

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

<b><u>Ministry:</u></b>	Public Infrastructure and Land Transport (Public Infrastructure Division)
<b><u>Post:</u></b>	Assistant Quantity Surveyor
<b><u>Salary:</u></b>	Rs 24,425 x 750 – 29,675 x 900 – 34,175 x 1,200 – 37,775 x 1,500 – 52,775 (26 50 75)
<b><u>Effective Date:</u></b>	11 December 2015
<b><u>Qualifications:</u></b>	By selection from among serving officers on the establishment of the Public Infrastructure Division of the Ministry who hold a substantive appointment and who possess a degree in Quantity Surveying from a recognised institution <u>or</u> an equivalent qualification acceptable to the Public Service Commission.

**NOTE**

In the absence of qualified serving officers on the establishment of the Public Infrastructure Division, by selection from among candidates who –

- (i) possess a degree in Quantity Surveying from a recognised institution or an equivalent qualification acceptable to the Public Service Commission; and
- (ii) are computer literate.

Candidates should produce written evidence of knowledge claimed.

- Duties:**
1. To assist in the management of quantity surveying aspects of building and civil engineering projects.
  2. To measure and compute quantities from drawings and site dimensions.
  3. To prepare project cost estimates, cost plans, activity schedules, bills of quantities and bidding documents for building and civil engineering projects.
  4. To assess value of works/variations, prepare valuations, cost/financial reports and final accounts and prepare and issue certificates of payments.
  5. To participate in the evaluation of bids for building and civil engineering projects of the Public Infrastructure Division of the Ministry.

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**CERTIFIED CORRECT**

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*for Senior Chief Executive  
Ministry of Civil Service and  
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6. To attend meetings and committees, as and when required.
7. To provide guidance and monitor the work of subordinate staff.
8. To use ICT in the performance of his duties.
9. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Assistant Quantity Surveyor in the roles ascribed to him.



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