Medical Technology and Supplies Division	Public Health Management Assistant	13
83	Nutrition Co-ordination Division	Public Health Management Assistant	02
84	Institute of Legal Medicine & Toxicology	Public Health Management Assistant	06
85	Food Administration Control Unit	Public Health Management Assistant	03
86	Food Lab, Anuradhapura	Public Health Management Assistant	01
87	National Drug Quality Assurance Laboratory	Public Health Management Assistant	04
88	Public Health Veterinary Service	Public Health Management Assistant	04
89	Health Education Bureau	Public Health Management Assistant	12
90	Family Health Bureau	Public Health Management Assistant	11
91	Airport Health Office, Katunayake	Public Health Management Assistant	02
92	Port Health Office - Colombo	Public Health Management Assistant	02
93	Port Health Office - Hambantota	Public Health Management Assistant	01
94	Port Health Office - Trincomalee	Public Health Management Assistant	01
95	Port Health Office - Galle	Public Health Management Assistant	02
96	Airport Health Office - Mattala	Public Health Management Assistant	01
97	Port Health Office - Oluvil	Public Health Management Assistant	01
98	Port Health Office - Kankesanthurai	Public Health Management Assistant	01

Table 01 (Contd.)

<i>Serial Number</i>	<i>Institution</i>	<i>Post</i>	<i>Approved Cadre</i>
99	Assistant Port Health Office - MRI	Public Health Management Assistant	01
100	School Health Office	Public Health Management Assistant	01
101	School of Radiographers	Public Health Management Assistant	02
102	School of Physiotherapist and Occupational Therapist	Public Health Management Assistant	01
103	School of Prosthetics and Orthotics	Public Health Management Assistant	04
104	School of Audiology technicians	Public Health Management Assistant	01
105	School Of Entomological Assistants	Public Health Management Assistant	01
106	Indigenous Medicine Sector-	Public Health Management Assistant	20
107	Department of Ayurveda	Public Health Management Assistant	39
108	Ayurveda Teaching Hospital - Borella	Public Health Management Assistant	12
109	Ayurveda Research Institute - Navinna	Public Health Management Assistant	14
110	National Institute of Traditional Medicine	Public Health Management Assistant	08
111	Wickramarchchi Ayurveda Teaching Hospital	Public Health Management Assistant	03
112	Kaithadi Ayurveda Hospital, Jaffna	Public Health Management Assistant	04
113	Ayurveda Herbal Garden, Haldummulla	Public Health Management Assistant	01
114	Ayurveda Herbal Garden - Giradurukotte	Public Health Management Assistant	01
115	Ayurveda Herbal Garden - Pattipola	Public Health Management Assistant	01
116	Chamal Rajapaksha Ayurvedic Research Hospital	Public Health Management Assistant	05
117	Manjanthoduvai Ayurveda Hospital	Public Health Management Assistant	02
118	Ampara Ayurveda Hospital	Public Health Management Assistant	04
119	Koneshpoori Ayurveda Hospital	Public Health Management Assistant	04
120	Medavachchi Ayurveda Hospital	Public Health Management Assistant	02
	Total		2534

Annex 02

1. Name of the Examination: Open Competitive Examination for Recruitment to Grade III of Public Health Management Assistants' Service
2. Particulars of the Examination

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut off Marks</i>
(1) Language Proficiency	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

Marks shall be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Appointments shall be strictly made in the order of the marks scored depending on the number of vacancies set apart to be filled on the results of the competitive examination.

3. Authority for conducting the Examination : An Institution approved by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine.
4. Time Frame of the Examination: Shall be decided considering the number of existing vacancies.
5. Syllabus for the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Language Proficiency	The question paper shall consist of subject related question designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, making graph based on the given data, summarizing passages, expressing the idea of several given sentences in one sentence and use of simple grammar.
2. Aptitude	This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence

(These papers shall be designed to test the aptitude and ability of the candidates to perform his official duties.)

