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The Gazette of the Democratic Socialist Republic of Sri Lanka

EXTRAORDINARY

අංක 1800/22 - 2013 මාර්තු මස 06 වැනි බදාදා - 2013.03.06

No. 1800/22 - WEDNESDAY, MARCH 06, 2013

(Published by Authority)

PART I : SECTION (I) — GENERAL

Government Notifications

THE SERVICE MINUTE OF THE SRI LANKA SURVEY FIELD ASSISTANTS' SERVICE

WITHOUT prejudice to any measure taken, in terms of the service minute of the Sri Lanka Survey Field Assistants' Service published by *Gazette* No. 692/4 and *Extraordinary Gazette* dated 11.12.1991 of Democratic Socialist Republic of Sri Lanka and the amendments made to it from time to time or any measure suppose to have been taken under that, following mentioned service minute of the Sri Lanka Survey field Assistants' Service is substituted.

In terms of the order of public service commission.

S. M. W. FERNANDO,
Survey General.

Sri Lanka Survey Department,
No. 150, Kirula Road,
Narahenpita,
Colombo 05.

01. Effective date : This Service minute should be effective from the date 01.01.2012.

02. Appointing Authority : "Surveyor General, the delegated authority of the public service commission.

03. Particulars on the category of service.

3.1 Category of service : Primary - Semi Skill

3.2 Grades : III, II, I and Special Grade.

04. Role .- Duties entrusted : This employee category is assigned needed tasks, technical skills/proficiencies not less than second or third level of National Vocational Qualifications (N.V.Q) as decided by the Tertiary and Vocational Education Commission among the tasks such as construction, maintain and repair relevant to provide basic facilities needed for maintaining and performing the tasks of the institution. The persons holding the posts in this service shall perform the duties specifically assigned to each post by the Appointing Authority, in relation to the work assigned to him.

05. Salaries.

5.1 Salary Code No. : PL 2 - 2006 (A) ;

5.2 Salary Scale : Rs. 12,210 - 10 x 130 - 10 x 145 - 10 x 160 - 12 x 170 - 18,600

5.3 Initial Salary Step relevant to the Grade System :

<i>Grade</i>	<i>Salary Step</i>	<i>Salary point (Rs.)</i>
III	01	12,210
II	12	13,655
I	22	15,120
Special	32	16,730

06. Posts Under the Service :

6.1 Approved Posts and the number of approved posts :

<i>Approved Posts</i>	<i>Number of Approved Posts</i>	<i>Functions</i>
Survey Field Assistant - Special	163	Please see appendix "a"
Survey Field Assistant - I	809	
Survey Field Assistant - II	1561	
Survey Field Assistant - III	1621	
Grant Total	4154	

6.2 No. of Combined Officers : 4154

For the task of promotion from Grade to Grade all I, II, III and special grades are considered belonging to the No. of combined Officers.

6.3 Nature of the Post - Permanent and Pensionable.

6.4 Sri Lanka Survey Field Assistants' Service consists of the Public Servants absorbed or appointed to each grade separately for the service in the Departments referred to in the appendix "b".

Note : Duties are not assigned according to grades, among the due duties of the relevant post under this employee category, any duty can be assigned to an employee of any grade based on the seniority and skill on the necessity of service by the head of the institution.

07. Method of Recruitment

7.1 Ratio of recruitment :

<i>Stream</i>	<i>Percentage</i>
Open	100%
Limited	-
Merit	-

7.2 Open Recruitment

7.2.1 Recruitment Grade : Grade III

7.2.2 Qualifications :

7.2.2.1 Education Qualifications : Should have passed 06 subjects with at least two credi not more than in two attempts at the G.C.E. (O/L) examination.

7.2.2.2 Professional Qualifications : Should have obtained minimum proficiency of second level of National Vocational Qualifications (N.V.Q) as decided by the Tertiary and Vocational Education Commission as assigned to the relevant post.

7.2.2.2.1 Minimum skills

- (I) Assist in understanding of the surveying field
- (II) Protection and maintenance of surveying instrument and equipment

7.2.2.3 Experience : Not applicable

7.2.2.4 Physical Fitness : All candidates should be Physically and mentally fit in all respects to serve in any part of Sri Lanka and to perform duties of the post.

