



***Rajiv Gandhi University of Health Sciences,  
Karnataka***

4<sup>th</sup> 'T' Block, Jayanagar, Bangalore-560041.

BOOK CONTAINING RATES OF REMUNERATION DAILY ALLOWANCE ETC.,  
ADMISSIBLE EXAMINATION RELATED WORK RAJIV GANDHI UNIVERSITY  
OF HEALTH SCIENCES, KARNATAKA, BANGALORE.

Estd : 1996

## FOREWORD

Rajiv Gandhi University of Health Sciences started conducting examinations for various Under Graduate and Post Graduate Examinations from 1997-98. Remunerations and other allowances are being paid to the examiners and staff engaged for the examination work. The said remuneration and allowances were sanctioned as per the orders mentioned below:

- 1.** U.O. No. R(E)/Remn/79/96-97, dated 24.05.1997 pursuant to the resolution of the Advisory Committee passed at its meetings held on 10<sup>th</sup> April 1997 & 5<sup>th</sup> May 1997.
- 2.** U.O. No. Ex-1/Examn/Remn/40/97-98, dated 25.03.1998 pursuant to the resolution of the Syndicate passed at its meeting held on 9<sup>th</sup> March 1998.
- 3.** U.O. No. Ex-1/Examn/Remn/40/97-98, dated 29.08.1998 pursuant to the resolution of the Syndicate passed at its meeting held on 12<sup>th</sup> August 1998.
- 4.** U.O. No. Ex-1/Remn/Co-Ordinator/Practical/71/1999-2000, dated 27<sup>th</sup> November 1999 pursuant to the resolution of the Syndicate passed at its meeting held on 24<sup>th</sup> August 1999.
- 5.** U. O. No.Ex-1/Examn/Remn/Revision/DA/08/2000-01, dated 9<sup>th</sup> June 2000 pursuant to the resolution of the Syndicate passed at its meeting held on 13<sup>th</sup> January 2000.
- 6.** U.O. No.Ex-1/Examns/Remn/TA & DA/Review/04/2000-01, dated 5<sup>th</sup> October 2000 pursuant to the resolution of the Syndicate passed at its meeting held on 19<sup>th</sup> September 2000 & Corrigendum of even no. dated, 1<sup>st</sup> December 2000.
- 7.** U.O. No.Ex-1 / Examns / Remn / TA & DA / Review / 04 / 2004-05, dated 09.09.2004 pursuant to the resolution of the Syndicate passed at its meeting held on 30<sup>th</sup> August 2004.

Most of the examiners and the staff members engaged for the examination works have been representing for revision of the rates of remuneration and allowances. In view of the nature of work attached to conducting of examinations and considering the inflationary trends, the matter was placed before the Syndicate in its meeting held on 16.05.2007. We are happy to publish this booklet containing the revised rates of remuneration allowances etc., for examination related works. We look forward to more dedicated and sincere efforts from the examiners on and staff members.

Sd/-  
Registrar (Evaluation)