Annex 03

1. Name of the Examination : Limited Competitive examination for Recruitment to Grade III of Public Health Management Assistants' Service
2. Particulars of the Examination :

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut off Marks</i>
(1) Language Proficiency and Aptitude Test of Management Assistants' Service	2 ½ hours	100	40
(2) Aptitude	1 hour	100	40

Marks shall be deducted in every question paper for illegible handwriting and spelling mistakes. Candidates are required to obtain an aggregate of at least 50% of the total marks of the examination. Candidates shall sit t h i s examination only in one language they prefer. Appointments shall strictly be made in the order of the merit and the number of vacancies.

3. Authority for conducting the Examination : An Institution approved by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine.

4. Time Frame of the Examination: Shall be decided considering the number of exiting vacancies.

5. Syllabus of the Examination :

<i>Name of the Question Paper</i>	<i>Syllabus</i>
1. Language Proficiency and Aptitude Test of Management Assistants' Service	The question paper shall consist of subject related questions designed to test the candidate's ability of expression, comprehension, spellings, language and essay, drafting a given letter, summarizing passages, expressing the idea of several given sentences in one sentence making graph based on the given data, and use of simple grammar, questions designed to test the knowledge of the candidate on basic rules and regulation applied in taking action regarding the documents of an office and Management Assistants' knowledge on duties such as action to be taken on a latter containing matters for which officer shall be attended to and further questions to test candidate's knowledge on the items used in the office such as call-up diary, voucher, moving registers, attendance registers, day stump, official stump and mail bag and their use.
2. Aptitude	This paper shall consist of subject related questions designed to test the candidates' skill at numbers, power of critical reasoning and general intelligence.

(These papers shall be designed to test the aptitude and ability of the candidates to perform his official duties.)

Annex 04

1. Name of the Examination : Efficiency Bar Examination for the officers in Grade III of Public Health Management Assistants' Service
2. Particulars of the Examination (Shall pass within three years from the date of appointment)

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Office system and Establishments code	2 hours	100	40
(2) Accounting Systems	2 hours	100	40
(3) Computer Test	1 ½ hours	100	40
(4) Administration of Health Institutions and Hospitals	2 hours	100	40

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.

Officers may appear separately for each subject and different occasions at their discretion. However, they shall score at least forty percent (40%) of the total marks allocated for each subject for a pass.

Note - Officers who have obtained Computer Driving License awarded by National Apprentice and Technical Training Authority / a degree in Computer Science recognized by the University Grants Commission / Proficiency Level at NVQ 4 or above from an Institution approved by the Tertiary Education and Vocational Education Commission shall be exempted from the above computer test.

3. Authority for conducting the Examination: An Institution approved by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine
4. Time Frame of the Examination: Shall be held twice in every year
5. Syllabus of the Examination

<i>Name of the Question paper</i>	<i>Syllabus</i>
(1) Office System and Establishments Code	<ol style="list-style-type: none"> i. Role of an Office ii. Planning an Office iii. Management of Document iv. Filing and function relevant to same v. Personnel Management vi. Public Relations and Management vii. Chapter III, IV, V, VI, and VII of the procedural Rules - Scheme of Recruitment and Appointment viii. Chapter XVIII of the Procedural Rules transfers ix. Chapter VIII of the Procedural Rules - Probation period, Acting, Confirmation in the Appointment, Chapter XVI - Extension of service and Retirement x. Chapter VII of the Establishments Code - Salaries xi. Chapter, XII of the Establishments Code - Leave xii. Chapter XXVII of the establishments Code - Channel of Communications

