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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1440/24 - 2006 අප්‍රේල් 10 වැනි සඳුදා - 2006.04.10

No. 1440/24 - MONDAY, APRIL 10, 2006

(Published by Authority)

PART IV (A) — PROVINCIAL COUNCILS

Provincial Council Notifications

MINUTE ON THE HEALTH MANAGEMENT ASSISTANTS SERVICE OF THE

WESTERN PROVINCE PUBLIC SERVICE

Introduction

THIS Minute shall be known as the Minute on the Health Management Assistants' Service of the Western Provincial Public Service.

01. Health Management Assistants Service of the Western Provincial Public Service shall be controlled by the Western Provincial Public Service Commission.

02. Service Conditions and salary scales have been given below. The Officers of the Health Management Assistants' Service of the Western Provincial Public Service shall be liable to comply with the Provincial Council Statutes, orders of the Western Provincial Public Service Commission, Financial Regulations, Establishment Code, Departmental orders and other orders and regulations of the Government and the Western Provincial Council. The care is shown under the Head of other Services in the annual estimates. Salary scales service conditions and the cadre are subject to variation from time to time.

03. This Minute shall come into force from 01.05.2003.

04. Service structure and salary scales ;

04.1 Salary scales of the Health Management Assistants' Service of the Western Provincial Public Service

<i>Grade/Class</i>	<i>Salary Segment</i>	<i>Annual Salary Scale (Consolidated)</i>
Primary Grade	T-3-1-1	Rs. 51,840-7x1,320-10x1,560-76,680
Class II	T-2-2-2	Rs. 57,120-7x1,320-15x1,560-89,760
Class I	T-11-02	Rs. 73,560-6x1,560-9x2,460-105,060
Special Grade	T-3-10-1	Rs. 95,100-15x2,700-135,600

The number of officers in the Special Grade of the Health Management Assistants' Service of the Western Provincial Public Service will vary from time to time depending on the requirement of the Western Provincial Department of Health Services and the Western Provincial Department of Ayurveda.

- 4.2 Officers in the Special Grade of the Health Management Assistants' Service of the Western Provincial Public Service will be appointed as Health Administrative Officers to the Provincial Department of Health, Western Provincial ; Department of Ayurveda and the institutions functioning under them, depending on the number of vacancies existing. Designation of this Grade in the Base Hospitals shall be known as the Hospital Secretary ; Posts existing are given in Appendix "A".

05. Recruitment to Service:

- 5.1 Officers will be recruited to the Primary Grade of the Health Management Assistants' Service of the Western Provincial Public Service on the following basis.
- 5.2 Recruitment for 70% of the vacancies in the Primary Grade will be made by an Open Competitive Examination held by the Commissioner General of Examinations subsequent to calling for applications by the Secretary of the Provincial Public Service Commission, subject to the provisions in paragraph 05.1.2. Regulations of recruitment are given in Appendix "B" to this Minute.

5.1.2 Recruitment for a number not exceeding 30% of the vacancies in the Primary Grade will be made from among those who become, eligible on the results of a Competitive Examination held by the Commissioner General of examinations subsequent to calling for applications from among the minor employees engaged in service of the Provincial Department of Health Services and the Provincial Department of Ayurveda. However, in the event of there being no expected number required for 30% limit, the number remaining will be recruited on the results of the open competitive examination. Syllabus is given in Appendix "C".

05.2 Vacancies in the cadres shall be determined at the commencement of each financial year.

05.3 The candidates who become eligible will be appointed subject to the requirement of passing a medical examination to establish that they are physically and mentally fit to serve in any area within the Western Province. Those appointments shall be subject to a 03 years period of probation.

05.4 On the job Training Course of 06 month duration will be conducted for the appointees. This period will be considered as apprenticeship period. On the job training shall be provided as follows .

(I) Financial regulations, establishment matters, office systems and training in the use of computer and in Sinhala/Tamil/English Languages by a recognized institution. (This Training will be a recognized by a recognized training institute) - 04 months.

(II) Training relating to hospitals and connected health institutions coming under the Provincial Council - Patients' diets, stores, paying wards, admission of patients, maintenance of medical statistics etc - 01 month.

(III) Training at administrative branch and accounts branch of the Head Office - 01 month.

05.4.1. Apprenticeship period will be treated as a part of the period of service itself.

05.4.2 A certificate will be issued to the officers who successfully complete the training by the Provincial Director of Health Services.

06. *Typing test and Test on computer use :*

- 06.1 Officers in primary Grade of the Health Management Assistants' Service of the Western Provincial Public Service are required to pass a test in Sinhala/Tamil/English typing and a test on the use of Computer during a period of two years from the date of appointment. Vide Appendix "C" for particulars of this test.
- 06.2 Failure to pass these tests during a period of two years from the date of appointment shall be a reason for stoppage of salary increments until the qualifications are obtained.
- 06.3 Passing of these tests shall be a pre-condition required for the officer being confirmed in his/her appointment.

