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The Gazette of the Democratic Socialist Republic of Sri Lanka
EXTRAORDINARY

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PART I : SECTION (I) — GENERAL
Government Notifications

MINUTE OF THE ENGINEERING ASSISTANTS' SERVICE OF THE IRRIGATION DEPARTMENT

FOLLOWING Minute of Engineering Assistants' Service of the Irrigation Department is hereby substituted without prejudice to any action taken or purported to be taken in terms of the Minute of the Technical Assistants' Service of the Irrigation Department published in the Gazette Extraordinary of the Democratic Socialist Republic of Sri Lanka No. 1069/19 dated 05/03/1999 and amendments made to the same from time to time.

By order of Public Service Commission,

H. M. GAMINI SENEVIRATHNE,
Secretary,
Public Service Commission.

06th April, 2017.

01. Effective Date:

This Service Minute shall be effective from the date of 11.02.2016

02. Appointing Authority :

Apprentice Grades III, II, I: Director General of Irrigation with delegated power by the Public Service Commission.

Special Grade: Public Service Commission

03. Service Category / Service Categories:

Supervisory Management Assistant- Non-Technological/ Technological (Grades III, II and I)

Management Assistant: Supra Class (Special Grade)



04. Role:

- I. A service category which performs the activities in the nature of multitasking including personnel management, financial custody and money transactions, supervision and operations which are supportive to the role of the executive of the institutions, and which were specifically assigned by the executive.
- II. A service category entrusted with functions of Administration/ Personnel Management, Financial Management and Material Management so as to be supplementary/ supportive to functions of senior executives and executive officers specifically recruiting through an internal process limiting to the approved cadre.

05. Salary (Salary code number, Salary scale, Initial salary step) :

5.1 Salary Code Numbers:

MN 3- 2006 A (Grades III, II, I)

MN 7- 2006 A (Special Grade)

5.2 Salary Scale (monthly):

Grades III, II, I: Rs. 15,005-4x180-6x240-11x320-20x360-27, 885/=

Special Grade: Rs. 20,030-11x365-18,500-33,045/=

5.3 Initial salary step applicable to grading system

<i>Grade</i>	<i>Initial salary step</i>	<i>Initial salary point</i>
III	Step 01	Rs. 15,005.00
II	Step 12	Rs. 17,485.00
I	Step 23	Rs. 21,045.00
Special	Step 4	Rs. 21,125.00

5.4 Allowance for apprentices during the training period.

As per the Public Administration Circular No. 06/2006 (II), allowances are paid during the training period as follows.

Rs. 12, 920/= per month for the first year.

Rs. 13,040/= per month for the second year.

Rs. 13,160/= per month for the third year.

06. Posts belonging to the service:

6.1 Approved designations, approved cadre and duties assigned to post.

Following duties are assigned subject to changes made by the instructions in the circulars issued from time to time by the Director General as required by the exigency of service.

<i>Approved designation</i>	<i>Approved Grade</i>	<i>Approved number of posts</i>	<i>Duties</i>
Engineering Assistant	III, II, I	636	Following duties assigned under the supervision of an irrigation engineer as per the regulations of the department: Preliminary investigations for effective operational work of constructions/ improvements/ rehabilitation/ operation and maintenance of new or ongoing gravity/ lift/ micro irrigation, flood-water and salt-water prevention schemes, and productive water controlling, Surveying and leveling, according to full investigations, Preparing limited scale drafts and civil engineering designs, preparing relevant plans, quantity surveying, rate analysis and preparing estimates, Preparing of procurement documents according to the standard specifications, supervision of work, quality control of the organization, Management of machinery, relevant fuel, materials, at field work sites and relevant stores management accounting. Development and training of institutional organization as the business manager of irrigation schemes and officer in charge of fields/units supervising the work of work administrators, technical assistants, field assistants, and labourers. Field work and assigned duties of other engineering sub professions related to the duties assigned to the department by the Irrigation Ordinance and other acts.
Divisional Assistant	special	65	According to powers vested by Departmental circulars and Financial circulars issued from time to time by the Director General of Irrigation, checking, the inventories, order registers, measurement of work completed, monthly progress costs and running charts of all vehicles related to making payments under Regional Engineer's supervision. Certification of payments, making all cash payments, signing cheque as second signatory; maintaining cash imprest register, payment utility register; and assisting the Irrigation Engineer in charge, the Division/ Resident Engineer in the administration of stores, labourers, vehicles and offices and covering such duties.

