

UNIVERSITY GRANTS COMMISSION

CADRE - 2008

GENERAL ADMINISTRATION

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
<u>OFFICE OF THE CHAIRMAN</u>							
1	1	1	Chairman	-	1	B - 01(a)	U-AC 5(I)
1	1	1	Personal Secretary	-	1	A - 04	U-EX 1(IV)
-	-	1	Scientific Assistant				
			Grade II	-	1	BS- 03	U-AS 1(II)
1	1	1	Stenographer				
			Grade II	-	1	A - 08	U-MN 1(III B)
2	2	2	Computer Applications Assistant				
			Grade III	-	2	A - 08	U-MN 1(III B)
3	3	2	* Labourer				
			Grade III	-	2	A - 15	U-PL 1(III)
8	8	8					

* One post of Labourer was transferred to HEIT unit as per the letter No.UGC/P/1/4/1 of 04.09.2008

OFFICE OF THE VICE-CHAIRMAN

1	1	1	Vice-Chairman	-	1	B - 01(a)	U-AC 5(I)
1	1	1	Scientific Assistant				
			Grade II	-	1	BS- 03	U-AS 1(II)
1	1	1	* Staff Assistant/Typing (English)	-	1	A - 05	U-MN 4(II)
-	-	1	** Computer Applications Assistant				
			Grade III	-	1	A - 08	U-MN 1(III B)
1	1	1	Labourer				
			Grade III	-	1	A - 14	U-PL 1(III)
4	4	5					

* A post of Staff Assistant/Typing is occupied by a CAA as per the letter No.UGC/P/1/MIS of 22.09.2008

** By suppression of the post of Computer Programmer attached to the Admission Dept, a post of CAA was created.

OFFICE OF THE SECRETARY

1	1	1	Secretary	-	1	-	U-EX S/UGC
1	1	-	* Senior Assistant Secretary	-	-	A - 03	U-EX 2(III)
1	1	1	Assistant Secretary (Student Affairs)	-	1	A - 04	U-EX 1(IV)
2	2	2	Graduate Translator (Sinhala/Tamil/English)				
			Grade II	-	2	A - 05	U-MN 2(I)
2	2	2	Typist				
			Staff Assistant (English)	-	1	A - 05	U-MN 4(II)
			Grade III (Tamil)	-	1	A - 09	U-MN 1(III A)
1	1	1	Data Entry Operator				
			Grade I	-	1	A - 07	U-MN 1(II)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
1	1	1	Computer Applications Assistant				
			Grade III	-	1	A - 08	U-MN 1(III B)
1	1	-	# Technical Officer				
			Grade II 'Seg B'	-	-	A - 08	U-MT 1(III)
1	1	1	Stenographer				
			Grade II (English)	-	1	A - 08	U-MN 1(III B)
1	1	1	Library Assistant				
			Grade III	-	1	A - 09	U-MN 1(III A)
1	1	-	** Karyala Karya Sahayaka	-	-	A - 10	U-PL 2(Sp)
-	-	1	** Labourer				
			Grade III	-	1	A - 14	U-PL 1(III)
13	13	11					

* Transferred to University Admissions Department as per the letter No.UGC/P/1/PF 644 of 18.09.2008