07. *Exemption from the typing test and the test on the use of computer.*

- 07.1 Exemption can be granted in instances of being in possession of a pass in the subject of Stenography or Typewriting at the G.C.E. (Ordinary Level) Examination or the National Certificate of General Education Examination and in instances of being in possession of experience in the use of Computer having followed a course of not less than six months duration in the use of Computer at an institution recognized by the Government.
- 07.2 Exemption on exceptional grounds can be granted on the decision of the Provincial Public Service Commission.

08. *Absorption :*

- 08.1 Clerical officers and officers in parallel service who were absorbed in to the Health Clerical Service with effect from 01.06.1981 in terms of Section 14.1 of the Minute on Health Clerical Service published in the *Gazette Extra ordinary* of the Democratic Socialist Republic of Sri Lanka under No: 177/11 dated 28th January, 1982 and who served in the Department of Health Services and the Provincial Department of Ayurveda as at 30.04.2003 and had drawn salaries in terms of the general circular 01.02.2004 bearing No: MH/AD/01/A/120/2003 dated 02.02.2004 of the Secretary to the Ministry of health, Nutrition and Welfare, shall be treated to have being absorbed in to the Health Management Assistants' Service of the Western Provincial Public Service as follows and action taken accordingly. Clerical Officers and Officers in parallel services who are serving in the Western Provincial Department of Health and the Western Provincial Department of Ayurveda are meant under this.

08.1.1 Accordingly the absorption of-

The officers in II B Segment of the clerical and parallel service who were engaged in the Health Clerical Service and in the service of the Department of Health Services and the Provincial Department of Ayurveda into the Primary Grade of the Health Management Assistants' Service of the Provincial Public Service ; and

The officers in II A Segment of the clerical and parallel services who were engaged in the Health Clerical Service and in the service of the Department of Health Services and the Provincial Department of Ayurveda into the Class II of the Health Management Assistants' Service of the Provincial Public Service ; and

The officers in Class I of the clerical and parallel services who were engaged in the Health Clerical Service and in the service of the Department of Health Service and the Provincial Department of Ayurveda into the Class I of the Health Management Assistants' Service of the Provincial Public Service ; and

The officers in Supra Class of the clerical and parallel services who were engaged in the Health Clerical Service and in the service of the Department of Health Services and the Provincial Department of Health into the Special Grade of Health Management Assistants' Service of the Provincial Public Service.

- 08.2 Further, In order to make the Health Management Assistants' Service of the Western Provincial Public Service a multipurpose Service, arrangements will be made to absorb the clerks presently serving in the Provincial

Department of the Health Services and Provincial Department of Ayurveda into the Health Management Assistants' Service of the Western Provincial Public Service and to absorb the Typists, Book keepers, and the Shroffs who were engaged in the permanent service of the above mentioned institution as at the date of approval of the Service Minute by the Hon. Governor into the Health Management Assistants' Service of the Western Provincial Public Service provided they opt to be admitted to the said Service.

08.2.1 The officer in Typist Service who express their option will be absorbed in the same manner as stated in 08.1.1 according to the grade they hold as at the date of absorption in Health Management Assistants' Service of the Western Provincial Public Service.

08.2.2 In considering the seniority subsequent to absorption into the Health Management Assistants' Service. The seniority list of the officers who are absorbed as stated in 08.2.1. above, will be arranged to be in continuity from the end of the seniority list in the respective Grades of the officers who were absorbed into the Health Management Assistant Service after having received first appointment as Health Clerk.

08.3.3 In the conversion of salaries, conversion shall be done step by step so as to be correlative.

08.4 In the absorption, the date of officers' first appointment will be taken into consideration for reckoning seniority so that no change will take place with regard to respective services section 14 in chapter 2 of the Establishment Code shall be applicable in this connection.

08.5 The officers who are already in Service are required, in terms of this Minute to pass the Efficiency Bar Examination relevant to their Class/Grade within 3 years after the absorb into the Health Management Assistants' Service of the Western Provincial Public Service and the necessary knowledge and skill should be acquired.

8.5.1 Provided the said officers have already passed or have been exempted from the Efficiency Bar Examination of their present Grade, they shall be exempted from this requirement.

09. Any right, privilege or entitlement so far enjoyed in terms of the Minute which was in force, shall not be done away with as a result of change of designation or salary scale.

10. *Efficiency Bar* : The relevant officers are required to pass the prescribed Efficiency Bar Examinations as follows ;

10.1 Before reaching 4th salary step of the Annual Salary Scale of Rs. 51,840-7x1,320-10x1,560-76,680 assigned to the Primary Grade.

10.2 Before reaching 4th salary step of the Annual Salary Scale Rs. 57,120-7x1,320-15x1,560-89,760 assigned to the Class II.

10.3 Before reaching 4th salary step of the Annual Salary Scale Rs. 73,560-6x1,560-9x2,460-105,060 assigned to Class I.

Passing of these Efficiency Bar Examinations shall be a pre-condition for being promoted to the next Grade/Class. For Efficiency Bar Examinations vide appendix"

10.4 No exemption from the Efficiency Bar Examination shall be granted due to completion of 45 years of age or any other reason.

