

Scheme of Recruitment

1. **Service Category** : Manager C1

2. **Broad definition of the nature of functions assigned to the category.**

Functions in the nature of policy formulation direction, management and decision making in such fields that parts of the functions assigned to the chief executive (Director General) are assigned to the holder of post in category.

3. **Job summary** : On a priority basis plan, design and construct infrastructural facilities for the educational upliftment of ATII & ATI sections of SLIATE

3.1 **Job title** : **Engineer (Civil)**

3.1.1 **Responsible to** : DDG (Ad & Finance)

3.2. **Area of Responsibility** :

- i Overall responsibilities for planning, designing and implementing infrastructure development projects
- ii Setting appropriate construction standards
- iii Technical evaluation of tenders
- iv Supervise worksites and construction work
- v Monitor and review progress
- vi Direct and guide both head office and ATI staff on construction matters
- vii Preparation of all technical documents related to construction activities including estimates, BOQs etc.
- viii Supervision of the work of the technical staff and ensure construction quality and standards are maintained.
- ix Coordinate with related agencies.
- x Any other responsibilities to be assigned by DG,DDG(Ad & Fi)

4. **Nature of Post** : Permanent with EPF and ETF

5. **Salary Scale** : Salary code and monthly salary scale
MM 1 -1 -2006
Rs.25640-3x665-7x735-15x925-46,655

Grade	Initial Salary Step
II	25640
I	33705



11. Promotion :

11.1 Promotion from Grade II of Post to Grade I

11.1.1 Officers who prove performance of an average level.

(a) Pre-requisites

- Should have been confirmed in the post
- Should have completed 10 years service period in Grade II of the post
- Should have earned all salary increments during the period of ten years and a satisfactory service of 5 years falling immediately preceding the date of promotion.
- Should have proved a performance at average level during the period of 10 years immediately preceding the date of promotion according to approved performance appraisal scheme.
- Should have passed the efficiency bar examination within the prescribed period

(b) Scheme of Promotion

Promotion of the officer, who have satisfied prescribed above 10.1.1 qualifications to Grade I of the Service, shall be made on the employee's request, by the appointing authority or any other person authorized by the appointing authority with effect from the date on which the qualifications have been satisfied.

11.1.2 Officers who prove performance at an above average level

(a) Pre-requisites.

- (a) Should have been confirmed in the appointment
- (b) Should have completed 06 years service period in Grade II of the post
- (b) Should have proved performance at above average level during the period of six-years immediately preceding according to approved performance appraisal scheme.
- (c) Should have earned all salary increments of six years and satisfactory service period 05 years immediately preceding the date of promotion
- (d) Should have passed the efficiency bar examination within the prescribed period
- (e) Should pass the aptitude test held for the purpose and obtain prescribed marks.

(b) Scheme of Promotion

On the request of the eligible employee as above 10.1.2 (c) promotion to Grade I of the post, shall be made by the appointing authority or any other person authorized by the appointing authority, with effect from the date on which prescribed qualifications have been satisfied



E.B I : **Paper One (3 hours)**

E Code

Chapters

Subjects : I, II, IV, VII, VIII, IX, XII, XIV, XVIII, XIX, XX, XXIV, XXVII, XXIX

FR Chapter - I, IV, V, XIII,

Paper Two (two hours)

Office system and Office Management
procurement procedure &FR

Chapters-VI, XI, XIII

E.B II :

Full membership of chartered institute of engineering

The officer has to pass the first EB within three years from the date of appointment and also the second EB within six years

All the employees must acquire the skills required by the government time to time in addition to the above efficiency bar requirements.

Recruitment : **Recruitment will be done externally**

External Recruitment : **Paper Advertisement**

Qualifications :

i) BSc degree in Civil Engineering from a recognized university

OR

ii) An associate member of the Chartered Institute of Engineers

Method of Selection : **Structured interview**

Age Limit : **Below 45 years. This would not apply to those in the Public Service/Corporation Service sectors.**

Others : **All the applicants shall be persons of excellent moral characters and sound physical and mental healthiness**

Training : **All the recruit will have to undergo an induction training for one week. Local or foreign training will be provided to upgrade their knowledge & skill**

General

- i. The officers selected through external recruitment will be placed in the initial step of the salary scale. The officers selected through internal recruitment will be placed in the salary scale in terms of the clause 4 of chapter VII of the establishment code of the Democratic Socialist Republic of Sri Lanka.
- ii. the selected candidate will be on probation for a period of three years.
- iii. those who are already confirmed in the Public Service will be appointed to act in the new post for a period of one year
- iv. for the purpose of recruitment, attachment to the service, disciplinary and other establishments activities, provisions of the Establishments Code/Provisions made by the Management Services Department shall be applicable



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