Transferred to HEIT

** Converted to a post of Labourer as the holder of the post retired

SUPPLIES, MAINTENANCE AND TRANSPORT DIVISION

1	1	1	Senior Assistant Secretary	- 1	A - 03	U-EX 2(III)
-	-	1	** Assistant Secretary	- 1	A - 04	U-EX 1(IV)
1	1	1	Security Co-ordinator	- 1	A - 05	U-MN 2(I)
5	5	5	# Clerk			
			Senior Staff Assistant	- 2	A - 04(d)	U-MN 4(I)
			Staff Assistant	- 1	A - 05	U-MN 4(II)
			Grade I	- 2	A - 06	U-MN 1(I)
2	2	2	Telephone Operator cum Receptionist			
			Staff Assistant	- 1	A - 05	U-MN 4(II)
			Grade II	- 1	A - 09	U-MN 1(III A)
1	1	1	Typist (Sinhala)			
			Grade II	- 1	A - 07	U-MN 1(II)
2	2	2	Computer Applications Assistant			
			Grade III	- 2	A - 08	U-MN 1(III B)
1	1	1	Works Supervisor			
			Grade III	- 1	A - 09	U-MN 1(III A)
1	1	1	Book Binder			
			Special Grade	- 1	A - 10	U-PL 2(Sp)
1	1	1	Office Machine Operator			
			Special Grade	- 1	A - 10	U-PL 2(Sp)
1	1	-	* Karyala Karya Sahayaka	- -	A - 10	U-PL 2(Sp)
8	10	10	Driver			
			Special Grade	- 3	A - 10	U-PL 2(Sp)
			Grade II	- 7	A - 12	U-PL 2(II)
1	1	1	Cycle Orderly/Threewheeler Driver			
			Grade I	- 1	A - 11	U-PL 2(I)
1	1	1	Electrician			
			Grade I	- 1	A - 11	U-PL 2(I)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
1	1	1	Junior Works Supervisor	-	1	A - 12	U-PL 2(II)
3	3	3	Health Services Labourer				
			Lower Grade	-	3	A - 13	U-PL 2(III)
1	1	1	Gardener				
			Grade II	-	1	A - 12	U-PL 2(II)
1	1	1	Caretaker/Cook				
			Lower Grade	-	1	A - 13	U-PL 2(III)
7	7	8	* Labourer				
			Special Grade	-	3	A - 11	U-PL 1(Sp I)
			Grade I	-	1	A - 12	U-PL 1(I)
			Grade II	-	1	A - 13	U-PL 1(II)
			Grade III	-	3	A - 14	U-PL 1(III)
39	41	42					

** Transferred from University Admissions Department

01 post of Clerk is occupied by a Computer Applications Assistant as per the letter No.UGC/P/1/MIS of 20.03.2007

* Converted to a post of Labourer as the holder of the post retired. Released on secondment to the Ministry of Parliamantry Affairs

PERSONNEL DIVISION

-	1	1	Deputy Secretary	-	1	A - 02	U-EX 2(I)
1	-	-	* Senior Assistant Secretary	-	-	A - 03	U-EX 2(III)
3	3	3	Clerk				
			Senior Staff Assistant	-	2	A - 04(d)	U-MN 4(I)
			Grade I	-	1	A - 06	U-MN 1(I)
4	4	4	Computer Applications Assistant				
			Grade III	-	4	A - 08	U-MN 1(III B)
2	2	2	Typist				
			Grade II (Sinhala)	-	1	A - 07	U-MN 1(II)
			Grade III (English)	-	1	A - 09	U-MN 1(III A)
1	1	1	Labourer				
			Special Grade	-	1	A - 11	U-PL 1(Sp I)
11	11	11					

* Transferred to HR Department

HUMAN RESOURCES DEPARTMENT

1	1	1	Additional Secretary	-	1	A - 01	U-EX 3(I)
1	-	-	# Deputy Secretary	-	-	A - 02	U-EX 2(I)
1	1	1	Senior Assistant Secretary	-	1	A - 03(a)	U-EX 2(II)
-	1	1	* Senior Assistant Secretary	-	1	A - 03	U-EX 2(III)
1	1	1	Assistant Secretary	-	1	A - 04	U-EX 1(IV)
3	3	3	Stenographer				
			Senior Staff Assistant (Sinhala)	-	1	A - 04(a)	U-MN 3(II)
			Senior Staff Assistant (English)	-	1	A - 04(d)	U-MN 4(I)
			Grade II	-	1	A - 08	U-MN 1(III B)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
2	2	1	** Senior Staff Assistant	- 1		A - 04(d)	U-MN 4(I)
5	5	6	** Clerk				
			Senior Staff Assistant	- 1		A - 04(d)	U-MN 4(I)
			Grade I	- 2		A - 06	U-MN 1(I)
			Grade II	- 2		A - 07	U-MN 1(II)
			Grade III	- 1		A - 09	U-MN 1(III A)
2	2	2	Typist				
			Grade II (Sinhala)	- 1		A - 07	U-MN 1(II)
			Grade II (English)	- 1		A - 07	U-MN 1(II)
2	2	2	Computer Applications Assistant				
			Grade III	- 2		A - 08	U-MN 1(III B)
2	2	2	Labourer				
			Special Grade	- 1		A - 11	U-PL 1(Sp I)
			Grade II	- 1		A - 13	U-PL 1(II)
20	20	20					