10.5 All provisions made in the Establishment Code with regard to salary increments and Efficiency Bar Examinations shall be applicable to this Service as well.

Shall be held to be effective from 01st of July every year.

11. *Service Conditions :*

- 11.1 Duty hours of the officers of the Western Provincial Health Management Assistants' Service shall be from 08.00 a.m. on all the days of the year and they may be ordered to serve for additional hours depending on exigencies of the service. Number of normal duty hours on a week day shall be treated as 08.
- 11.2 The officers of the Health Management Assistants' Service of the Western Provincial Public Service shall place security, in a sum as may be expediently ordered by the Western Provincial Director of Health Services and the Western Provincial Commissioner of Ayurveda.
- 11.3 These officers may be ordered of serve on Saturdays, Sundays and Public holiday depending on exigencies of the service. Overtime, holiday pay or leave in lieu of can be obtained in that stead.

12. *Promotions :*

12.1 Promotion from Primary Grade to Class II—

- (a) The officers in Primary Grade of the Health Managements Assistants' Service of the Western Provincial Public Service who have Passed tests in typing and the use of computer and the Efficiency Bar Examinations and who have been confirmed in the post, will be eligible for the examination for promotion to Class II conducted by the Commissioner General of Examinations. Those who pass this examination will be promoted to Class II on the basis of the date whichever falls later of the undermentioned two dates-i.e. the date of completion of a period of 04 years service or the date of examination.

The examination procedure is given in Appendix "F"

or in the attentive

- (b) The officers in Primary Grade of the Health Managements Assistants' Service of the Western Provincial Public Service who have Passed the tests in typing and the use of computer and the Efficiency Bar Examinations and who have completed a satisfactory 08 years period of service, will be promoted to Class II.

12.2 Promotion from Class II to Class I—

- (a) The officers who have completed a satisfactory 08 period of service in class II and who have passed the Efficiency Bar Examination, will be eligible to sit for the Examination for promotion to Class I conducted by the Commissioner General of Examinations Promotion to Class I will be given on the basis of the date of passing the Examination.

The examination procedure is given in Appendix "G"

or in the attentive

- (b) The officers who have completed a satisfactory 12 years period of service in Class II and who have passed the Efficiency Bar Examination, will be promoted to Class I.

12.3 Promotion from Class I to the Special Grade.

In granting promotions from Class I to the Special Grade, selections will be made according to vacancies to ensure that filling of 65% of the vacancies will be on the basis of merit and seniority and 35% on the basis of a limited competitive examination.

12.3.1 The Officers who have completed a satisfactory 05 years period of service in Class I will be eligible to sit for the examination for promotion to the Special Grade conducted by the Commissioner-General of Examinations. Selections will be made on the basis of merit achieved at the said examination and the seniority.

The examination procedure is given in Appendix "H".

12.3.2 To appear for the examination for selection of 35% on the basis of the limited competitive examination,

- (a) The officers with a satisfactory 08 years period of service in the Health Management Assistants' Service of the Western Provincial Public Service who have been confirmed in service and who have passed the tests in typing and the use of computer and the Efficiency Bar Examination of the Primary Grade ; and
- (b) The officers who have been confirmed in service and who have completed a satisfactory 05 years period of service and who have passed the tests in typing and use of computer and the Efficiency Bar Examination of the Primary Grade and who are in possession of a degree will be eligible. The number required will be selected on the basis of merit achieved at the said examination. The examination will be conducted by the Commissioner-General of Examinations.

The examination procedure is given in Appendix "J"

12.3.3 The Officers in Health Management Assistants' Service who will be selected to the Special Grade will be given a Training in Management and Hospital Administration for 03 months at the Institute of Development Administration of Sri Lanka.

12.3.4 All Examinations for promotions shall be held on or before 01st of October every year.

13. *Transfers ;*

Officer may be transferred out to any health work place of the Western Province.

14. *Pensions :*

As the Health Management Assistants' Service of the Western Provincial Public Service is a pensionable service, the officers who were entitled to pensionable status as at 01.01.2003 shall be entitled to receive benefits under the Minute on Pensions. The officers who are recruited after 01.01.2003 shall be entitled to the contributory pension. However the minor employees who had enjoyed pension entitlement by 01.01.2003 if recruited to the Health Management Assistants' Service of the Western Provincial Public Service by promotions after 01.01.2003, they shall also be entitled to the pension right.

14.1 *Definition :*

Any matters not provided for in this Minute shall be determined by the Provincial Public Service Commission in consultation with the Hon. Governor. Further in this Minute, except in instances where no special references are made to females, the females shall also be included in all instances where reference is made to males.

APPENDIX "A"

The officers in Special Grade of the Management Assistants' Service of the Western Provincial Public Service, shall be appointed to the following posts. :

1. The post of Administrative Officer of the office of the Provincial Director of Health Services, Western Province ;

2. The posts of Administrative Officer of the offices of the Deputy Provincial Directors of Health Services ;
3. The post of Hospital Secretaries of all the Base Hospitals ;
4. The post of Administrative Officer of the Western Provincial Department of Ayurveda.

