

**COMMISSION CIRCULAR NO: 905**

No. 20, Ward Place,  
Colombo 07.

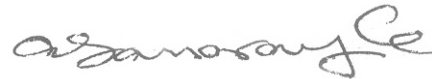
29 January, 2009.

Vice-Chancellors of Universities  
Rectors of Campuses  
Directors of Institutes

**CATEGORIZATION OF STAFF GRADES IN THE UNIVERSITY SYSTEM**  
**SALARY CODE OF U-EX (IV) AND ABOVE**

The Commission at its 760<sup>th</sup> meeting held on 24. 07. 2008 decided to categorize the Staff Grades in the University System carrying the salary code U-EX I(IV) and above. This classification is based on the nature of duties performed, responsibilities entrusted to different positions, and the specific entry requirements for those positions.

The list of categorized positions is attached hereto.



( Prof. Gamini Samaranayake )  
Chairman

- Copies to:
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
  8. Bursars of Universities
  9. Librarians/SAL/AL of the Higher Educational Institutions/Institutes
  10. Deputy Registrars/Snr. Asst. Registrars/Asst. Bursars of Campuses/Institutes
  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 HEII
  15. Secretaries of Trade Unions
  16. Auditor-General

File No. UGC/HR/2/3/211

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**CATEGORIZATION OF STAFF GRADES IN THE SALARY  
CODE OF U-EX I(IV) AND ABOVE**

**1. ADMINISTRATIVE : U-EX (AD)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Secretary/UGC	Sec/UGC
2	Registrar,University/ Addl.Secretary,UGC	U-EX 3(I)
3	Deputy Secretary/Deputy Registrar	U-EX 2(I)
4	Senior Assistant Secretary/Senior Assistant Registrar	U-EX 2(III) ; EB U-EX 2(II)
5	Assistant Secretary/Assistant Registrar	U-EX I(IV)

**2. FINANCIAL/AUDITING : U-EX (F/A)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Financial Controller/UGC	U-EX 3(I)
2	Accountant/Bursar/Chief Internal Auditor	U-EX 3(II)
3	Deputy Accountant / Deputy Bursar / Deputy Internal Auditor	U-EX 2(I)
4	Senior Assistant Accountant/Senior Assistant Bursar/Senior Assistant Internal Auditor	U-EX 2(III);EB U-EX 2(II)
5	Assistant Accountant /Assistant Bursar / Assistant Internal Auditor	U-EX 1(IV)

**3. LEGAL & DOCUMENTATION SERVICES : U-EX (LDS)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Deputy Secretary/Deputy Registrar (L &D)	U-EX 2(I)
2	Senior Assistant Secretary/Senior Assistant Registrar ( L &D)	U-EX2(III);EB U-EX 2(II)
3	Assistant Secretary/Assistant Registrar(L & D)	U-EX 1(IV)

**4. LIBRARY SERVICES : U-EX (LS)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Senior Assistant Registrar ( Library Services)	U-EX 2(III);EB U-EX 2(II)
2	Assistant Registrar ( Library Services)	U-EX 1(IV)

**5. ENGINEERING SERVICES : U-EX (ES)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Consultant Engineer	U-EX 3(I)
2	Works Engineer ( Civil) Grade I	U-EX 2(I)
	Works Engineer ( Civil) Grade II	U-EX 2(III);EB U-EX 2(II)
	Works Engineer ( Civil) Grade III	U-EX 1(IV)
3	Workshop Engineer Gr.I	U-EX 2(I)
	Workshop Engineer Gr.II	U-EX 2(III);EB U-EX 2(II)

	Workshop Engineer Gr.III	U-EX 1(IV)
4	Training Engineer Gr.I	U-EX2(I)
	Training Engineer Gr.II	U-EX2(III); EB U-EX 2(II)
	Training Engineer Gr.III	U-EX 1(IV)
5	Electronic Engineer Gr.I	U-EX 2(I)
	Electronic Engineer Gr.II	U-EX2(III); EB U-EX 2(II)
	Electronic Engineer Gr.III	U-EX 1(IV)
6	Net Work Engineer	U-EX2(III); EB U-EX 2(II)