Transferred to ICD as per the letter No.UGC/C/PS/3/1 of 20.06.2007

* Transferred from Personnel Division and this post is now occupied by a person under **APER** scheme

** Converted to a post of Clerk Gr.III as the holder of the post retired and 02 posts of Clerk are occupied by CAA as per the letters No.UGC/P/1/MIS of 20.03.2007 and of 22.09.2008

INTER-UNIVERSITY AFFAIRS DEPARTMENT

1	1	1	Additional Secretary	- 1		A - 01	U-EX 3(I)
1	-	-	Deputy Secretary	- -		A - 02	U-EX 2(I)
-	1	1	Senior Assistant Secretary	- 1		A - 03	U-EX 2(III)
4	4	4	Clerk				
			Senior Staff Assistant	- 3		A - 04(d)	U-MN 4(I)
			Grade III	- 1		A - 09	U-MN 1(III A)
1	1	1	Staff Assistant/Typing (English)	- 1		A - 05	U-MN 4(II)
2	2	3	* Computer Applications Assistant				
			Grade III	- 3		A - 08	U-MN 1(III B)
2	2	2	Stenographer				
			Grade II (English)	- 2		A - 08	U-MN 1(III B)
2	2	2	Labourer				
			Special Grade	- 1		A - 11	U-PL 1(Sp I)
			Grade III	- 1		A - 14	U-PL 1(III)
13	13	14					

* One post of CAA was transferred from the ICD for students' affairs as per the letter No.UGC/P/1/MIS of 22.09.2008

UNIVERSITY ADMISSIONS DEPARTMENT

1	1	2	* Senior Assistant Secretary	- 2		A - 03	U-EX 2(III)
2	2	1	\$ Assistant Secretary	- 1		A - 04	U-EX 1(IV)
1	1	1	Public Relations Officer	- 1		A - 04	U-EX 1(IV)
1	1	-	** Computer Programmer	- -		BS- 03	U-AS 1(II)
1	1	1	Senior Staff Assistant	- 1		A - 04(d)	U-MN 4(I)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
5	5	5	Clerk				
			Senior Staff Assistant	- 3	A - 04(d)	U-MN 4(I)	
			Grade I	- 1	A - 06	U-MN 1(I)	
			Grade II	- 1	A - 07	U-MN 1(II)	
1	1	1	Senior Staff Assistant/Stenography	- 1	A - 04(d)	U-MN 4(I)	
1	1	1	Data Administrator				
			Grade I	- 1	A - 04(d)	U-MN 4(I)	
2	2	2	Typist				
			Staff Assistant (English)	- 1	A - 05	U-MN 4(II)	
			Grade I (Sinhala)	- 1	A - 06	U-MN 1(I)	
9	9	9	Computer Applications Assistant				
			Grade III	- 9	A - 08	U-MN 1(III B)	
1	1	1	Data Entry Operetor				
			Grade II "Seg B"	- 1	A - 09	U-MN 1(III A)	
3	3	3	Labourer				
			Special Grade	- 1	A - 11	U-PL 1(Sp I)	
			Grade III	- 2	A - 14	U-PL 1(III)	
28	28	27					

* Transferred from the Office of the Secretary as per the letter No.UGC/P/1/PF 644 of 18.09.2008