APPENDIX "B"

OPEN COMPETITIVE EXAMINATION PROCEDURE FOR RECRUITMENT TO THE PRIMARY GRADE OF THE HEALTH MANAGEMENT ASSISTANTS' SERVICE OF THE WESTERN PROVINCIAL PUBLIC SERVICE

01. *Qualifications of the candidates :*

- 1.1 Candidates should be Sri Lankans. They should be of good moral character as defined in the Establishment Code.

1.2 *Educational Qualifications :*

Should have passed the General Certificate of Education (Ordinary Level) Examination in 06 subjects in one and the same sitting with Credit Passes for at least 4 subjects inclusive of Sinhala/Tamil language and Mathematics or Pure Mathematics or Elementary Mathematics or Commercial Arithmetic and English Language ;

or

Should have passed the National Certificate of General Education Examination in at least 06 subjects in one and the same sitting inclusive of English Language with not less than "B" Grade passes for 04 subjects inclusive of First Language/ Mathematics ; and

Should have passed all the subjects other than the General Knowledge Test at the General Certificate of Education (Advanced Level) Examination in one and the same sitting (passing of 03 subjects at the General Certificate of Education (Advanced Level) Examination in one and the same sitting will be sufficient under the old syllabus) ; or

Should possess a degree of a recognized university.

1.3 *Other Qualifications ;*

- 1.3.1. Should be not less than 18 years and not more than 30 years of age ;

- 1.3.2 Should be a permanent resident of the Western Province at least for a period of 03 years preceding any particular date which may be prescribed by the Western Provincial Public Service Commission.

2. Recruitment to the service shall be done by an open competitive examination conducted by the Commissioner - General of Examinations in terms of the provisions in the Public Administration Circular No. 13/90.

Note :

- (I) When selected on the basis of merit achieved at the competitive examination, engagement in the Health Management Assistants' Service of the Western Provincial Public Service shall be done according to vacancies existing.

(II) Circular instructions issued by the Western Provincial Council and the Government from to time may be made applicable in the relevant instances and in such instances candidates will be interviewed according to the vacancies existing coming down from the highest marks obtained at the open competitive examination.

(III) If the aforesaid provisions will be subject to any change, it will be published by *Gazette* Notifications.

2. Subjects, duration and marks relevant to the examination :

<i>Subject</i>	<i>Duration</i>	<i>Marks</i>
Language and Essay (Sinhala/Tamil)	1 Hour	100
Aptitude	1 Hour	100
Mathematics with tols	1 Hour	100
General Knowledge	1 Hour	100
English Language	1 Hour	100
Total		500
		=====

- 2.1 The Language and Essay question paper prepared for examining qualifications and ability includes also matters such as preparation of letters and preparation of schedules.
- 2.2 An English knowledge equivalent to the level of G.C.E. (Ordinary Level) Examination with regard to the ability to comprehend a paragraph, essay writing, preparation of letters and translation of a Sinhala/Tamil paragraph in to English, is expected from the English Language question paper.
- 2.3 Candidates should appear for the examination in the same language media in which he passed the examination at which he obtained qualifications.

APPENDIX "C"

Procedure for recruitment of 30% of the number of vacancies in the Primary Grade of the Health Management Assistants' Service of the Western Provincial Public Service from among the Departmental Employees.

01. Recruitment's will be made from among the minor employees who are in possession of the following qualifications and who are in service of the Provincial Department of Health Service and the Provincial Department of Ayurveda of the Western Province :

1.1 The maximum age limit will not be applicable to these persons ;

1.2 *Educational Qualifications* :

Should be possession of the Educational Qualifications indicated in 1.2 of the Appendix "B" to this Minute.

1.3 *Other Qualifications* :

Should be persons with a satisfactory 05 years period of service who are holding a permanent appointment in the Provincial Department of Health Services and the Provincial Department of Ayurveda and who have been confirmed in appointment.

02. In an instance where a number of applications over and above the number due to be selected, has been received, the selection will be made by a competitive examination to be conducted by the Commissioner General of Examinations.

03. *Relevant Subject Field :*

<i>Subject</i>	<i>Duration</i>	<i>Marks</i>
(i) Language and Essay (Sinhala/Tamil)	1 Hour	100
(ii) Aptitude	1 Hour	100
(iii) Mathematics with tots	1 Hour	100
Total		300

=====

- 3.1 The Language and Essay question paper prepared for examining qualifications and ability includes also matters such as preparation of letters and preparation of schedules.
- 3.2 Candidates should appear for the examination in the same language media in which he passed the examination at which he obtained qualifications.
- 3.3 A minimum of 30 marks should be obtained for each of the above subjects. The candidates who are qualified under 3.3 will be interviewed according to the vacancies existing coming down from the marks of highest level.
- 3.4 If the aforesaid provisions will be subject to any change, it will be published by *Gazette Notifications*.

APPENDIX 'D'

Typing Test :

01. For a pass in this test a candidate should have a speed of 15 words per minute in Sinhala or Tamil and 20 words per minute in English with not more than five mistakes per hundred words.