	<ul style="list-style-type: none"> xiii. Chapter XXVIII of the establishments Code - Administrative procedure xiv. Chapter XXXII of the Establishments Code - Exercise of Political Right
(2) Accounting Systems	<ul style="list-style-type: none"> i. Chapter I of Financial Regulations - Estimates of expenditure and Revenue ii. Chapter II of Financial Regulations - Authorities for Expenditure, Refunds, Write - Offs, etc iii. Chapter III of Financial Regulations - Financial Management and Accountability iv. Chapter IV of Financial Regulation - Receipts v. Chapter VI of Financial Regulations - Custody of Public Money, and Imprest and Bank Account.
(3) Computer Test	<ul style="list-style-type: none"> i. Basic Concepts of Information Technology ii. Windows Operating System iii. Folder Management iv. Word Processing v. Basic skills, screen familiarization, editing texts, aligning text, fonts and attributes, sub paragraphs, change of line spacing, tab setting, finding and replacing text, spelling and grammar, synonyms, working with columns, page setup, printing documents, creating tables. sorting texts, file management, mail merging, working with macros. vi. Spread Sheets vii. Basic skills, formatting, editing, columns and ranges, insertion and deletion, sorting data, creating charts, printing, @ function, working with Macros, file management, mail merging, working with macros, file management. viii. Internet and Email ix. Introduction to internet, basic skills on receiving mails, sending mails, responding to mails, working with

	attachments, creating and using nicknames, composing messages.
(4) Administration of Health Institutions and Hospitals	<p>This paper consists of following topics and designed to test the candidates knowledge about these topics;</p> <ul style="list-style-type: none"> i. Objectives of the Department of Health & Ayurvedic ii. Structure of the Health Service in Line Ministry and Provincial Councils. iii. Basic Components of the Health Sector and institutions belong to it. iv. Function of a hospital v. Ordering of the raw food materials, receiving and quality checking of the cooked foods. vi. Management of Medical Statistics vii. Role of the Communication and Public relationship in Medical Institutions viii. Hospital Charges and yield of the garden crops

For full particulars about the examination, candidates shall refer to the *Gazette Notification* published by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine from time to time.

Annex 05

1. Name of the Examination :Efficiency Bar Examination for the Officers in Grade II of Public Health Management Assistants' Service
2. Particulars of the Examination: (Shall pass within three years from the date of promotion to class II)

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Office systems and office procedures	2 hours	100	40
(2) Accounting systems adopted in the government office.	2 hours	100	40
(3) Health Institutions and Hospitals Administration	2 hours	100	40

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, both papers shall be answered in the language medium of their education or in an official language. Officers may appear separately for each subject and different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination : An Institution approved by the Secretary of the Ministry of Health, Nutrition and Indigenous Medicine.

4. Time Frame of the Examination: Shall be held twice in every year

5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Office Systems and Procedures	<ul style="list-style-type: none"> 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 xii. Salaries - Chapter XII 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
(2) Accounting Systems adopted in Government Offices	<ul style="list-style-type: none"> 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. v. Supply and services - F.R. Chapter XIII

(3) Administration of Hospitals and Health Institutions	<p>This paper shall consist of an questions paper to measure the candidates' knowledge on,</p> <ul style="list-style-type: none"> 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. xi. Special Units and Decentralized Special Business in Hospitals
---	--

For full particular about the Examination. Candidates shall refer to the *Gazette Notifications* published by the Secretary of the Ministry of Health, Nutrition & Indigenous Medicines from time to time.

Annex 06

1. Name of the Examination :Efficiency Bar Examination for the Officers in Grade I of Public Health Management Assistants' Service
2. Particular of the Examination : (Shall pass within five years from the date of promotion to Grade I)

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>	<i>Cut Off Marks</i>
(1) Establishment Procedure and Procedural Rules	1 ½ hours	100	40
(2) Public Finance Management	1 ½ hours	100	40
(3) Current Trends	1 hour		
(4) Health Institutions and Hospitals Administration	2 hours	100	40

Written test shall be held in Sinhala, Tamil and English Medium. Candidates shall answer three 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, three question papers shall be answered in the language medium of their education or in an official language.