7.2.2.5 Other :

- (I) Should be a Citizen of Sri Lanka ;
- (II) Should be of excellent moral character ;
- (III) Should have fulfilled necessary qualifications in every manner up to 7.2.3. for appointment to the post on the date mentioned in *Gazette* notification / notice of calling for applications.

7.2.3 Age :

7.2.3.1 Minimum age limit : 18 years

7.2.3.2 Maximum age limit : 45 years

Maximum age limit is not applicable for a person who holds a permanent post in Government service.

7.2.4 Method of Recruitment :

- (I) An interview board comprising of three executive Grade Officers including Chairman appointed by Surveyor General and written examination conducted by him, applicants will be recruited as Grade III Survey Field Assistants only according to the marks scored by them at the written examination in order of merit, interview will be held only to check the certificates whether proved the qualifications of the applicant.
- (II) The Apprentice Survey Field Assistants recruited will be given one month theoretical and field training by the Training Institute of the Survey Department.

7.2.4.1 Written Examination

<i>Subjects</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
General Knowledge	100	40
Intelligence Test	100	40

(Please see appendix “c” for syllabus)

7.2.5 Method of calling applications : Applications are invited through notification in the Government *Gazette* or by public and web site notices.

7.3 Limited Recruitment : Not applicable

7.4 Recruitment on merit : Not applicable

08. Efficiency Bar

8.1

<i>Which efficiency Bar is applicable</i>	<i>How many years does it take to over step efficiency bar</i>	<i>Nature of the efficiency Bar Written/Certificate Courses/ Others</i>
1st Efficiency Bar	Before the expiry of 3 years from the recruitment to the Grade III	Practical test about skills (Please see appendix “d”)
2nd Efficiency Bar	Before the expiry of 3 years from the promotion to Grade II	Written Examination (Please see appendix “e”)
3rd Efficiency Bar	Before expiry of 05 years from the promotion to Grade I	Oral test (Please see appendix “f”)

8.2 How often examinations are held ? Efficiency Bar examinations will be held twice a year.

8.3 The authorities who are conducting examinations relating to Efficiency Bars :

The Surveyor General.

09. Proficiency in the official Language

9.1

Language	Proficiency to be acquired
Official Language	The officers who were recruited to service by a non Official Language should be obtained relevant language proficiency within the probation period.
Other Official Language	Should be obtained prescribed level language proficiency in terms of Public Administration circular 07/2007, and circulars incidental to it.

10. Promotion to Grades

10.1 Promotion from Grade III to Grade II

10.1.1 According to normal performance

10.1.1.1 Qualifications to be completed :

- (i) Should have been confirmed in the post ;
- (ii) Should have completed an active and satisfactory minimum period of ten (10) years service in Grade III of employee category and should have earned ten (10) increments ;
- (iii) Should have demonstrated satisfactory performance or above the required level in service during the preceding ten (10) years on the date of promotion in terms of the approved of Performance Appraisal scheme ;

- (iv) Should have completed five (05) years satisfactory service immediately preceding the date of promotion ;
- (v) Should have achieved the necessary level of proficiency in Other Official Language ;
- (vi) Should have successfully completed the due Efficiency Bar Examinations on the due date.

10.1.1.2 Method of Promotion

The employees who have fulfilled the requirements shall submit an application in the appropriate form to the Appointing Authority, requesting for promotion from Grade III to Grade II. Then, the Appointing Authority, having verified the qualifications, will promote the qualified employees to Grade II, with effect from the date on which they qualify for promotion.

10.1.2 According to extraordinary performance

10.1.2.1 Qualifications to be completed :

- (i) Should have been confirmed in the post ;
- (ii) Should have completed an active and satisfactory minimum period of six (06) Years service in Grade II of employee category and should have earned six (06) increments on the due date ;
- (iii) Should have demonstrated extraordinary performance in service during the preceding all six (06) years in terms of the approved Performance Appraisal scheme ;
- (iv) Should have completed five (05) years satisfactory service period immediately preceding the date of promotion ;
- (v) Should have passed the prescribed Efficiency Bar Examinations on the due date ;
- (vi) Should have achieved the necessary level of proficiency in Other Official Language during the relevant period.