6.2 Combined number of Officers: Engineering Assistants Grades III, II and I- 636

For the purpose of grade promotions, Grades III, II and I shall be treated as belonging to the combined number of officers.

6.3 Nature of the post/posts: The post is permanent and pensionable. Contributions will have to be made to the Widows'/ Widowers' and Orphans' Pension Scheme.

07. Method of Recruitment:

7.1 Ratio of Recruitment

Stream	Percentage	Ratio (As per the approved number of posts)	
		Male	Female
Open	90%	75%	25%
Limited	10%	75%	25%

7.2 Recruitment under open stream

7.2.1 Recruitment Grade

7.2.1.1. Qualifications for recruitment of apprentices (for a training of three years)

Educational Qualifications

- I. Shall have passed G.C. E (Ordinary Level) Examination in six (06) subjects with credit passes for Sinhala/Tamil, English Language, Mathematics and Science at one sitting, and
- II. Shall have passed G.C.E (Advanced Level) examination with subjects relevant to the fields of Physics, Pure Mathematics, Applied Mathematics and Chemistry as per the old syllabus at one sitting,

Or

Shall have passed G.C.E (Advanced Level) Examination with subjects relevant to the fields of Advanced Mathematics or Combined Mathematics and Chemistry as per the new syllabus at one sitting,

Vocational Qualifications- Not applicable

7.2.1.2 Grade III (Direct Recruitment)

(a). Educational Qualifications

- I. Shall have passed G.C. E (Ordinary Level) Examination in six (06) subjects (06) with credit passes for Sinhala/Tamil, English Language, Mathematics, Science and one other subject at one sitting, and
- II. Shall have passed G.C.E (Advanced Level) examination with subjects relevant to the fields of Physics, Pure Mathematics, Applied Mathematics and Chemistry as per the old syllabus at one sitting,

or

Shall have passed G.C.E (Advanced Level) examination with subjects relevant to the fields of Advanced Mathematics or Combined Mathematics and Chemistry as per the new syllabus at one sitting.

(b). Vocational Qualifications

- I. Having obtained the certificate upon following the Diploma in Irrigation Engineering at an Irrigation Training Institute at Galgamuwa, Kotmale,

or
- II. Having obtained the certificate upon following the National Diploma in Technology (Civil Engineering) at the University of Moratuwa, Katubedda,

or
- III. Having followed the Higher National Diploma in Engineering Science (Civil Engineering) conducted by Sri Lanka Institute of Advance Technologies, Mattakkuliya,

or
- IV. Having obtained the certificate upon following the National Diploma in Engineering Science (Civil- Engineering) conducted by the Institute of Engineering Technologies, Katunayake,

or
- V. Having obtained the certificate upon following the Diploma in Technology (Civil-Engineering) conducted by the Open University,

or
- VI. Having obtained the certificate upon following a course similar to any courses above recognized by the University Grants Commission or the Commission of Tertiary Education.

These courses shall be of NVQ level 6.

Note:

- I. At the instances where recruitments are made through both direct recruitments to the grade III and recruitments to training Grade, recruitments shall be made first to grade III which is the recruitment grade.
- II. If the number of candidates who become qualified to Grade III which is the recruitment grade is not sufficient, (the candidates who fulfilled the qualifications as per 7.2.1.1.) will be recruited as apprentices for remaining vacancies.

7.2.2 Physical fitness

Shall have the physical fitness to serve in any part of the island and to perform the duties of the post.

7.2.3 Other

- I. Shall be a citizen of Sri Lanka.
- II. Shall be of excellent character.
- III. Candidates are deemed to have possessed qualifications to sit the competitive examination for the recruitment to the service, only if they have satisfied all the qualifications and the prescribed age limit in each and every aspect as at the date prescribed in the notification for calling applications.

7.2.4 Age:

7.2.4.1 Minimum age limit: 18 years

7.2.4.2 Maximum age limit: 30 years

7.2.5 Method of Recruitment

Recruitments shall be made on the results of a written competitive examination and a general interview. Qualified candidates shall be selected by calling for a general interview, a number of candidates equivalent to the number of recruitments expected to be made on the order of merit, determined on the aggregate of marks secured at the examination by the candidates who have passed the written examination.