Officers may appear separately for each subject and different occasions at their discretion. However, they shall secure at least forty percent (40%) of the total marks allocated for each subject for a pass.

3. Authority for conducting the examination : An Institution approved by the Secretary of the Ministry of Health, Nutrition & Indigenous Medicine.

4. Time Frame of the Examination: Shall be held twice in every year

5. Syllabus of the Examination

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Establishment Procedure and Procedural Rules	This paper shall consist of a part containing questions to test the and Procedural Rules proficiency of the experience gained on the knowledge of Fundamentals of office systems, their importance, written communication, documentation and compiling formats and office activates and another part containing of question to test the knowledge on practical knowledge on matters contained in volume I and II of the Establishment Code and volume I of the Procedural Rules of Public Service Commission.
(2) Public Finance Management	It is expected to test the candidates' knowledge on the subjects in Government Departments, Offices and Ministries such as financial control, custody of public money, revenue and payment, budget estimates, supply and services (Basic knowledge on board of survey and stock verification, store keeping, financial regulations and auditing and basic banking practice.)
(3) Current Trends	This paper shall consist of a part designed to test the candidates' knowledge on current, local and international events and a part designed to test the candidates' knowledge on new trends on office management, service delivery of public sector and good governance.
(4) Administration of Hospitals and Health Institutions	This paper shall consist of an question paper to measure the candidates' knowledge on objective of the Department of Health & Ayurvedic, structure of the health services in Line Ministry and Provincial Council, basic components of the health sector and institutions belong to the same, structural development

	of the curative health service, operation of a hospital, ordering of the raw food materials, receiving and quality checking of the cooked foods, supply of the medicine surgical and medical equipment and other supplies, management of medical statistics, role of the communication in medical institutions and public relationship, hospital charges and yield of the garden crops, special units and decentralized special business in hospitals.
--	--

For full particular about the examination candidates shall refer to the *Gazette* Notifications published by the Secretary of Ministry of Health, Nutrition & Indigenous Medicines from time to time.

Annex 07

Specimen Application for Promotion of the Officers in Grade III of the Public Health Management Assistants' Service to Grade II on Average Performance

1. Name with initials : Mr. / Mrs. / Miss
2. Names denoted by the initials :
3. Date of Birth :
4. National Identity Card No. :
5. Date of entry to the service :
6. Number of the appointment letter of the Service
7. Date on which the appointment was confirmed:
8. Date of passing the Efficiency Bar Examination and the index number :
9. Date on which the 10 years of service completed :
10. Office serving at present :

I hereby request to grant me the promotion to Grade II of Public Health Management Assistants' Service from

Date:-

.....
Applicant's Signature

I hereby certify that

Mr. / Mrs. / Miss is serving at this office and

1. Has completed an active period of 10 years to the date of,
2. Has earned 10 salary increments,
3. Has proved performance at the level of satisfactory or above during the service of 10 years as per the approved performance appraisal procedure immediately preceding the date of promotion,
4. The number of half pay or no pay leave of the officers is he/she has not obtained half pay or no pay leave for the period of 10 years,
5. Has not been subjected to any punishment (except warnings) during the period concerned,
6. No disciplinary action is proceeding against the officer and do not intend to take any disciplinary action in the future,
7. Has confirmed in the post from,
8. Has passed the Efficiency Bar Examination of Grade III.

I hereby recommend this officer to be promoted to Grade II with effect fromsince he/she has completed a satisfactory service of five years.

Signature of the Head of the Institution:

Name:

Designation:

(Official stamp)

Date:

Note: - In case the officer has not satisfied the qualification from 1-8, please mention them.