\$ Transferred to the Supplies, Maintenance and Transport Division

** Transferred to the Office of the Vice Chairman as a CAA

FINANCE DEPARTMENT

1	1	1	Financial Controller	- 1	A - 01	U-EX 3(I)
1	1	1	Accountant	- 1	A - 01(a)	U-EX 3(II)
1	1	1	Deputy Accountant	- 1	A - 02	U-EX 2(I)
2	2	2	Senior Assistant Accountant	- 2	A - 03	U-EX 2(III)
17	17	17	Clerk			
			Senior Staff Assistant	- 5	A - 04(d)	U-MN 4(I)
			Staff Assistant	- 2	A - 05	U-MN 4(II)
			Grade I	- 2	A - 06	U-MN 1(I)
			Grade II	- 3	A - 07	U-MN 1(II)
			Grade III	- 5	A - 09	U-MN 1(III A)
2	2	2	Stenographer			
			Grade I (English)	- 1	A - 06	U-MN 1(I)
			Grade II (Sinhala)	- 1	A - 08	U-MN 1(III B)
3	3	3	Book Keeper			
			Senior Staff Assistant	- 1	A - 04(d)	U-MN 4(I)
			Grade II 'Seg B'	- 2	A - 08	U-MN 1(III B)
1	1	1	Staff Assistant/Typing (English)	- 1	A - 05	U-MN 4(II)
4	4	4	Computer Applications Assistant			
			Grade III	- 4	A - 08	U-MN 1(III B)
1	1	1	Shroff			
			Grade III	- 1	A - 09	U-MN 1(III A)
-	-	1	Store Keeper			

Grade III

- 1

A - 09

U-MN 1(III A)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
3	3	3	Labourer				
			Grade III	-	2	A - 14	U-PL 1(III)
			Grade III(Probationary)	-	1	A - 15	U-PL 1(III)
36	36	37					

LEGAL & DOCUMENTATION DIVISION

2	2	2	Senior Assistant Secretary	- 2	A - 03	U-EX 2(III)
1	1	1	Assistant Secretary	- 1	A - 04	U-EX 1(IV)
2	2	2	Stenographer			
			Grade II	- 2	A - 08	U-MN 1(III B)
2	2	2	Computer Applications Assistant			
			Grade III	- 2	A - 08	U-MN 1(III B)
1	1	1	Labourer			
			Grade III	- 1	A - 14	U-PL 1(III)
8	8	8				

INFRASTRUCTURE DEVELOPMENT DIVISION

1	1	1	Consultant Engineer	- 1	A - 01	U-EX 3(I)
-	-	1	* Deputy Accountant	- 1	A - 02	U-EX 2(I)
-	-	1	Works Engineer (Civil)			
			Grade III	- 1	A - 04	U-EX 1(IV)
1	1	1	Computer Applications Assistant			
			Grade III	- 1	A - 08	U-MN 1(III B)
1	1	1	Labourer			
			Grade III	- 1	A - 14	U-PL 1(III)
3	3	5				

* Transferred from ICD

INTERNAL AUDIT DIVISION

1	1	1	Chief Internal Auditor	- 1	A - 01(a)	U-EX 3(II)
-	-	1	Internal Auditor	- 1	-	-
1	1	2	* Senior Assistant Internal Auditor	- 2	A - 03	U-EX 2(III)
-	-	2	Assistant Internal Auditor	- 2	A - 04	U-EX 1(IV)
5	5	5	Clerk			
			Senior Staff Assistant	- 1	A - 04(d)	U-MN 4(I)
			Staff Assistant	- 3	A - 05	U-MN 4(II)
			Grade III	- 1	A - 09	U-MN 1(III A)
-	-	20	Audit Assistant			
			Grade II	- 20	A - 06	U-MN 2(II)
1	1	1	Computer Applications Assistant			
			Grade III	- 1	A - 08	U-MN 1(III B)

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
1	1	1	Labourer				
			Special Grade	-	1	A - 11	U-PL 1(Sp I)
9	9	33					

* 01 post of SAIA is occupied by an Asst. Internal Auditor who was promoted as SAIA under APER scheme