10.1.2.2 Method of Promotion

The employees who have fulfilled the above qualification can sit for a written aptitude test conducted by an institution approved by the Appointing Authority. Those who pass on the results of Written Aptitude test conducted by the appointing Authority shall submit an application in the appropriated form to the Appointing Authority requesting for promotion. The Appointing Authority, verified the qualifications, will promote the employees who have fulfilled the other requirements, to Grade II on completion of six (06) years from the date of appointment.

Note :

- * In granting promotions under extraordinary performance a candidate has to score a minimum of 60% of marks to pass the examination. Further, the promotional examination under extraordinary performance will be held once in a year and an officer can sit this examination only once.
- * If an officer, for special reasons beyond his control, fails to sit the promotional examination under extraordinary performance on the due date, he can sit the aptitude test conducted later. The date of promotion under the extraordinary performance of such officer will be the date on which he passed the examination.

(Please see appendix “g” for syllabus of aptitude test)

10.2 Promotion from Grade II to Grade I

10.2.1 According to normal performance

10.2.1.1 Qualifications to be completed :

- (i) Should have completed an nine active and satisfactory minimum period of (09) Years service in Grade II of employee category and should have earned nine (09) increments due for the said period ;
- (ii) Should have completed five (05) years satisfactory service immediately preceding the date promotion ;
- (iii) Should have demonstrated satisfactory performance or above the required level in service during the preceding nine (09) years on the date of promotion in terms of the approved Performance Appraisal scheme ;
- (iv) Should have successfully completed the due Efficiency Bar examinations on the due date.

10.2.1.2 Method of Promotion

The officers who have fulfilled the requirements shall submit an application in the appropriate form to the Appointing Authority, requesting for promotion. Then, Appointing Authority, having verified the qualifications, will promote the qualified employees from Grade II to Grade I with effect from the date on which they qualify for promotion.

10.2.2 According to exceptional performance

10.2.2.1 Qualifications to be completed :

- (i) Should have completed an active and satisfactory minimum period of eight (08) years service in Grade II of employee category and should have earned eight (08) increments due for the said period ;
- (ii) Should have completed five (05) years satisfactory service immediately preceding the date of promotion ;
- (iii) Should have demonstrated extraordinary performance in service during the preceding all eight (08) years in terms of the approved of Performance Appraisal scheme ;
- (iv) Should have passed the prescribed Efficiency Bar Examinations on the due date.

Remarks

Until introduced and implement a methodology to evaluate the extraordinary performance by the Government, the officers who have demonstrated level of satisfactory or above performance according to the current scheme of Performance Appraisal at the annual performance evaluation. Such officers will be given opportunity to sit the written aptitude test/ structured interview for promotion under extraordinary performance.

10.2.2.2 Method of Promotion :

An structured interview will be held by the Appointing Authority for the employees who have fulfilled the qualifications and the employees who scored not less than 50% or above on the results of the same structured interview, Appointing Authority, will promote to Grade I with effect from the date of which completing eight (08) years from the date of promotion to Grade II.

Please see appendix “i” for the marking scheme of the structured interview.

10.3 Promotion from Grade I to Special Grade :

10.3.1 Qualifications to be completed :

- (i) Should have completed minimum active and satisfactory nine (09) years service in Grade I of employee category and should have earned nine (09) increments ;
- (ii) Should have completed five (05) years satisfactory service immediately before the date of promotion ;
- (iii) Should have demonstrated satisfactory performance or above the required level in service during the all nine (09) years in terms of the approved Performance Appraisal scheme preceding the date of promotion ;
- (iv) Should have successfully completed the due Efficiency Bar Examinations to the relevant date.

10.3.2 Method of Promotion :

The Officers who have fulfilled the requirements shall submit an application in the appropriate form to the Appointing Authority, requesting for promotion. Then, Appointing Authority, having verified the qualifications, shall promote the qualified employees to Special Grade with effect from the date on which they qualify for promotion.

11. Appointment to the posts :

11.1

<i>Post</i>	<i>Qualifications</i>
Special Grade Survey Overseer of Survey Field Assistants' service	Special Grade Officer of Survey Field Assistants' service

- 11.2 Method of Selection : Should be an officer of Special Grade Survey Overseer of Survey Field Assistants' service will be appointed to the Survey overseer posts on seniority according to the existing vacanceis.