7.2.5.1 Written Test

(Syllabus is mentioned in schedule 01.)

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass mark</i>
Intelligence Test	100	40%
Technological Question Paper	100	40%

7.2.5.1.1 Conducting Authority: By an institute approved by the Director General of Irrigation

7.2.5.2 Professional Test: Not applicable.

7.2.5.3 Structured Interview: Not applicable.

7.2.5.4 General Interview: (Marks are not allocated.)

Objectives to be achieved: For the verification of qualifications and certificates of applicants.

7.2.5.4.1 Appointing Authority of the general interview board: Director General of Irrigation

7.2.6 Method of calling applications:

Applications shall be called by publishing a notice in the *Government Gazette* by publishing notices in the web Sites.

7.3 Recruitment under limited stream

7.3.1 Recruitment grade

7.3.1.1 Qualifications for the recruitment of apprentices (for a training of 2 years)

(a) Educational Qualifications:

I. Shall have passed G.C.E (Ordinary Level) Examination in six subjects (06) with credit passes for Sinhala/ Tamil, English Language, Mathematics and Science within one sitting.

(b) Professional Qualifications:

Having obtained the relevant certificate of NVQ level 4 (NCT-Civil) upon passing the three year part-time National Certificate course in Technology (Civil) from a technical college recognized by the Commission of Tertiary and Vocational Education.

(c). Experience:

Being an officer in the post of technical assistant of Management Assistant- Technological service category with at least a period of 10 years of permanent service.

7.3.2 Physical fitness:

Shall have the physical fitness to serve in any part of the island and to perform the duties of the post.

7.3.3 Other:

- I. Post shall have been confirmed in the post.
- II. Shall be a departmental employee who has completed at least an active satisfactory service period of 05 years in a field relevant to the post.
- III. Shall have completed a satisfactory service period of preceding 05 years.
- IV. Officers are deemed to have possessed qualifications to sit the written test for the recruitment to the service only if the officer has satisfied all the qualifications in each and every aspect, as at the date prescribing in the notification for calling applications.
- V. Shall not be subjected to any disciplinary punishment except for a warning in preceding 05 years.

7.3.4 Age:

7.3.4.1 Minimum age limit: Not applicable

7.3.4.2 Maximum age limit: 45 years

7.3.5 Method of Recruitment:

Recruitments shall be made on the results of a written examination and a structured interview. Qualified candidates shall be selected by subjecting to a structured interview, a number of candidates twice the number of recruitments expected to be made on the order of merit determined on the total/ aggregate marks of the candidates who have passed the written examination.

7.3.5.1 Written test

(Syllabus is mentioned in schedule 03.)

<i>Subjects</i>	<i>Maximum marks</i>	<i>Pass mark</i>
Intelligence Test	100	40
Technological Question Paper	100	40

7.3.5.1.1 Conducting Authority: By an institute approved by the Director General of Irrigation

7.3.5.2 Trade test: Not applicable

7.3.5.3 Structured Interview: Qualified candidates are selected on the order of merit given by checking the qualifications and certificates of applicants.

<i>Main topics which marks are given</i>	<i>Maximum marks</i>	<i>Minimum marks considered for selection</i>
Additional educational qualifications	35	Not applicable
Additional vocational qualifications	25	
Additional experience	25	
Other qualifications	10	
Merit shown at the interview	5	
Total	100	

Note:

- I. Within the maximum amount of marks for main topics for which marks shall be given as indicated in the above table, a detailed marking scheme for each structured interview shall be approved by the appointing authority.
- II. Recruitments to the posts are made on the number of vacancies and the order of merit determined on the aggregate of marks secured at the structured interview.

7.3.5.3.1 Appointing authority of the structured interview board: Director General of Irrigation

7.3.5.4 General Interview: Not applicable

7.3.6 Method of calling applications:

Applications shall be called by publishing a notice in the *Government Gazette* or publishing public notices or notices in the website.

