



## UNIVERSITY GRANTS COMMISSION

Commission Circular No: 08/2014

No.20, Ward Place,  
Colombo 07.  
03<sup>rd</sup> September, 2014.

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 the Commission Circular No.950 of 18.03.2011.

The UGC at its 899<sup>th</sup> meeting held on 07.08.2014 approved the following rates of payments to the staff for conducting written examinations/ trade tests/ interviews for recruitment and promotion of staff to non-academic posts.

	Description	Rate Rs.
i.	Setting a paper including checking the typed script	1000.00 per script
ii.	Moderating/ Scrutinizing a paper including checking the typed script	750.00 per script
iii.	Translating a paper* and checking the typed script	500.00 per script
iv.	Marking a script	Rs. 60.00 per answer script subject to minimum payment of Rs. 500/-
v.	For writing (when not typed) or typing a question paper* in Sinhala/ Tamil/ English (per page)	Rs. 100.00 per page up to maximum of Rs. 500.00 per question paper.
vi.	For duplicating/photocopying a question paper and packeting (per paper*)	<ul style="list-style-type: none"><li>• Rs. 50.00 per paper packet** for clerical and allied grade staff</li><li>• Rs.100.00 per paper packet** for Machine Operator for duplicating</li><li>• Rs. 100.00 per paper packet** for Officer for supervision</li></ul>

vii.	To each member of an Interview Board to select a person/ persons for appointment to a staff grade post (per person interviewed)	Make a payment of Rs. 50.00 per person interviewed, subject to a minimum payment of Rs. 1000.00 per sitting.
viii	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)	Make a payment of Rs. 50.00 per person interviewed, subject to a minimum payment of Rs. 1000.00 per sitting.
ix	To each member of an Interview Board to select a person/persons for appointment to a non –staff grade post or to select a person/persons for promotion within a non- staff grade (Per person interviewed)	Make a payment of Rs. 50.00 per person interviewed, subject to a minimum payment of Rs. 1000.00 per sitting.
x.	To each member of an Interview Board to select a person/persons for appointment to a minor grade post or to select a person/persons for promotion within a minor grade (Per person interviewed)	Make a payment of Rs. 50.00 per person interviewed, subject to a minimum payment of Rs. 1000.00 per sitting.

**Payment to the Officer in charge of Examination Work (Recruitment/ Promotion/ Trade test)**

	Description	Rate Rs.
i.	General supervision and handling of question papers*	50.00 per paper up to maximum of Rs. 2500.00
ii.	Supervision of typing of question paper*	75.00 per paper up to maximum of 2500.00
iii.	Supervision of scanning/ duplicating/ packeting and sealing	100.00 per paper packet**

**Payment to Supervisor/ Invigilator and Other Staff**

	Description	Rate Rs.
i.	Supervisor	750.00
ii.	Invigilator	500.00
iii.	Other assisting staff	350.00
iv.	Hall attendant	250.00

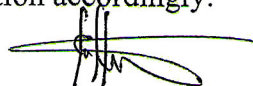
} 03 hour  
or less than  
03 hour duration

**Note-**

- \* Paper refers in this document is a question paper of a given examination.
- \*\* Paper packet refers in this document is a packet containing up to 100 answer scripts.

Commission Circular No. 950 of 18.03.2011 issued in connection with the above rates of payments is hereby rescinded.

This Circular is effective from 01.09.2014. Please take action accordingly.



**(Prof. Kshanika Hirimburegama)**  
Chairperson

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