12. Conditions prescribed for the service

- 12.1 Every appointment encompasses the conditions set out in the procedural rules of the public service commission published by the *extraordinary Gazette* No. 1589/30 of 20.02.2009 and provisions of the establishment code, financial regulation and Departmental Orders
- 12.2 Any matter not provided for in this scheme of recruitment will be decided upon by the public service commission.

13. Interpretations and Definitions :

- 13.1 "Service Minute" means, the Minute of the Sri Lanka Survey Field Assistants' Service.
- 13.2 "Service" means, the Sri Lanka Survey Field Assistants' Service.
- 13.3 "Surveyor General" means, the officer who holds the post of Surveyor General for the time being or acts in the post.

13.4 “Date of implementation” means, the date on which this minute comes into force.

13.5 “Active Service Period” means, an officer receiving salaries relevant to the post of him, actually served period service in the duty excluding the pregnancy leave granted on Government Policy, other all no-pay leave periods will not be counted for the active service period.

13.6 “Period of Satisfactory service” means, a period during which a public Officer has earned all the salary increments due to him by efficient and diligent discharge of his duties, by passing over the efficiency bars due on him on the prescribed dates and by fulfilling the qualifications required for his conformation and has not committed any punishable offence.

13.7 “Due Date” means, the date on which the respective efficiency bar is due to be passed over. In grade promotions the officers who pass over the efficiency bar on or before the due date are entitled to have promotions as set out in schemes of recruitment. The date of promotion of officer who do not pass over their efficiency bars on the due date should be deferred by a period equivalent to the amount of time they spent being be lated for passing over of such efficiency bar.

e.g. : Where an efficiency bar passable within 3 years is met with success in 4 years, the promotion due in 10 years will take effect only after 11 years.

14. Absorption to the grade system

Methodology of Absorption of officers in service to the new system of grades is at appendix “h”.

15. Interim provisions : Not applicable.

Appendix “a”

General functions of Survey Field Assistants.

- (i) To assist the surveyor in drawing the sketch pertaining to the survey ;
- (ii) Preparing survey lines by means of field books and plans, enabling to observe the old boundaries ;
- (iii) Setting out and opening of relevant pickets and land marks of the old boundaries in the field pertaining to the survey.
- (iv) To assist the surveyor for the duties of finding and setting out bench marks pertaining to the survey ;
- (v) To assist to maintain and protect the instruments used in the field ;
- (vi) Positioning of G.P.S. instruments at the surveying points in the field for surveys carried out by means of satellite technology, including the odalites, levels and new electronic total stations ;
- (vii) Assisting to all the functions relating to the positioning of geodetic control points needed for the aerial photography ;
- (viii) To assist to collect surveying data, and to duly maintain targets and indexes required to determine the locations and level of all the places taken in surveys ;
- (ix) To establish land marks and benchmarks in the field by using accurate data ;
- (x) By using data in the field books and tracings, fixing boundary marks pertaining to the blocking out of lands to be done primarily ;
- (xi) To engage in any duty in relation to the land survey assigned by the Surveyor General or his representative.
- (xii) In addition to the above functions, the persons who holding the posts of overseers of the Survey Field Assistant grade are assigned to supervise the functions of other Survey field Assistants.

Appendix “B”

Departments that belongs to Sri Lanka Survey Field Assistants.

1. Survey Department of Sri Lanka.
2. Land Commissioners’ Department.
3. Sri Lanka Railway Department.

Appendix “c”

01. Name of the Examination : Open Competitive Examination to recruitment to Grade III

02. Details of the Examination :

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
01. General Knowledge	02 hours	100	40
02. Intelligence Test	01 hour and 15 minutes	100	40

03. Authority who is conducting the examination : Surveyor General.

04. How often are examinations held ? on necessity.

05. Syllabus for the examination :

<i>Name of Question paper</i>	<i>Syllabus</i>
01. General Knowledge	It is expected to test the candidate’s knowledge on political, social cultural, religious and economic environment as well as scientific and technical develoment of Sri Lanka including surroundings in which he/she lives, and general matters of international importance by this question paper.
02. Intelligence Test	This will be multiple choice question paper framed to judge the candidate’s power of rational thinking, power of reasoning and decision making appropriately.