Sd/-  
Vice-Chancellor

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Sl. No.	Item of Work	Rates Sanctioned	Revised rate
1	2	3	4
I.	<p><b>1. Paper Setting</b></p> <p>a) For Under Graduate Exams</p> <p style="padding-left: 20px;">i) Less than 3 Hours</p> <p style="padding-left: 20px;">ii) 3 hours or more</p> <p>b) For Post Graduate Exams</p> <p style="padding-left: 20px;">i) Less than 3 hours</p> <p style="padding-left: 20px;">ii) 3 hours or more</p> <p>2. Scrutiny of Manuscript Question Paper.</p> <p>3. Translation of Question Paper</p> <p>4. Setting of Multiple Choice Questions (MCQ)</p> <p>5. Pre-validation of MCQs</p>	<p>Rs.125/- Per Paper</p> <p>Rs.150/- Per Paper</p> <p>Rs.150/- Per Paper</p> <p>Rs.200/- Per Paper</p> <p>Rs.75/- Per Paper</p> <p>Rs.75/- Per Paper</p> <p>Rs.10/- Per Question</p> <p>Rs.5/- Per Question</p>	<p>Rs.200/-</p> <p>Rs.250/-</p> <p>Rs.250/-</p> <p>Rs.300/-</p> <p>Rs.100/-</p> <p>Rs.100/-</p> <p>Rs.20/-</p> <p>Rs.10/-</p>
II	<p style="text-align: center;"><b>1. Conduct of Theory Examinations at Colleges</b></p> <p>a. Chief- Superintendent</p> <p>b. Dy. Chief-Superintendent</p> <p>c. Room Superintendent (One for every Three Invigilators)</p> <p>d. Invigilators (One for every 20 candidates)</p> <p>e. Office Superintendent (One per Examination)</p> <p>f. Clerk (Two - upto 400 Candidates. One Additional Clerk for every 200 Additional Candidates)</p> <p>g. Typist (Two per Exam)</p> <p>h. Attender (One for 40 Candidates)</p> <p>i. Watchman</p> <p>j. Peon (for Chief Superintendent)</p> <p>k. Computer Operator</p> <p>l. Copier skilled assistant</p>	<p>Rs.200/ Session</p> <p>Rs.150/ Session</p> <p>Rs.100/ Session</p> <p>Rs.100/ Session</p> <p>Rs.60/ Session</p> <p>Rs.40/ Session</p> <p>Rs.40/ Session</p> <p>Rs.30/ Session</p> <p>Rs.30/ Session</p> <p>Rs.30/ Session</p> <p>Rs.50/ session</p> <p>Rs.30/ session</p>	<p>Rs.400/-</p> <p>Rs.300/-</p> <p>Rs.200/-</p> <p>Rs.200/-</p> <p>Rs.100/-</p> <p>Rs.75/-</p> <p>Rs.100/-</p> <p>Rs.75/-</p> <p>Rs.75/-</p> <p>Rs.100/-</p> <p>Rs.75/-</p>

	<p><u>2. Observors / Squad Chief</u>  a) For single session  b) For double session  c) Additional Allowance  <u>3. Squad Members:</u>  a) For single session  b) For double session  (Plus Admissible TA/DA/CA as per item No. IX)</p>	<p>Rs.60/-  Rs.90/-  Rs.250/- for entire Examination.  Rs.60/-  Rs.90/-  Rs.250/- for entire Examination.</p>	<p>Rs.150/-  Rs.250/-  Rs.500/-  Rs.125/-  Rs.200/-  Rs.500/-</p>
III	<p><u>1. Verification of Answer Scripts Received from various Examination Centres</u>   For U.G Examinations  a) Verification cum Coding Officer   b) Asst. Verification Officer   c) Clerical Assistance   d) Menial Assistance</p>	<p>Re.0.50 / Script with a min.of Rs.200/-  Re.0.40 / Script with a min.of Rs.200/-  Re.0.30 / Script  Rs.100 / Day / Person</p>	<p>Rs.2/- per script min Rs. 500/-  Re.1.50/- / script min Rs. 400/-  Re.1/-  Rs.200/-</p>
	<p>For P.G Examinations  a) Verification cum Coding Officer   b) Clerical Assistance   c) Menial Assistance</p>	<p>Rs.10/- per Script (minimum of Rs.400/-)  Re.0.50 Per Script  Rs.100 Per Day / Person</p>	<p>Rs.10/- min Rs.1000/-  Rs.5/-  Rs.200/-</p>
	<p>Note: a) Only Asst. Professors and above should be drawn for Verification cum Coding Officer.  b) Conveyance Allowance is admissible for local Teachers. Teachers from outside Bangalore are entitled for T.A / D.A for actual days of work.</p>		
IV	<p><u>1. Valuation</u>  a) For Under Graduate Examinations  i) Less than 3 hours (paper I&amp;II subject)  ii) 3 hours or more.   b) For Post Graduate Examinations</p>	<p>Rs.10 / Script (min of Rs.100/-)  Rs.12 / Script (min of Rs.100/-)  Rs.25 / Script. (min Rs. 100/-)</p>	<p>Rs.20/- (min Rs.200/-)  Rs.30/- (min Rs.200/-)  Rs.50/- (min 250/-)</p>