Specimen Application for Promotion of the Officers in Grade II of the Public Health Management Assistants' Service to Grade I on Average Performance

Part I – (Should be completed by the officer)

1. Name with initials :
2. Names denoted by the initials :
3. Previous names : (in the event of a change of name only):
4. Date of birth :
5. National identity Card No. :
6. Date of the first appointment to the service :
7. Number of the letter of appointment to the Service :
8. Letter of promotion to class II of the service :
9. Date of passing the Efficiency Bar Examination :

I hereby certify that all information furnished by me above, are true and correct. I am fully aware that if the particulars furnished by me are found to be incorrect, my claim for promotion Grade I in terms of this Minute is liable to be disregarded and disciplinary action is liable to be taken against me.

Date:

.....
Signature of the Officer

Part II - Certificate of the Head of the Department/Head of the Institution

Mr./Mrs./Miss

1. Date of the completion of 10 years in class II of Public Health Management Assistants' Service
2. Shall have earned all the salary increments during the 10 years
3. Shall have proved a performance at average level or above during the 10 years immediately preceding the date of promotion according to the approved performance evaluation procedure
4. (i) Date of passing the efficiency bar examination:

	Accounting system	Office system
Date of the Examination
Index number

- (ii) The officer has / has not fulfilled the requirement of passing the second efficiency bar examination. If the requirement has been fulfilled, mention the reference number and date of the letter.
5. (i) If no pay /half pay leave has been taken, the period/ number of days:
(From the date of appointment / promotion)
- (ii) If any punishment / punishments (other than warning) have been imposed, give a brief account: (Indicate the reference number)
6. If the officer has been released for service at a Corporation or other Statutory Board, period of such service:
- I endorse that as at the officer has completed a period of 5 years of active service in Grade II of the service, that he has a period of satisfactory service, that all the foregoing particulars are correct according to the personal file and that he has fulfilled all qualifications for promotion to Grade I of the service.

Signature of the Head of the Institution:
Name:
Designation:
(Official Stamp)

Date:

Annex 09

Regulations and Recommendation Paper for Promotion to Supra Grade of Public Health Management Assistants' Service

Limited Competitive Examination

01. Particulars of the Examination

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>
(1)Office Management	2 hours	100
(2)Office System	2 hours	100
(3)Establishment procedure and procedural rules	2 hours	100
(4) Public Finance Management	2 hours	100
(5) General Paper - Part I	1 hour	50
- Part II	1 hour	50

02. Authority for conducting the Examination: The Commissioner General of Examinations

03. Time Frame of the Examination : Shall be decided on the existing vacancies

04. Syllabus of the Examination:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Office Management	Organized structure, principals of organization, task analysis and task evaluation, leadership, supervision, and the ability to make decisions, communication, public relations, coordination and problem solving.
(2) Office Systems	Principles on office system, office procedures, document and filing handling of forms, office layout and environment, job description, work and system study, measurement of work and office manual.
(3) Establishment Procedure and Procedural Rules	Procedures to be followed when making recruitments to Public services, establishment activities of Public officers, Maintaining a Personal file, vesting of powers for the tasks such as appointments transfers, promotion and termination of service of public servants, welfare of public servants, privileges entitled to public officers, general knowledge of the regulations and circulars that have been already issued by the government.
(4) Public Finance Management	Responsibilities of an accounting officer and annual estimates, financial control, delegation of responsibilities on financial matters, receipt of money, accounting, acceptance of money, payments, custody of public money, imprest and bank account, supplies and services, tender procedures, board of surveys, audit queries, regulations and circulars issued on usage in government officers so far by the government.
5. General Paper - Part I	The nature of public administration, structure of public administration, public policies and new public reforms, fundamental rights, Human Rights Commission, Ombudsman, Public Petition Committee of the parliament, office culture, ethics and morals, making the office environment properly, recognition of civil status in the aspect of Social Science and the duties of public officers towards recipients.
-Part II	This paper shall consist of a part designed to test the Candidates' knowledge on objective of the Department of Health & Ayurvedic, Structure of the Health Services in Line Ministry and Provincial Councils, Basic Components of the Health Sector and Institutions belong to same, Structural Development of the Curative Health Service,