**6. OTHER STAFF GRADES : U-EX (OS)**

<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
1	Director/Regional Educational Services	U-EX 3(II)
2	Deputy Director / Regional Educational Services	U-EX 2(I)
3	Assistant Director / Regional Educational Services	U-EX (III); EB U-EX 2(II)
4	Director/Educational Technology	U-EX 3(I)
5	Director/Operations	U-EX 3(II)
	Deputy Director/Operations	U-EX 2(I)
6	Director/Information Technology	U-EX 3(II)
7	Director/Physical Education	U-EX (III); EB U-EX 2(II)
8	Director/Public Relations	U-EX (III); EB U-EX 2(II)
<b>Se.No.</b>	<b>Post</b>	<b>Present Salary Code</b>
9	Project Manager	U-EX2(II)
10	Information Systems Manager	U-EX 2(I)
11	Farm Manager /Higher Grade	U-EX2(III); EB U-EX 2(II)

	Farm Manager/Lower Grade	U-EX I(IV)
12	Curator/Landscape -Higher Grade	U-EX2(III); EB U-EX 2(II)
	Curator/Landscape -Lower Grade	U-EX 1(IV)
13	Drawing Office Assistant, Gr.I	U-EX2(III); EB U-EX 2(II)
	Drawing Office Assistant ,Gr.II	U-EX I(IV)
14	Curator /Museum –Higher Grade	U-EX2(III); EB U-EX 2(II)
	Curator /Museum-Lower Grade	U-EX I(IV)
15	Audio Visual Technical Officer Special Grade	U-EX2(III); EB U-EX 2(II)
	Audio Visual Technical Officer Gr.I	U-EX 1(IV)
16	Chief Technical Officer	U-EX2(III); EB U-EX 2(II)
	Senior Staff Technical Officer	U-EX1(IV)
17	Senior Staff Matron / Faculty of Dental Sciences	U-EX2(III); EB U-EX 2(II)
	Staff Matron, Faculty of Dental Sciences	U-EX I(IV)
18	Senior Personal Secretary/Senior Confidential Secretary	U-EX2(III); EB U-EX 2(II)
	Personal Secretary to Chief Executive Officer/ Confidential Secretary	U-EX I(IV)
19	Senior Public Relations Officer	U-EX2(III); EB U-EX 2(II)
	Public Relations Officer	U-EX 1(IV)
20	Statistical Officer Gr.I	U-EX2(III); EB U-EX 2(II)
	Statistical Officer Gr.II	U-EX 2(III)
21	Copy Editor	U-EX I(IV)
22	Programme Assistant	U-EX I(IV)
23	Chief Marshal	U-EX2(III); EB U-EX 2(II)
	Deputy Chief Marshal	U-EX 1(IV)
24	Chief Security Officer	U-EX I(IV)
	Chief Security Officer Special	U-EX 2(II)

	Grade	
25	University Printer	U-EX2(III); EB U-EX 2(II)
	Assistant University Printer	U-EX 1(IV)
26	Graduate Translator (Supra Grade)	U-EX2(III); EB U-EX 2(II)
	Graduate Translator Gr.I	U-EX 1(IV)
27	Instructor Gr.I, Ramanathan Academic of Fine Arts,	U-EX 1(IV)
28	Illustrationist Gr.I	U-EX2(III); EB U-EX 2(II)
	Illustrationist Gr.II	U-EX 1(IV)

**Key :**

<i>AD</i>	-	<i>Administrative Grades</i>
<i>F/A</i>	-	<i>Financial / Auditing Grades</i>
<i>LDS</i>	-	<i>Legal &amp; Documentation Services</i>
<i>LS</i>	-	<i>Library Services</i>
<i>ES</i>	-	<i>Engineering Services</i>
<i>OS</i>	-	<i>Other Staff Grades</i>