	<p>Note: Conveyance Allowance is admissible for local Teachers. Teachers from outside the city are entitled for T.A / D.A for actual days of work.</p> <p><u>Note: Optimum time frame for valuation of Answer Scripts.</u></p> <p>a) Under Graduate Exams</p> <p>i) For 3 Hours paper - 30 scripts per day / Valuer.</p> <p>ii) For less than 3 hours 60 scripts per day / Valuer.</p> <p>b) Post Graduate Exams : 20 scripts per day / Valuer.</p> <p>Note : The valuation should be done for a minimum period of five hours a day.</p>
V	<p>Valuation of answer scripts at Valuation Centres.</p> <ol style="list-style-type: none"> <li>1. The rates including double valuation work.</li> <li>2. Acknowledgement copy of scripts issued by the RGUHS must be enclosed with bills for claiming staff remuneration. <ul style="list-style-type: none"> <li>• Upto 500 scripts limited to 5 days.</li> <li>• 501 to 2500 scripts limited to 10 days.</li> <li>• 2501 to 5000 scripts limited to 15 days.</li> <li>• 5001 and above scripts limited to 20 days.</li> </ul> </li> </ol>

	<p>a) Chief Superintendent</p> <p>b) Custodian</p> <p>c) Co-Ordinators</p> <p>d) Clerical Assistants</p> <p>e) Menial Assistants</p>	<p>Rs.200/- Per Day (Local Conveyance admissible on General Holidays only)</p> <p>Re.3.00 Per script. Upto 500 scripts minimum of Rs.500/- 501 and above scripts minimum of Rs.1,000/- Local conveyance allowance same as above.</p> <p>Re.1.00 per script per Co-ordinator (one person) Upto 500 scripts minimum of Rs.300/- 501 and above scripts minimum of Rs.500/- Local conveyance allowance same as above.</p> <p><u>No. of Co-Ordinators to be appointed</u> a) Upto 500 scripts = One b) 501 to 2500 scripts = Two b) 2501 to 5000 scripts = Three c) 5001 &amp; above = Four</p> <p>Rs.0.50 per Script per Clerical Assistance (one person) Upto 500 scripts minimum of Rs.150/- 501 and above scripts minimum of Rs.300/- Local conveyance allowance same as above.</p> <p><u>No. of Clerks to be appointed</u> a) Upto 500 scripts = One b) 501 &amp; above = Two</p> <p>Re.0.30 per script per Menial Assistant (one person) Upto 500 scripts minimum of Rs.200/- 501 and above scripts minimum of Rs.250/- Local conveyance allowance same as above.</p> <p><u>No. of Menial Assistants to be appointed</u> a) Upto 500 Scripts = One b) 501 &amp; above = Two</p>
VI	Contingency Expenditure at Valuation Centres (purchase of ledgers, pen, paper, Xerox etc.,)	Rs.1.00 per script subject to a minimum of Rs. 750/- for upto 500 scripts and minimum of Rs. 1,000/- for more scripts for more than 500 scripts.



VII	<p style="text-align: center;"><u>Conduct of Practical Examinations</u></p> <p>a) Chief Superintendent b) Expert Assistants } No. of Expert Assistants to each faculty: a) Medical: Per Subject / Day - Two b) All other Faculties: Per Subject / Day - One c) Lab. / Technical Assts. - One d) Nurse - One (for Clinical Subjects only) e) Clerk - One f) Typist - One g) Store Keeper - One h) Attender - One i) Watchman/Security - One j) Peon - One (for Chief Superintendent only)</p>	<p>Rs.200 / session</p> <p>Rs.100/- Per Person/Subject / Session.</p> <p>Rs.100/- Per Person/Subject / Session.</p> <p>U.G / P.G Rs.100 / session</p> <p>U.G / P.G Rs.100 / session</p> <p>Rs.40 / session Rs.40 / session Rs.40 / session } Per subject Rs.30 / session Rs.30 / session Rs.30 / session</p>	<p>Rs.400/-</p> <p>Rs.200/-</p> <p>Rs.200/-</p> <p>Rs.100/-</p> <p>Rs.100/-</p> <p>Rs.100/- Rs.100/- Rs.75/- Rs.50/- Rs.50/-</p>
	<p>Note: 1. Remuneration for Preparation &amp; Cleaning Rs.80/- to One Laboratory / Technical Assistant &amp; One Attender for Medical / Dental - Pre &amp; Para Clinical / Pharmacy &amp; other disciplines where ever applicable.</p>		