7.4 Recruitment under the order of merit: Not applicable

08. Efficiency Bar :

8.1

<i>Which efficiency bar</i>	<i>Number of years before which the Efficiency Bar should be passed</i>	<i>Nature of the Efficiency Bar Written/ Trade Test/ Certificate course/Other</i>
1 st Efficiency Bar	Before lapse of three (03) years from recruitment to Grade III	A written test (Schedule 04)
2 nd Efficiency Bar	Before lapse of three (03) years from promotion to Grade II	A written test (Schedule 05)
3 rd Efficiency Bar	Before lapse of five (05) years from promotion to Grade I	A written test (Schedule 06)

Note:

- Those who have passed the compete Junior Technical Examination conducted by the Director General of Irrigation mentioned in the service minute and published in the *Gazette Extraordinary* No. 1069/19 dated 05/03/1999 are considered as having passed the first efficiency bar.
- Those who have passed the part I and II of the first half and subject B of the part II of the second half of the Senior Technical examination conducted by the Director General of Irrigation stated in the service minute published in the *Gazette Extraordinary* No. 1069/19 dated 05/03/1999 are considered as having passed the second efficiency bar.
- Those who have passed the part I and II of the first half and the subjects A and B of the part II of the second half of the Senior Technical examination conducted by the Director General of Irrigation stated in the service minute published in the *Gazette Extraordinary* No. 1069/19 and dated 05/03/1999 are considered as having passed the third efficiency bar.
- Officers who have earned five salary increments upon completing an active and satisfactory service period after promoting to the Grade I by the effective date of this service minute are exempted from satisfying the requirement of passing the third efficiency bar examination.

Time frame of the Efficiency Bar Examination : twice a year

8.2 Authority for conducting the tests related to efficiency bars :

First efficiency bar	} By an institute approved by the Director General of Irrigation
Second efficiency bar	
Third efficiency bar	

9. Language Proficiency :

9.1.

<i>Language</i>	<i>Proficiency to be satisfied</i>
Official Language	Officers who have been recruited to service in a language other than an official language, shall acquire relevant proficiency in official language within the probation period.
Other official language	Proficiency at the relevant level shall be acquired as per Public Administration Circular 01/2014 and other circulars issued consequently.

10. Grade promotions:

10.1 Promotion from Grade III to Grade II

10.1.1 On average performance

10.1.1.1 Qualifications to be satisfied

- Shall have been confirmed in the appointment.
- Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade III of the service category and earned ten (10) salary increments by the date qualified for promotion.

- III. Shall have proved a performance at satisfactory level or above during the period of ten (10) years preceding the date of promotions as per the approved performance appraisal procedure.
- IV. Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- V. Shall have obtained the prescribed level of proficiency in other official language.
- VI. Shall have passed the first Efficiency Bar examination on due date.

10.1.1.2 Method of Promotion

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade II shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

10.2 Promotion from Grade II to Grade I

10.2.1 On average performance

10.2.1.1 Qualifications to be satisfied

- I. Shall have completed an active and satisfactory period of service for at least ten (10) years in Grade II of the service category and earned ten (10) salary increments
- II. Shall have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- III. Shall have proved a performance at satisfactory level or above during the period of ten (10) years preceding the date of promotions as per the approved performance appraisal procedure.
- IV. Shall have passed the second Efficiency Bar examination on due date.

10.2.1.2 Method of Promotion

When officers who have satisfied the qualifications make a request to the Appointing Authority as per the specimen form, promotion to Grade I shall be made by the Appointing Authority after verification of qualifications to be effective from the qualifying date.

10.3 Promotion from grade I to Special Grade

10.3.1 On average performance

10.3.1.1 Qualifications to be satisfied

- I. Shall have completed an active and satisfactory period of service for at least six (06) years in Grade I of the service category and earned all six (06) salary increments
- II. Have completed a satisfactory service of five (05) years immediately preceding the date of promotion.
- III. Shall have proved a performance at satisfactory level or above during the period of six (06) years preceding the date of promotions as per the approved performance appraisal procedure.

- IV. Shall have passed the third Efficiency Bar Examination on due date.
- V. Shall have passed the senior technological examination in subjects I, II categories of first half and the part (a) and (b) of category II of the second half.

10.3.1.2 Method of Promotion

When vacancies occurred in the special Grade, on the order of the Public Service Commission, applications are called by the Director General of Irrigation from engineers who have completed above qualifications and are prompted to the special grade on the marks obtained in an interview based on the seniority from the date vacancies appeared and the rank.

10.4 Remark

In promotion according to average level performance the date of promotion of officers who do not pass the efficiency bar on the due date shall be delayed by a period equal to the period delayed passing of efficiency bar.