UNIVERSITY SERVICES APPEALS BOARD

1	1	1	Secretary to the U.S.A.B.	- 1	A - 03	U-EX 2(III)
1	1	1	Senior Staff Assistant/Clerical Service	- 1	A - 04(d)	U-MN 4(I)
1	1	1	Senior Staff Assistant/Stenography	- 1	A - 04(d)	U-MN 4(I)
1	1	1	Labourer			
			Special Grade	- 1	A - 11	U-PL 1(Sp I)
4	4	4				

PENSIONS DIVISION

1	1	1	Manager	- 1	A - 01(a)	U-EX 3(II)
1	1	1	Assistant Accountant	- 1	A - 04	U-EX 1(IV)
1	1	1	Project Assistant	- 1	A - 06	U-MN 2(II)
1	1	1	Senior Staff Assistant/Book Keeping	- 1	A - 04(d)	U-MN 4(I)
2	2	2	Computer Applications Assistant			
			Grade III	- 2	A - 08	U-MN 1(III B)
1	1	1	Data Entry Operator			
			Grade II 'Seg B'	- 1	A - 09	U-MN 1(III A)
1	1	1	Labourer			
			Grade I	- 1	A - 12	U-PL 1(I)
8	8	8				

PLANING DIVISION

1	1	1	Director (on Contract)	- 1	A - 01	U-EX 3(I)
1	1	1	Stenographer (English)			
			Grade II	- 1	A - 08	U-MN 1(III B)
2	2	2				

MANAGEMENT INFORMATION SYSTEMS DIVISION

-	1	1	Statistician	- 1	B - 03(a)	U-AC 3(I)
1	1	1	Research Officer			
			Higher Grade	- 1	B - 03(a)	U-AC 3(I)
2	2	2	Assistant Statistician			
			Grade I	- 1	B - 03	U-AC 3(II)
			Grade II	- 1	BS- 02	U-AS 2(I)
1	1	1	Senior Staff Assistant/Clerical Service	- 1	A - 04(d)	U-MN 4(I)
1	1	1	Staff Assistant/Typing (English)	- 1	A - 05	U-MN 4(II)
1	1	2	Computer Applications Assistant			

Cadre			Designation			Old Salary	New Salary
05/06	07	08					
1	1	1	Labourer				
			Grade II	-	1	A - 13	U-PL 1(II)
7	8	9					

INTERNATIONAL CO-OPERATION DIVISION

-	-	1	* Deputy Secretary	- 1	A - 02	U-EX 2(I)
1	1	-	# Deputy Accountant	- -	A - 02	U-EX 2(I)
1	1	1	Staff Assistant/Typing	- 1	A - 05	U-MN 4(II)
-	-	1	** Computer Applications Assistant			
			Grade III	- 1	A - 08	U-MN 1(III B)
2	2	-	** Clerk			
			Grade III	- -	A - 09	U-MN 1(III A)
1	1	1	Labourer			
			Grade II	- 1	A - 13	U-PL 1(II)
4	4	4				

* Transferred from HR Department as per the letter No.UGC/C/PS/3/1 of 20.06.2007

Transferred to IDD

** Converted to posts of CAA. One post of CAA was transferred to IUA Department.

HIGHER EDUCATIONAL IT UNIT ***

1	1	1	Programmer Cum Systems Analyst				
			Grade II	-	1	BS- 02	U-AS 2(I)
1	1	1	Audio Visual Technical Officer				
			Grade I	-	1	A - 04	U-EX 1(IV)
-	-	1	* Technical Officer				
			Grade II 'Seg.B'	-	1	A - 08	U-MT 1(III)
1	1	1	Computer Applications Assistant				
			Grade III	-	1	A - 08	U-MN 1(III B)
-	-	1	** Labourer				
			Grade III	-	1	A - 14	U-PL 1(III)
3	3	5					

* Transferred from the Office of the Secretary

** Transferred from Office of the Chairman

***NOTE : Re-named as per UGC Mt. 720.5.8 of 05.10.2006

QUALITY ASSUARANCE BOARD

-	-	1	Director	- 1	-	-
1	1	1	Senior Assistant Secretary	- 1	A - 03	U-EX 2(III)
2	2	2	Computer Applications Assistant			
			Grade III	- 2	A - 08	U-MN 1(III B)
3	3	4				