



## UNIVERSITY GRANTS COMMISSION

COMMISSION CIRCULAR NO. 950

No.20, Ward Place,  
Colombo 07  
18<sup>th</sup> March, 2011

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

### RATES OF PAYMENT TO THE STAFF FOR CONDUCTING WRITTEN EXAMINATIONS/ TRADE TESTS/ INTERVIEWS FOR RECRUITMENT AND PROMOTION OF STAFF TO NON- ACADEMIC POSTS

Your kind attention is invited to Commission Circular Nos. 602 and 615 dated 06<sup>th</sup> April 1994 and 29<sup>th</sup> December 1994 respectively.

2. The UGC at its 817<sup>th</sup> meeting held on 02.12.2010 approved the rates of payments to the staff for conducting written examinations/ trade tests/ interviews for recruitments/promotions of staff to Non-Academic posts as given below;

i.	Setting a paper including checking the typed script	Rs. 800.00
ii.	Translating a paper and checking the typed script	Rs. 250.00
iii.	Marking a script	Rs. 30.00
iv.	For writing (when not typed) or typing a question paper in Sinhala/ Tamil/ English ( Per page)	Rs. 30.00
v.	For duplicating/ photocopying a question paper and packeting ( per paper)	Rs. 20.00
vi.	To each member of an Interview Board to select a person/ persons for appointment to a staff grade post ( Per person interviewed)	Rs. 50.00
vii.	To each member of an Interview Board to select an officer/ officers for promotion from grade to grade within a staff grade ( Per officer interviewed)	Rs. 50.00
viii.	To each member of an Interview Board to select a person/ persons for appointment to a non-staff grade post or to select an officer/ officers for promotion within a non-staff grade ( Per officer interviewed)	Rs. 30.00
xi.	To each member of an Interview Board to select a person/ persons for appointment to minor grade post or to select an officer/ officers for promotion within a minor grade (Per person interviewed)	Rs. 25.00
X	Moderating/ Securitized ( per paper)	Rs. 400.00

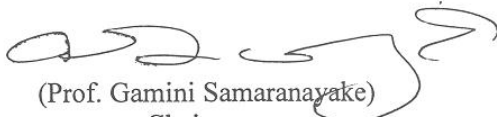
**Payment to the Officer in Charge of Examination work**

General Supervision and handling of Question Papers	-Rs. 50 per paper
Supervision of typing of question papers	-Rs. 45 per paper
Supervision of Scanning / Duplicating /Packeting & Sealing	-Rs.75 per paper

**Payments to Supervisor/ Invigilator and other staff**

Supervisor ( 03 hour or less than 03 hour duration)	-Rs. 450/-
Invigilator ( 03 hour or less than 03 hour duration)	-Rs.300/-
Other assisting staff	-Rs.200/-
Hall Attendant	-Rs.150/-

3. Commission Circular Nos. 602 of 06.04.1994 and 615 of 29.12.1994 issued in connection with rates of payments are hereby rescinded.
4. The revised rates are effective from **01<sup>st</sup> January 2011**.
5. Please take action accordingly.

  
(Prof. Gamini Samaranayake)  
Chairman

- Cc:
1. Chairman's Office/UGC
  2. Vice-Chairman/UGC
  3. Members of the UGC
  4. Secretary/UGC
  5. Deans of Faculties
  6. Registrars of Universities
  7. Financial Controller/UGC
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  9. Librarians/ SAL/AL of the Higher Educational Institutions/ Institutes
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  11. Deputy Bursars/Snr .Asst. Bursars/ Asst. Bursars of Campuses/ Institutes
  12. Chief Internal Auditor/UGC
  13. Govt. Audit Superintendents of Universities
  14. Snr. Asst. Int. Auditors/ Asst. Int. Auditors of HEIs
  15. Secretaries of Trade Unions
  16. Auditor – General

File No: UGC/HR/6/2/3