11. Appointment to Posts:

11.1 Qualifications

<i>Post</i>	<i>Qualifications</i>	<i>manner of selection</i>
Divisional Assistant	Being an officer in the Special Grade	According to the seniority

12. Conditions applicable to the service

Recruitment to grade III at the end of the training period

- I. Applicants recruited as apprentices under open stream on successful completion of three year full time course namely the two year theoretical and one year practical conducted by Irrigation Training Institute at Galgamuwa, Kotmale and Colombo under the ministry in charge of the subject of Irrigation/ Department of Irrigation, will be eligible to receive irrigation engineering diploma certificate offered by the Galgamuwa Irrigation Training Institute of the Department of Irrigation. For apprentices enrolled under limited stream, it is sufficient to offer the above certificate on passing the two year theoretical and practical training given under the supervision of the Director of the Galgamuwa Irrigation Training Institute as directed by the Director General of Irrigation. In giving one year practical training the training will be structured on requirements and available facilities as the case may be. This course will take effect according to a semester system and its overall merit will be determined on the average of results of examination held at the end of each semester. On obtaining this certificate they will be recruited to Grade III of the Engineering Assistants' Service.

Note: The examination which will be conducted at the end of the training for applicants, recruited as apprentices under limited stream should be on par with the level of examination applicable to training of applicants who will be enrolled under open stream.

- II. Irrigation Engineer Assistant Apprentices who may fail in prescribed examination shall have the opportunity to have their training extended by not more than six months at the discretion of the Director General of Irrigation, if not their failure is due to negligence of work, lack of interest or poor attendance. Those engineering assistant apprentices who failed in prescribed examination shall pass the final examination and all other tests which will be considered at the end of the extended training period. If the apprentices who applied under the open stream failed once again their service shall be terminated. During the extended training period the apprentices are not granted their allowance.
- III. During the period of training the engineering assistants apprentices shall submit a satisfactory training record for participating at least 80% of lectures and practical lessons. Any engineering assistant apprentice who does not have the minimum attendance and satisfactory service record shall not be allowed to appear for the prescribed examination and his training shall also be terminated.
- IV. Apprentices selected under limited stream shall remain further on their previous salary scale during the training period. In addition to the salary they shall be paid an annual allowance equivalent to the initial salary increment of the Engineering Assistants Service until they pass the examination at the end of training course. An officer who follows the training period successfully shall be placed in the second year on the higher salary step of the salary scale which he received so far. The allowance shall be paid continuously. After passing the examination on successful completion of the training, salary conversion shall be made in accordance with the provision of the establishment code revised by the Public Administration Circular No. 7/2000 dated 02/03/2000.
- V. Engineering Assistants who are directly enrolled to the Engineering Assistants Grade III shall be given six month in-service Training as directed by the Irrigation Department. This includes theoretical and practical training. Thereafter, on the skills, they show in passing the theoretical and practical examination to be held, their seniority shall be decided.

General matters

The number of persons to be recruited shall be decided by the Director General of Irrigation on the number of existing vacancies in the Engineering Assistants' Service. Apprentices enrolled shall enter into an agreement with Director General of Irrigation before they commence the training.

13. Interpretations and definitions

- I. The term "Gazette" shall mean the gazette published by the Democratic Socialist Republic of Sri Lanka
- II. The term "Service Minute" shall mean the minute of the Service Minute of the Engineering Assistants at the Irrigation Department.
- III. The term "effective date" shall mean the date on which this minute comes into effect.
- IV. "Service" shall mean the Engineering Assistants' Service at the Irrigation Department.
- V. "Period of Active Service" shall mean the actual period of Active served by the officer engaged in the duties assigned to him and drawing the salary attached to his post. All the periods on No Pay other than periods which are specifically stated by the cabinet as a principal shall not be counted as an active period of service.

14. Absorption to the grade system

- 14.1 This service minute shall only be applied to the officers who are in the service as at the effective date. All the officers who receive salaries under salary scale MN-03-2006-A provided by the Public Administration Circular No. 06/2006 and circulars issued consequently on prescribed dates shall be absorbed in the following subjected to the provisions in Section 4.4, Chapter VII of the Establishments Code.
- 14.2 Period of service shall be calculated based on the date of appointment to each post or grade. However, the date of salary increment of the relevant officer shall not be changed due to this absorption and that shall be applied without any change as the increment date existed before the absorption. Further, the officer shall not be placed on the next higher salary step as per the section 4.4, chapter VII of the Establishments Code due to becoming the salary step received by the relevant officer corresponding to new salary step.