Appendix “d”

01. Name of the Examination : First Efficiency Bar Examination

02. Details of the Examination ;

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Practical Test		100	40

03. Authority who is conducting the examination : Surveyor General.

04. How often are examinations held ? Twice a year.

05. Syllabus for examination :

<i>Name of Question paper</i>	<i>Syllabus</i>
Practical Test	<p>This is a Practical Test to be held to test the knowledge of following subject matters and working ability</p> <ul style="list-style-type: none"> (i) Name of Survey instruments used commonly, proper methods of their use and maintenance ; (ii) Arrangement of 90 angles and straight lines ; (iii) Survey instruments - Adjustment of the odolite and levels as per the specific mark, proper method of carrying tripod when survey instruments are fixed ; (iv) Chaining : <ul style="list-style-type: none"> (a) Extension of chains, cleaning and proper way of towing chains ; (b) Use of balance and alignment of support chains by eye sight ; (c) Work relating to the front chain and rear chain ; (d) Reading chains and tapes.
Practical Test	<ul style="list-style-type: none"> (v) Reading rough scale sketches ; (vi) Knowledge about General Office procedures and methodology on establishment administration relevant to this service.

Appendix “e”

01. Name of the Examination : Second Efficiency Bar Examination.

02. Details of the Examination :

<i>Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Written Test	02 hours	100	40

03. Authority who is conducting the examination : Surveyor General.

04. How often are examinations held ? twice a year.

05. Syllabus for the examination :

<i>Name of Question paper</i>	<i>Syllabus</i>
written Test	This is a Written Test to test whether the candidate has acquired the required knowledge and comprehension about work norms to be done, matters related to land marks, leave rights, preparation or vouchers, knowledge about the regulations on travelling claims, writing official letters, knowledge of keeping and reading field book entries, Identification of positions in the field by means of a diagram, forming distance as per the scale of a diagram, knowledge about the miscellaneous surveys, control of subordinates, Safeguarding and storage of the departmental tools and survey instruments.

Appendix “f”

01. Name of the Examination : Third Efficiency Bar Examination.

02. Details of the Examination :

<i>Name of Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Oral Test	15 minutes	100	40

03. Authority who is conducting the examination : Surveyor General.

04. How often are examinations held ? Twice a year

05. Syllabus for examination :

<i>Name of Question paper</i>	<i>Syllabus</i>
Oral Test	Relevant Oral Test will be held by a qualified board of interview appointed by the Surveyor General. This is an Oral Test, to test whether the candidate has acquired the required knowledge about provisions of Establishment Code and Financial Regulations, General knowledge about storage, General knowledge about personnel administration and field work.

Appendix “g”

01. Name of the Examination : Written Aptitude test for Promotion from Grade III to Grade II under Extraordinary Performance.

02. Details of the Examination :

<i>Name of Question paper</i>	<i>Time</i>	<i>Total Marks</i>	<i>Pass Marks</i>
Written Aptitude Test	02 hours	100	60

03. Authority who is conducting the examination : Surveyor General.

04. How often are examinations held ? Once a year

05. Syllabus for examination :

<i>Name of Question paper</i>	<i>Syllabus</i>
Written Aptitude test	This is a Written Aptitude Test to test whether the candidate has acquired the required knowledge, skills and attitudes as well as the proficiency to perform all duties assigned to him in an efficiency over and above the normal level of efficiency such as keeping and reading field book entries, knowledge about the miscellaneous surveys, identification of positions in the field by means of a diagram, setting out and opening of relevant pickets and land marks of the old boundaries in the field pertaining to the survey, assist to maintain and protect the instruments used in the field, establish land marks and bench marks in the field using accurate data, matters relating to miscellaneous land marks, leave rights, understanding about professional responsibilities and ethical writing official letters.

Appendix "h"

Absorption of Incumbent Employees (Applicable only to those who are in service to the due date).