02. For the purpose of this test, a "word" is defined as a unit of five touches or strokes (impressions) including spacing between words. For example, the word "පරීක්ෂණය" consists of 07 touches or strokes. Therefore, it is counted as 1 3/5 words for the purpose of this test. Similarly, the word "Department" consists of ten touches or strokes. Therefore, it is counted as two words. A space between words is also counted as one touch or stroke.

03. This test will be conducted under the supervision of a Staff Officer and will consist of typing of a portion of not less than one page of the Establishments Code of the Government within a certain period of time calculated so as to ensure a speed of 15 words per minute if the test is held in Sinhala or Tamil and 20 words per minute if it is held in English language.

04. The candidate should type from a copy and not from dictation.

05. Typing (Sinhala, Tamil, English) - A portion not less than a page of the Establishment Code well calculated as to ensure that typing is done at a speed of 15 words per minute if the test is held in Sinhala or Tamil medium and at a speed of 20 words per minute if the test is held in English Medium, will be given for typing within a time adequate for the purpose.

Note :

01. This will be a subject for this examination only for those who were appointed to service on or after 01.10.1971. Candidates can sit for this subject only if they opt to do so in order to comply with the terms in Paragraph 5 of the Minute.

02. Language of joining the service should be the medium of language.

03. Those who have passed Typewriting as a subject at the G.C.E. (O/L) National Certificate of General Education Examination can be exempted from this subject.

04. Particulars of examination shall be as given in Appendix "D". The above provisions may be amended. Particulars pertaining to examinations will be published in the *Gazette* from time to time.

05. In counting the number of words only the clear impression of letters and spaces between words and digits will be counted. Punctuation marks should be used as found in the copy. But they will not be taken into account when the number of words are counted.

06. Even if there be more than one mistake in a unit of five (05) touches (*i.e.* a word) it will be counted as one mistake. For example, if the word "වැටුප්" has been typed as "විටිප්" the number of mistakes will be one only. Similarly, if the word "TIME" has been typed as "TUNE" it will be counted as one mistake only. If a unit of five touches or a part of such a unit has been omitted it will be counted as one mistake.

07. Each error or omission in punctuation will be counted as one mistake.

08. Overlapping of letters in typing, leaving no space or leaving more than one space between two words (*i.e.* more than one touch on the space bar) and error in spelling (correct letters not being used for words) will be counted as mistakes.

09. Correction of mistakes will not be counted as mistakes.

10. Candidates who do not show a fair standard of competence in spacing and arrangement and candidates who have, by corrections and alterations, unnecessarily disfigured their scripts, will not be given a pass.

PART II

COMPUTER TEST (DURATION 1 1/2 HOURS)

This test is meant to examine whether the applicant has following abilities.

	Basic concepts of Information Technology. Windows Operating System File Management
Word Processing	Basic skills, Screen Familiarization, Editing Text, Aligning Text, fonts and Attributes, Sub paragraphs, Paragraphs Change of Line Spacing, Tab Setting, Finding and Replacing Text Spelling and Grammatical errors, Thesaurus, Working with Columns, Page Setup, Printing Documents, Creating Tables, Sorting Text File Management, Mail Merging, Working with Macros
Spreadsheets	Basic Skills Formatting Editing Columns and Ranges, Insertions and Deletions Sorting Data Creating Charts Printing @ Function Working with Macros, File Management
Databases	Introduction, Basic Skills Databases-Creation and Application Forms Linked Forms, Popup Forms, Dialogues and Message Boxes Queries Sorting Obtaining Reports

	Working with Macros
Presentations/Graphics	Basic Skills, Editing, Formatting Applying designs Inserting Images, Clip Art and Graphs Slide Transition and Animations, Using Presentation Tools Preparing Master Slide Printing Slides and Notes
Internet	Introduction to internet, World-Wide Web, How to Navigate, Internet Practical
E-Mail	Introduction, Basic Skills, Receiving E-Mail, Sending E-Mail, Responding to Mail Working with Attachments, Creating and Using Nicknames to identify Address Composing Messages.

APPENDIX 'E'

Efficiency Bar Examination procedures applicable to the Grades/Classes of the Health Management Assistants' Service of the Western Provincial Public Service.

01. Syllabus for the Efficiency Bar Examination to be held before reaching the 4th salary step of the salary scale of the Primary Grade of the Health Management Assistants' Service of the Western Provincial Public Service.