- 14.3 Absorption to the Grade III of the service
Officers in grade II of class II of the service minute as at the effective date of this service minute.
- 14.4 Absorption to the grade II of the service
Officers in Grade I of Class II of the service minute as at the effective date of this service minute.
- 14.5 Absorption to the Grade I of the service
Officers in class I of the service minute as at the effective date of this service minute.
- 14.6 Absorption to the Special Grade of the service
Officers in Special Class of the service minute as at the effective date of this service minute.

15. Interim provisions :

The interim provisions shall be effective up to three years from the effective date of this service minute. When the officers, who are absorbed to grade III and II as at the effective date of this service minute, are promoted, the service minute of Technical Service at the Irrigation Department published in the *Gazette Extraordinary* No. 1069/19 and dated 05/03/1999 shall be made applicable during the interim period. (These interim provisions shall be applicable for the officers recruited under service minute of Technical Service at the Irrigation Department published in the *Gazette Extraordinary* No. 1069/19 and dated 05/03/1999 which was in effect before the implementation of the new service minute. Other conditions shall be as per the new service minute.)

16. Other :

- 16.1.1 General conditions in Procedural Rules of the Public Service Commission published in the *Gazette Extraordinary* No. 1589/30 dated 20/02/2009 and the provisions of the Establishments Code shall be applicable for each appointment.
- 16.1.2 Matters not provided for in the Minute shall be determined by the Public Service Commission.
- 16.1.3 In case of an inconsistency between texts in Sinhala, Tamil and English versions, the Sinhala version shall prevail.

Schedule 01

1. Name of the examination- Open competitive examination for the recruitment of apprentices to the Engineering Assistants' Service.
2. Particulars of the Examination- (A question paper with multiple choice questions.)

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Intelligence Test	1 hour	100	40
Technological question paper	2 hours	100	40

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation
4. Syllabus for the examination

<i>Question paper</i>	<i>Syllabus</i>
Intelligence Test	Knowledge in logical and analytical thinking, decision making ability and making judgments are assessed.
Technological question paper	Knowledge in subject such as basic algebra, coordinate geometry, Calculus, trigonometry and hydrostatics, statics, electricity, mechanics, heat, statistics is assessed.

Schedule 02

1. Name of the examination- Open competitive examination for the recruitment to the Engineering Assistants' Grade III

2. Particulars of the Examination- (A question paper with multiple choice questions.)

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Intelligence Test	1 hour	100	40

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation

4. Syllabus for the examination

<i>Question paper</i>	<i>Syllabus</i>
Intelligence Test	Knowledge in logical and analytical thinking, decision making ability and making judgments are assessed.

Schedule 03

1. Name of the examination- Limited competitive examination for the recruitment to the Engineering Assistants' Service as apprentices.

2. Particulars of the Examination- (A question paper with multiple choice questions.)

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Intelligence Test	1 hour	100	40
Technological question paper	2 hours	100	40

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation

4. Syllabus for the examination

<i>Question paper</i>	<i>Syllabus</i>
Intelligence Test	Knowledge in Logical and analytical thinking, decision making ability and making judgments are assessed.
Technological question paper (Mathematics, Physics)	Knowledge in subject such as basic algebra, coordinate geometry, calculus, trigonometry and hydrostatics, statics, electricity, mechanics, heat, statistics is assessed.

Schedule 04

1. Name of the examination- First efficiency bar examination in the post of Engineering Assistant.

2. Particulars of the Examination-

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Surveying and leveling(Written test)	03 hours	100	40
Quantity Surveying (Written test)	03 hours	100	40

Note: Engineering Assistants those who have passed the junior technical examination are also deemed to have passed the first efficiency bar.