All the employees who are placed in the salary scale coded PL 2-2006-A under P.A. Circular No. 06/2006 (iv) to the effective date of new recruitment procedure/service minute will be absorbed into the following grade system in terms of the salary conversion methodology in clause - 4 Chapter VII of the Establishment Code based on the respective grade of salary scale PL-2-2006-A which received on the effective date of new recruitment procedure/service minute. The period of service should be counted based on the date of appointment to the respective grade. However as a result of absorption there will be no change in date of increment of respective officer and the same date should be implemented without changes the increment date the before absorption. Also, at the salary conversion, it should not be placed in next above salary step as such on accordant to the last received salary step with the new salary step of the respective officer.

(i) PL 2 - Grade III

- (a) The employees, who have not completed at least (10) years of service in a Grade or a Post assigned with salary steps applicable to Grade III, PL 2-2006-A.

and

- (b) The employees, who have completed at least (10) years of service or more in a Grade or a Post applicable to Grade III as referred above, but not satisfied the other necessary requirements for absorption into Grade II.

PL 2 - will be absorbed in to the Grade III

(ii) PL 2 - Grade II

- (a) The employees, who have completed at least (10) years of service or more, but not completed (20) years of service in a Grade or a Post applicable to Grade III as referred above, also should have completed minimum period of ten (10) years satisfactory service and satisfied other service requirements according to the implemented recruitment procedure/service minute prior to the effect date of new recruitment procedure/new service minute.

and

- (b) The employees, who have not completed at least (09) years of service in a Grade or a Post assigned with salary steps applicable to Grade II, Salary Scale PL 2-2006 A

and

- (c) The employees, who have completed 09 years of service in a Grade or a Post applicable to Grade II as referred above, but not satisfied the other necessary requirements needed for promotion to Grade I according to the implemented recruitment procedure/service minute prior to the effect date of the new recruitment procedure/new service minute.

PL 2 - will be absorbed into the Grade II.

(iii) PL 2 - Grade I

- (a) The employees, who have completed at least (20) years of service or more, but less than 30 years in a Grade or a Post applicable to Grade III as stated above, and who have earned all the increments during that period and satisfied the other necessary requirements according to the implemented recruitment procedure/service minute prior to the effect date of the new recruitment procedure/new service minute.

and

- (b) The employees, who have not completed at least (09) years of service or more, but less than 19 years of service in a Grade or a Post applicable to Grade II as referred above and who have earned all the increments during that period and satisfied the above mentioned other service requirements.

and

- (c) The employees, who have not completed at least (09) years of service in a Grade or a Post assigned with salary step applicable to Grade I, Salary Scale PL 2-2006 A.
- (d) The employees, who have completed 09 years of service in a Grade or a Post applicable to Grade I as referred above, but not satisfied the other necessary requirements needed for promotion to Special Grade.

PL 2 - will be absorbed into the Grade I.

(iv) PL 2 - Special Grade :

- (a) The employees, who have completed at least (30) years of service in a Grade or a Post relevant to Grade III as referred above, and who have earned all the increments during that period and satisfied the other necessary requirements according to the implemented recruitment procedure/service minute and prior to the effect date of the new recruitment procedure/new service minute.

and

- (b) The employees, who have completed at least 19 years of service in a Grade or a Post relevant Grade II as stated above and who have earned all the increments during that period and satisfied above mentioned the other service requirements.
- (c) The employees, who have completed at least 09 years of service in a Grade or a Post relevant to Grade I as stated above and who have earned all the increments during that period and satisfied above mentioned the other service requirements.
- (d) The employees, who are paid salaries in a Grade or a Post assigned with salary step applicable to special Grade Salary Scale PL 2-2006 A.

PL 2 - will be absorbed into the Special Grade.

Appendix "i"

01. Name of the Examination : Structured Interview for promotion from Grade II to Grade I under exceptional performance.

02. Details of the Examination :

<i>Subject</i>	<i>Time</i>	<i>Maximum Marks</i>	<i>Pass Marks</i>
Structured Interview	20 minutes	100	50 or above

01. Authority who is conducting the examination : Surveyor General.

02. How often are examinations held ? Once a year

03. Syllabus for examination :

<i>Name of question paper</i>	<i>Syllabus</i>	<i>Method of allotting marks</i>
Structured Interview	Checking understanding about Survey field work	20
	Knowledge about basic regulations of Establishment Code	20
	Basic Knowledge about Financial Regulations	20
	Knowledge and understanding about storage of survey instruments	10
	Knowledge about personnel administration	20
	Personality	10