	Operation of a Hospital, Ordering of the raw food materials, Receiving and Quality Checking of the cooked foods, Supply of the Medicine, Surgical and Medical equipment and other supplies, Management of Medical Statistics, Role of the Communication in Medical Institutions and Public Relationship, Hospital Charges and yield of the garden crops, Special units and decentralized special business in Hospitals, Management of paying words and the way of acting at emergency disasters at national level.
--	--

Annex 10

Competitive Examination for Promotion to Supra Grade of Management Assistants' Service on Merit

01. Particulars of the Examination

<i>Question Paper</i>	<i>Duration</i>	<i>Total Marks</i>
(01) Aptitude and case study	1 ½ hours	100
(02) Seniority		60
(03) Experience		40

02. Authority for conducting the Examination : The Commissioner General of Examinations

03. Time Frame of the Examination : Shall be decided on the existing vacancies

04. Syllabus of the Examination:

<i>Name of the Question Paper</i>	<i>Syllabus</i>
(1) Aptitude and Case Study	<p>This question paper shall consist of two parts.</p> <p><u>Part I</u></p> <p>All the questions shall be related to office administration and questions shall be given on general knowledge, ability of decision making, critical reasoning and problems related to office administration.</p> <p><u>Part II</u></p> <p>Candidates shall have to answer questions on a case study regarding office administration. The question paper shall be prepared with one or several paragraph.</p>
(2) Seniority	<p>When marks are allocated for seniority, six marks shall be allocated for each active and satisfactory period of one year completed after the completion of five years active and satisfactory service in Grade I subjected to a maximum</p>

	of 60 marks. For this purpose three marks shall be allocated for a period of more than six months but less than one year. However, marks shall not be allocated for a period less than six months.
(03) Experience	Maximum of 40 marks shall be given for a supervising Officer in Grade I of the service by allocating 02 marks per year.

Annexure 11

Application for Exercise of Option for Absorption into Public Health Management Assistant's Service

01. Name with Initials :
02. Full Name :
03. Service : Grade :
Service as at : 31.12.2017 Days : Months : Years :
04. Name and Address of the present Working Station :
.....
.....
.....
05. Permanent Personal Address :
.....
06. Date of Birth :
Age as at ; 31.12.2017 Days : Months : Years :
07. Date of Confirmation in the Appointment :
08. Details of Service
 - a) Details of the Previous Service, if served in a Minor Staff Category :
Designation :
Number of the Letter of Appointment :
Date of Appointment :
b) If the First Appointment in a Combined / Clerical Service, That Service :
Designation :
Number of the Letter of Appointment :

Date of Appointment :

c) Particulars of Promotions :

	<i>Post / Class / Grade Promoted to</i>	<i>Date of Promotion</i>	<i>Promoted on the Service Period / Results of Competitive Examination</i>
From Junior Service			

d) Particulars of Absorption

	<i>Date of Absorption</i>
To the Health Clerical Service	
To the Health Management Assistant's Service	
To the Public Management Assistant's Service	

e) Date of Passing / Exemption the Efficiency Bar Examination:

<i>Efficiency Bar Examination</i>	<i>Completion Date of Efficiency bar Examination</i>

9. a). I (name) serving in
..... Hospital / Institute of the Ministry of
Health, Nutrition and Indigenous Medicine consent to be absorb into Public Health Management Assistant's
Service.

b). I am aware that the above option declared under 9 (a) cannot be changed in any manner.

10. a). I do not consent to be absorbed to public Health Management Assistant's Service.

b). I am aware that the option declared under 10 (a) cannot be changed in any manner.

Name of the Officer :

Signature Date

11. To be filled by the Head of the Institution.

I hereby certify that the particulars furnished by the applicant from no. 01 to 08 are correct.

Date.....

.....

Signature and Official Stamp of the Head of
the Institution