VIII	<p>1. <u>Remuneration to Examiners for Conduct of Practical / Clinical</u> (Setting of Question paper, Conduct &amp; Valuation including Viva - Voce)</p> <p>2. Chairman's Fee for P.G Examinations</p> <p>3. Co-Ordinator Fee for U.G Examinations (H.O.D)</p> <p>4. Valuation of Dissertation per</p>	<p><u>Remuneration Per Candidate</u></p> <p>a) For Viva -Voce Rs.10/- (for UG E b) For Practical Rs.20/- } xams) c) Rs.100/- per Candidate / examiner for P.G Exams subject to a minimum of Rs. 500/-</p> <p>Rs.250/- for entire Exam</p> <p>Rs.75/ day / subject</p> <p>Rs.125/-</p>	<p>Rs.25/- Rs.50/-</p> <p>Rs.250/ (Min Rs. 1000/-)</p> <p>Rs.750/-</p> <p>Rs.200/-</p> <p>Rs.400/-</p>
IX	<p>I. <u>Traveling Allowance for all types of Examination Work</u></p> <p>II. <u>Local</u></p>	<p>i) Rs.3.20/-per Km. by the shortest route is allowed irrespective of mode of journey performed for Under Graduate Exams.</p> <p>ii) Air Travel is permitted to Post Graduate / Ph.D / Super-speciality Examiners coming from outside University jurisdiction, by Economy Class / Air Deccan Airways by Shortest Route only. Additional Rs.200/- is admissible for transport from Airport to the Exam Centre.</p> <p>Rs.250/- per Day</p>	
	<p>III. <u>Dearness Allowance payable For all Examination Work</u></p> <p>a) D.A at Bangalore</p> <p>b) D.A payable at all places other than Bangalore</p>	<p>Rs.200/- Rs.175/-</p>	<p>Rs.500/- Rs.350/-</p>
	<p>Note: Traveling Allowance - 1 ½ times Bus Fare &amp; D.A of Rs.100/- per Day is admissible to one Non- Teaching Staff who is accompanying the Chief Superintendent or any authorized person for Collection of Confidential Materials only.</p>		

X	<p style="text-align: center;"><u>I Contingency Expenditure</u></p> <p>a) Including Stationery and all other incidental expenses except. Answer / Additional Books, Forms, Postage and Tags.</p> <p>b) Contingency amount for conduct of Practical Examinations.</p>	<p>Rs.2/- per Candidate subject to a minimum of Rs.100/- and maximum of Rs.2,000/-</p> <p>a) Rs.10/- per Candidate per practical of Pre and Para-Clinical Subjects of MBBS course and per practical of other health sciences courses.</p> <p>(* ) b) Rs.15/- per candidate per practical of <u>Clinical Subjects</u> of Bachelor Degree Courses.</p> <p>c) Rs.20/- per candidate for each Speciality for P.G Degree and Diploma Examinations subject to a minimum of Rs.200/-.</p>	<p>Rs.5/- min. of Rs.200/- max. of Rs.3000/-</p> <p>Rs.25/-</p> <p>Rs.25/-</p> <p>Rs.50/-</p>
XI	<p style="text-align: center;"><u>Contingency Amount :</u></p> <p>To meet the expenditure for examination work beyond office hours on working days and on Sundays and General Holidays by the Officers and Staff of Examination Branch during the conduct of Examinations and Valuation of Answer Scripts.</p>	<p>The Registrar (Evaluation) may draw the contingency amount sanctioned by the Vice-Chancellor for each Examination to meet the expenditure involved.</p>	