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
Office systems and Establishment code	2 hours	100
Financial Regulations	2 Hours	100

(a) Office Systems and Establishment Code :

- (i) Functional Responsibility in an office
- (ii) Office Layout
- (iii) Management of records
- (iv) Filing and Functions connected with it
- (v) Management of staff
- (vi) Public Relations and Communication
- (vii) Establishment Code - Chapter II - Recruitment procedures and Appointment
- (viii) Establishment Code - Chapter III - Transfers
- (ix) Establishment Code - Chapter IV Grant of Monthly pay,
Temporary Status, Permanent Status and Pensionability
- (x) Chapter VII - Salaries
- (xi) Chapter XII - Leave
- (xii) Chapter XXVII - Channel of Communications
- (xiii) Chapter XXVIII - Administrative Procedures and Methods
- (xiv) Chapter XXXII - Exercise of Political Rights

(b) Financial Regulations :

- (i) F.R. Chapter I - Estimates of Expenditure and Revenue
- (ii) F.R. Chapter II - Authorities for Expenditure, Refunds, Write-offs etc.,
- (iii) F.R. Chapter III - Financial Management and Accountability
- (iv) F.R. Chapter IV - Receipts
- (v) F.R. Chapter VI - Custody of Public Money etc.,
Imprest and Bank Accounts

In order to pass the examination at least 40% of marks should be secured for each subject.

- 1.1 Subjects in which an officer has failed can be completed on a subsequent occasion.
- 1.2 Placement on the 4th salary step will be made effective from the date of passing the Efficiency Bar Examination. The salary increments of officers who do not duly complete the Efficiency Bar Examinations will be deferred for the period from the date of reaching the 4th salary step to the date of passing the Efficiency Bar Examination.
- 1.3 Passing of this Efficiency Bar Examination shall be a pre-condition for promotion to Class I and II.

02. Syllabus for the Efficiency Bar Examination to be held before reaching the 4th salary step of the salary scale applicable to Class II.

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
Office Systems and Establishment Matters	2 Hours	100
Financial Regulations	2 Hours	100
Administration of Health Institutions and Hospitals	2 Hours	100

(a) Office Systems and Establishment Matters :

- (i) Office Management
- (ii) Functional Responsibility in an office
- (iii) Filing and Management of Records
- (iv) Office Layout and Organization
- (v) Public Relations
- (vi) Communication Process
- (vii) Forms and Records
- (viii) Supervision of staff, measurement of work and control of work
- (ix) Recruitment Procedure and Appointments - Establishment Code-Chapter II
- (x) Release, Reversion - Establishment Code-Chapter V
- (xi) Service Records, Reports and Certificates - Establishment Code-Chapter VI
- (xii) Salaries - Establishment Code-Chapter VII
- (xiii) Leave - Establishment Code-Chapter XII
- (xiv) Railway Warrants - Establishment Code-Chapter XIII

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| (xv) Salary and Loan Advances | - | Establishment Code-Chapter XXIV |
| (xvi) Exercise of Political Rights | - | Establishment Code-Chapter XXXII |
| (xvii) General Behavior and Discipline | - | Establishment Code-Chapter XLVII |
| (xviii) Rules of Disciplinary Procedure | - | Establishment Code-Chapter XLVIII |

(b) Financial Regulations :

- | | | |
|---|---|-------------------|
| (i) Estimates of Expenditure and Revenue | - | F.R. Chapter I |
| (ii) Authorities for Expenditure, Refunds, Write offs etc., | - | F.R. Chapter II |
| (iii) Financial Management and Accountability | - | F.R. Chapter III |
| (iv) Reports | - | F.R. Chapter IV |
| (v) Supplies, Works and Services | - | F.R. Chapter XIII |

(c) Administration of Health Institutions and Hospitals :

- (i) Objectives of the Department of Health
- (ii) Structure of Health Services in the Linear Ministry and the Provincial Councils
- (iii) Basic aspects of the Health Field and the Institutions relevant thereto
- (iv) Structural Development of the Patients Treatment Service
- (v) Working of a Hospital
- (vi) Food, Drugs and other Supplies
- (vii) Management of Medical Statistics
- (viii) Communicational Responsibility in Medical institutions and Public Relations
- (ix) Hospital Charges and Yields from Compound
- (x) Specialized Units in Hospitals

2.1 In order to pass the examination at least 40% of marks shall be secured for each subject.

2.2 Subjects in which an officer has failed can be completed on a subsequent occasion.

2.3 Placement on the 4th salary step will be made effective from the date of passing the Efficiency Bar Examination. Salary increments due for the period from the date of reaching the 4th salary step to the date of passing the Efficiency Bar Examination will be deferred.

2.4 Passing of this Efficiency Bar Examination shall be a pre-condition for promotion to Class I.

3.0 There is an Efficiency Bar before reaching the 4th salary step in the salary scale applicable to Class I of Health Management Assistants' Service of the Western provincial Public Service. No written examination is held for the purpose.

3.1 Exemption from the Efficiency Bar will be given on the certificate issued by the Head of the Department /Head of the Institution having assessed the officer's service record and work.

3.2 Completion of this Efficiency Bar Examination/Exemption in terms of 3.1 above shall be a pre-requirement for promotion to the post in Special Grade.

APPENDIX 'F'

Regulations and Syllabus for the Eligibility Examination for appointment to Class II of the Health Management Assistant Service.

Subject for the examination and the marks prescribed for respective subjects are given below. General conditions imposed by the Commissioner General of Examinations in respect of examinations will be applicable to this examination. Their violation may render a candidate ineligible.