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation
4. Time frame of the examination- twice a year
5. Syllabus for the Examination

Question paper	Syllabus
Measuring and leveling (Written test)	<ul style="list-style-type: none"> • Fundamentals in Surveying • Plotting of a traverse survey plan with the aid of Theodolite • Tacheometric survey • Baseline survey • Use of different types of levels and its applications • Adjustments of a leveling instrument • Drawing longitudinal sections and cross sections • Contour survey • Volume calculations
Quantity Surveying (Written test)	<p>For a structural part,</p> <ol style="list-style-type: none"> 1. Preparing a quantity sheet using standard specifications 2. Preparation of a bar schedule 3. Preparation of an estimate

Schedule 05

1. Name of the examination- Second efficiency bar examination in the post of Engineering Assistant.
2. Particulars of the Examination-

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Financial Regulations	3 hours	100	40
Establishment code and Departmental regulations	3 hours	100	40

Note: In order to pass the examination, a mark which is not less than at least 40% should be obtained for each subject. Engineering Assistants those who have passed the first and second sections of the first half and subjects in (a) of the second section of the second half of the senior technical examination are also deemed to have passed the second efficiency bar.

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation
4. Time frame of the examination- twice a year

5. Syllabus for the examination

<i>Question paper</i>	<i>Syllabus</i>
Financial regulations	<p>(1) Consolidated fund</p> <p>(2) Annual Estimates</p> <p>(3) Variations of Annual Estimates</p> <p>(4) Chief Accountants/Accountants, Revenue Accounting, Officers Authorizing payments, approval, certification, delegation of authority, losses and waivers, custody of Public Funds, procedure relating to payments and receipts, procedure relating to dishonored cheques</p> <p>(5) Security of Public funds, Board of Survey, Overdrafts, Bank Accounts</p> <p>(6) Work and Services- Construction Departments</p> <p>(7) Procedure relating to verification of stores, Acceptance and Procuring supply</p> <p>(8) Contracts- Variations from Tender Procedure (Forced Accounts)</p>
Establishments Code and Departmental Regulations	<p>I. Office Administration and Establishment Code Sections IV and VII of the Procedural Rules of the Public Service Commission</p> <p>Following sections of the Establishments Code</p> <p>VII- Overtime, Holiday and Holiday Pay and Allowances</p> <p>XII- Railway Warrants</p> <p>XIV- Travel on duty within the Island</p> <p>XIX- Government Quarters</p> <p>XXVIII- Administration Procedures and Practices</p> <p>XXX- Right of Government or its officers</p> <p>XLVII- General Conduct and Discipline</p> <p>II. Departmental Provisions</p> <p>Part VI of Irrigation Ordinance- 8,9,10,14 and other provisions and Provisions of District Agricultural Committee</p> <p>Provisions on Farmer Organizations of the Agrarian Development Act, Amended Irrigation Ordinance No. 13 of 1994</p> <p>General understanding on departmental activities including flood protection act and other related ordinances.</p>

Schedule 06

1. Name of the examination- Third efficiency bar examination in the post of Engineering Assistant.
2. Particulars of the Examination-

<i>Question paper</i>	<i>Time</i>	<i>Total marks</i>	<i>Pass marks</i>
Project Management	3 hours	100	40
Irrigation Project Planning	3 hours	100	40

Note: In order to pass the examination, a mark which is not less than at least 50% should be obtained for each subject. Engineering Assistants those who have passed the sections I and II of the first half and subjects (a) and (b) of the section II of the second half of the senior technical examination are also deemed to have passed the third efficiency bar.

3. Authority for conducting the examination- By an Institute approved by the Director General of Irrigation
4. Time frame of the examination- twice a year
5. Syllabus for the examination

<i>Question paper</i>	<i>Syllabus</i>
Project Management	Assessing the knowledge in the field of management about financial, machinery and equipment, labour and construction materials in related to Irrigation projects.
Irrigation Project Planning	Assessing the basic design knowledge on all the sections in related to Irrigation projects (Embankments, buildings, roads, channels, sluices, spillways, anicuts, gates, etc.)

Schedule 07

Interview for the promotion to the special grade of the Engineering Assistants' Service

Allocation of marks is as below.

1. Seniority 60 marks
(10 marks per each year lapsed upon completing an active and satisfactory service period of 06 years after being promoted to Grade I of the Engineering Assistants' Service at the Irrigation Department.)
2. Knowledge and understanding about the field 30 marks
 - Investigation - 6 marks
 - Construction - 6 marks
 - Water management - 6 marks
 - Business management - 6 marks
 - Operation and maintenance - 6 marks
3. Performance appraisal (of preceding five years) 10 marks
 - Excellent - 10 marks
 - Above average - 08 marks
 - Satisfactory - 06 marks
 - Unsatisfactory - 00 marks