XII	<p>1. <u>Review of Ph. D Synopsis / half yearly progress reports.</u></p> <p>2. <u>Pre-Ph.D</u></p> <ul style="list-style-type: none"> <li>• Setting of each Question Paper.</li> <li>• Valuation.</li> <li>• Viva-Voce examination.</li> </ul> <p>3. Ph.D Examination:</p> <ul style="list-style-type: none"> <li>• Valuation of Thesis per candidate per examiner.</li> <li>• Viva-Voce Examination</li> </ul>	<p>Rs.100/- per Report/Synopsis</p> <p>Rs.200/- Rs.25/- Per Script (min of Rs.100/-) Rs.100/- Per Candidate Per Examiner with a minimum of Rs.500/-</p> <p>Rs.500/-</p> <p>Rs.100/- Per Candidate Per Examiner with a minimum of Rs.500/-</p>	<p>Rs.400/- Rs.50/-(min Rs. 200/-) Rs.200/- (min Rs.1000/-)</p> <p>Rs.1000/-</p> <p>Rs.250/- (min Rs.1000/-)</p>
XIII	Re-Totalling	Rs.16/- per Script, which should be divided among the Officers and Staff involved in the Examination work.	Rs.75/-per Script, which should be divided among the Officers and Staff of the Examination and Finance Section.
XIV	<p style="text-align: center;"><u>For Valuation outside RGUHS jurisdiction</u></p> <p>a) <u>Co-Ordinator</u> at Valuation Centre for Valuation of Answer Scripts outside Bangalore.</p> <p>b) Valuation Supervisor (For Valuation of Answer Scripts outside Bangalore)</p> <p>c) Group 'D' Employee of the University / College (for Valuation of Answer Scripts outside Bangalore)</p>	<p>Re.1.00 / Script with a minimum of Rs.500/-</p> <p>Re.1.00 / Script minimum of Rs.250/-</p> <p>Rs.150/- for the entire duration of Valuation Work</p>	<p>Rs.5/- / script</p> <p>Rs.5/- / script</p> <p>Rs.250/- Room rent to be allowed when going for confidential work.</p>
XV	<p>a) Data Entry Operators (for Daily Wagers Only)</p> <p>b) Verification Data Entry (Verifiers) (for Daily Wagers Only)</p>	<p>Rs.100/- per day + Conveyance Allowance. Rs.100/- per Day + Conveyance Allowance.</p>	<p>Rs.200/-</p> <p>Rs.400/- + 10% allowance</p>

XVI	a) Special Dearness Allowance to Staff of Confidential Section of RGUHS on the days of Theory Examination	Special Dearness Allowance			
			Full Day	Half Day	
		Officers	Rs.60/-	Rs.40/-	Rs.250/- Rs.150/-
		Officials	Rs.50/-	Rs.30/-	Rs.150/- Rs.100/-
	Group-D	Rs.40/-	Rs.20/-	Rs.100/- Rs.75/-	
XVII	<p>a) Finalising &amp; fixing up the Examiners for Practical / Clinical &amp; Verification / Scrutiny of Computed Results before release &amp; posting to Web site over &amp; above normal working hours to meet the dead lines upto 3 hours. If the time consumed is more than 3 hours Double Remuneration is permissible.</p> <p>b) University Co-Ordinator for conduct of Practical / Clinical Examinations</p> <p>c) Proof Reading</p> <p>d) Typing of Question Paper / Gestner Copying /Packing &amp; Labelling</p>	<p>a) Registrar(Evaluation)=Rs.100/-</p> <p>b) Deputy Registrars =Rs.75/-</p> <p>c) Asst. Registrars =Rs.50/-</p> <p>d) Section Officers =Rs.40/-</p> <p>e) Case Workers / Computer Operators =Rs.30/-</p> <p>f) Attenders / Drivers =Rs.20/-</p> <p>Rs.100/- Per Day.</p> <p>Rs.25/- Per Question Paper.</p> <p>Rs.4.50/- Per Question Paper</p>	<p>Rs.500/-</p> <p>Rs.300/-</p> <p>Rs.200/-</p> <p>Rs.150/-</p> <p>Rs.100/-</p> <p>Rs.50/-</p> <p>Rs.200/-</p> <p>Rs.50/-</p> <p>Rs.10/-</p>		
		<p>Note: a) The Claims has to be authorised by Registrar (Evaluation).</p> <p>b) Proof Reading admissible only to Registrar (Evaluation) or any person authorized by Registrar (Evaluation).</p> <p>c) Special Office Order of Registrar (Evaluation) is essential for the claim.</p>			
XVIII	<p>a) Dearness Allowance payable to Officers / Officials / Group- D Employees of the University officials.</p> <p>Risk Allowance payable to Officers / Officials / Group- D Employees of the Examination Section on University Assignments.</p>	<p>As per KCSR</p> <p><u>Category</u> <u>Amount</u></p> <p>Group A - Rs.800/ Day</p> <p>Group B - Rs.600 / Day</p> <p>Group C - Rs.500 / Day</p> <p>Group D - Rs.400 / Day</p>	<p>Rs.2000/-</p> <p>Rs.1500/-</p> <p>Rs.1000/-</p> <p>Rs.750/-</p>		

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