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
Accounts and Financial Regulations	2 Hours	100
Office Systems and Regulations of Hospital Administration	2 Hours	100
Practical Test in the use of Computer	1 Hour	100
Test on English Language	1 1/2 Hours	100

(a) Accounts and Financial Regulations :

Part I

Final Accounts of a Single Business in Accounting (Trade, Profits and Loss Account, Balance Sheet)
Prime Entry Books in Accounting
Bank Reconciliation Particulars

Part II

Consolidated Fund
Chief Accountable Officer and Accountable Officer
Authorization, Approval, Certification and Payments' Losses or Waivers
Custody of Public Money, Security and Imprests
Bank Accounts and Matters relating to Cheques
Internal Audit and its functional Responsibility

Note:-

The above question paper consists of 8 questions and the candidates should furnish answers to the first question covering Part I and 05 other questions. The first question carries 40 marks and the other questions will carry equal marks.

(b) Office Systems and Regulations relating to Hospital Administration :

Functional Responsibility in an office

Basic office Principles

Types of Files and Methods

Use of Forms

Mail

Monthly Pay - Establishment Code - Chapter IV

Recruitment Procedures and Appointments - Establishment Code - Chapter II

Leave - Establishment Code - Chapter XII

Overtime Pay and Allowances - Establishment Code - Chapter VIII

Railway Warrants	-	Establishment Code	-	Chapter XIII
Administrative Procedures	-	Establishment Code	-	Chapter XXVIII
General Behavior and Discipline	-	Establishment Code	-	Chapter XLVII

Drafting of Letters, Preparation of Schedules, Drafting of a letter according to Orders, Supply of Food, Storing of Drugs and other Supplies and Regulations relevant thereto.

Note :

The above question paper consists of 08 question and the question paper consists of 03 parts. Answers should be furnished to 05 questions so as to include at least one question from each part. All questions will carry equal marks.

1.1 Answers to the question paper referred at 'a' and 'b' above shall be furnished in the same language medium in which the candidate appeared for admission to this Service.

01. In order to pass these subjects at least 40% of marks should be secured for each subject.

(a) Practical Test in the use of Computer. Preparation of a Report referring to EXCEL software.

(b) Test on English Language

- (i) comprehension of a simple passage
- (ii) Preparation of an official letter
- (iii) Translation of a simple passage into English
- (iv) Summarizing the meaning of a paragraph.

APPENDIX 'G'

Examination for promotion form Class II to Class I in the Health Management Assistants' Service of the Western Provincial Public Service will be held by the Provincial Public Service Commission and this examination for promotion will consist of the following subjects :-

<i>Subjects</i>	<i>Duration</i>	<i>Marks</i>
Office Systems	2 Hours	100
Establishment Code	2 Hours	100
Financial Regulations	2 Hours	100
Hospital Management	2 Hours	100
		<u>400</u>

1. Office Systems :

- (i) Office Management
- (ii) Personnel Management
- (iii) Management of Records
- (iv) Public Relations
- (v) Communication Process
- (vi) Forms and Records
- (vii) Evaluation of Work and Measurement of Productivity

- (ii) Establishment Code
- | | | |
|---|---|----------------|
| Recruitment Procedure | - | Chapter II |
| Service Records, Reports and Certificates | - | Chapter VI |
| Salaries | - | Chapter VII |
| Leave | - | Chapter XII |
| Railway Warrants | - | Chapter XIII |
| Official Residence | - | Chapter XVIII |
| Salary and Loan Advances | - | Chapter XXIV |
| Channels of Communication | - | Chapter XXVII |
| Rules of Disciplinary Procedure | - | Chapter XLVIII |
- (iii) Financial Regulations
- | | | |
|---|---|--------------|
| Estimates of Expenditure and Revenue | - | Chapter I |
| Authorities for Expenditure, Refunds etc. | - | Chapter II |
| Financial Management | - | Chapter III |
| Receipts | - | Chapter VI |
| Payments | - | Chapter V |
| Supplies, Works and Services | - | Chapter XIII |
- (iv) Hospital Management
- Functional Responsibility of Hospitals in achieving the objectives of the Health Service.
 - Types of Hospitals and their Composition
 - Food, Drugs and other Supplies of Services
 - Medical Statistics
 - Specialized and Emergency Treatment Units
 - Public Relations

In order to pass the examination at least 40% of marks should be secured for each subject.

APPENDIX 'H'

Procedure for promotion on merit to the Special Grade of the Health Management Assistants' Service of the Western Provincial Public Service (For a quantum of 65%)

01. Selection Procedure

- | | |
|--------------------|-----------|
| I. Seniority | 70 Marks |
| II. Expenditure | 30 Marks |
| III. Aptitude Test | 100 Marks |

I.I *Seniority*.—Marks for this purpose will be given on the basis of the number of years an officer has served after being promoted to Class I in the Health Management Assistant's Service of the Western Provincial Public Service. Marks will be awarded up to a maximum of 60 at the rate of 3 marks for each completed year of satisfactory service. 02 marks will be given for a period of six months and over and one mark will be given for a period of three months and over and no marks will be given for a period less than 03 months.

I.II *Experience*.—Marks will be awarded up to a maximum of 30 at the rate of 02 marks for each completed year of service as Head of the Unit/Head of the Branch/Chief Health Management Assistant/Staff Assistant effective from the date of admission to Class I of the Health Management Assistant's Service of the Western Provincial Public Service.

I.III *Aptitude Test.*—This test will be conducted by the Commissioner General Examinations. This test which shall consist of 02 Part will carry 100 marks.

- (a) *Part 1 - 40 Marks.*—Testing of the applicants' knowledge in the subjects of general knowledge, ability in decision making, logical thinking and office procedure is expected from this Part. All the questions will be relevant to problems relating to office procedure.
- (b) *Part 2 - 60 Marks.*—Answers should be furnished to a subject oriented problem Question paper will be prepared so as to consist of one or several paragraphs.

Selected for appointment will be made in sequence of merit taking the aggregate of the marks secured for all three Parts of Seniority, Experience and Applicable Test as indicated in Section I above.

Awarding of marks for Seniority and Experience will be made by an approved Interview Board.

The Appointing Authority shall have the right of not offering appointment if it is found that any candidate is not qualified to receive appointment under the regulations and provisions relating to the examination existing at the time of offering appointments or due to any unsatisfactory work and conduct.

APPENDIX 'I'

Procedure for the limited competitive examination to be held for appointment to the Special Class of the Health Management Assistants' Service of the Western Provincial Public Service (For 35% of the number of vacancies)

Qualifications to sit for the examination :

The officers in Class II who have been confirmed in their posts coming under the Health Management Assistants' Service of the Western Provincial Public Service and who have a satisfactory period of service of not less than 08 years as at the closing date of applications and the graduate officers with a satisfactory 05 years period of service in the Health Management Assistants' Service who have passed the Efficiency Bar Examinations of the Primary Grade will be eligible to sit for the examination.

Note.—Officers with a satisfactory period of service' shall mean the officers who have earned all the salary increments during a period of 05 years immediately preceding the closing date of applications and who have not been subjected to any disciplinary punishment (other than warnings) during that period and those who have fulfilled the requirement in 3.2 of Appendix 'E'.

02. Examination Procedure

02.1 Subjects, duration and the quantity of marks.

<i>Subject</i>	<i>Duration</i>	<i>Marks</i>
(i) Administration of Health Institutions and Hospitals	2 Hours	100
(ii) Office Management	2 Hours	100
(iii) Establishment Regulations	2 Hours	100
(iv) Financial Regulations	2 Hours	100
		<hr/>
	Total	400
		<hr/> <hr/>

I. Administration of Health Institutions and Hospitals

- * Objectives of Health Service
- * Health Administration Structure-Linear Ministry and Provincial Council
- * Objectives of Main Branches of the Health Service (Hospital Services, Public Health and Health Education)
- * Food, Drugs and other Services and Supplies of the Hospitals and the Health Institutions
- * Medical Statistics
- * Public Relations
- * Communication

II. Office Management

- * Office Layout
- * Office Systems
- * Personnel Management
- * Management of Records
- * Forms and Records
- * Productive Concept
- * Communication Process
- * Evaluation of Work
- * Public Relation
- * Basic Principles of Management
- * Delegation of Powers
- * Supervision Responsibility
- * Time Management
- * Leadership Qualifies
- * Strategical Management
- * Public Policies and Administrative Rules
- * Stores Management
- * Fundamental Rights

III. Establishment Regulations

Chapter I	-	Recruitment Procedure
Chapter V	-	Release, Reversion
Chapter VI	-	Service Records, Reports and Certificate
Chapter VII	-	Salaries
Chapter VIII	-	Overtime, Holiday Pay and Allowances
Chapter IX	-	Fees
Chapter XII	-	Leave
Chapter XIII	-	Railway Warrants
Chapter XVI	-	Holiday Travel
Chapter XVIII	-	Official Residence
Chapter XXIV	-	Salary Loan Advances
Chapter XXV	-	Concessions to Members of Trade Unions
Chapter XXXII	-	Exercise of Political Rights

Chapter XLVII	-	General Behaviour and Discipline
Chapter XLVIII	-	Disciplinary Procedure

IV. *Financial Regulations*

Chapter I	-	Estimates of Expenditure and Revenue
Chapter II	-	Authorities for Expenditure, Refunds etc.
Chapter III	-	Financial Management
Chapter IV	-	Receipts
Chapter V	-	Payments
Chapter VI	-	Custody of Public Money, Imprests and Bank Accounts
Chapter VII	-	Accounting
Chapter VIII	-	Advance Accounts
Chapter XI	-	Foreign Aid
Chapter XIII	-	Supplies, Works and Services

Only the number required depending on the vacancies will be called up for the interview from among the candidates who obtain highest marks at the written examination.

The limited competitive Examination will be conducted by the Commissioner General of Examinations in Sinhala / Tamil / English media. Answers should be furnished in the same language medium in which the candidates appeared at the time of obtaining appointments.

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