



REHABILITATION COUNCIL OF INDIA

New Delhi

&

MANIPAL UNIVERSITY

Manipal

**Rates of Remuneration, Daily Allowance etc., admissible to examination
related work of RCI Courses**

(Valid for Academic Session 2009-10)

FOREWORD

Rehabilitation Council of India, New Delhi has authorized Manipal University (formerly known as Manipal Academy of Higher Education - MAHE) to conduct the examinations for the Diploma and Certificate courses and Manipal University has been conducting the examinations from April 2006.

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Sl. No.	Item of Work	Rates of Remuneration
1	2	3
I	<p><u>1. Theory Question Paper Setting:</u></p> <p>a) For Diploma Exams 3 hours or more</p> <p>b) For Certificate Exams 3 hours or more</p> <p>2. Moderation/Scrutiny of Manuscript Question Paper. (For Moderation of Question paper in English and Hindi)</p> <p>3. Translation of Question Paper to Hindi language</p> <p>4. Hindi typing and page setting/formatting.</p> <p><u>Note:</u> The postal/courier charges towards the dispatch of Question papers are payable only if the postal/courier receipts are enclosed along with the bill.</p>	<p>Rs.150/- Per Paper</p> <p>Rs.150/- Per Paper</p> <p>Rs.80/- (40+40) Per Paper</p> <p>Rs. 150/- Per Paper</p> <p>Rs.35/- Per page</p>
II	<p><u>Conduct of Theory Examinations at Institutes/Centers</u></p> <p>a) Chief-Superintendent</p> <p>b) Dy. Chief-Superintendent</p> <p>(If the number of candidates are 200 or more, one Deputy Chief Superintendent may be appointed)</p> <p>c) Invigilators/Room Superintendents (One for every 30 candidates irrespective of courses)</p> <p>d) Clerk (One - upto 200 Candidates, one Additional Clerk for every 200 Additional Candidates)</p> <p>e) Attender / Peon (One for 100 Candidates)</p> <p>f) Central Level Observer</p>	<p>Rs. 250/ Per day</p> <p>Rs. 150/-</p> <p>Rs. 75/- Session</p> <p>Rs. 50/- Per day</p> <p>Rs. 40 Per day</p> <p>Rs. 250/- Per day</p>

	<p>Note:</p> <p>a) The Chief Superintendent, Clerk and Attender will also be paid remuneration equivalent to one day extra for arranging and one day extra for winding up the examination centre.</p> <p>b) i) Maintenance of furniture and seating arrangement charges are payable @ Rs.10/- per candidate only for the number of candidates of other institutes wherever different centres are clubbed for theory examination with a minimum of Rs.500/- (This amount is for the entire period, irrespective of the number of days of examination)</p> <p>For eg. If the examination is conducted at centre A for 80 candidates of centres A,B,C & D, having 20 candidates each, Rs.10 x 60 candidates = Rs.600 will be paid to centre A.</p> <p>ii) This is not applicable to centres conducting examinations for their own candidates.</p> <p>c) One CLO per day for all Courses/Students</p>	
III	<p>1. Valuation of answer scripts at Valuation Centres</p> <p>For Diploma and Certificate Examinations</p> <p>i) For a paper of 3 hours or more duration.</p> <p>ii) For a paper of less than 3 hours and more than 1 ½ hours</p> <p>iii) For a paper of less than 1 ½ hours</p> <p>2. Translator</p> <p>3. Moderator / Reviewer</p> <p>4. Coordinator</p> <p>5. Clerk</p> <p>6. Attender</p>	<p>Rs. 10/ Script</p> <p>Rs. 8/ Script</p> <p>Rs. 5/ Script</p> <p>Rs. 125/- per day, Rs. 8/- per Script</p> <p>Rs. 100/- per subject</p> <p>Rs. 75/- per day</p> <p>Rs. 50/- per day</p> <p>Rs. 40 /- per day</p>
	<p>Note</p> <p>a). DA & Local Conveyance Allowance is admissible for local Teachers. Teachers from outside the city are entitled for T.A. / D.A .for actual days of work as per Central Govt. rules for officers in the pay range of Rs.8000/- and above, but less than Rs.16,400/-.</p> <p>b). Optimum time frame for valuation of Answer Scripts - Diploma & Certificate Exams</p> <p>I. For 3 hours paper - 30 scripts (Min.) & 50 scripts (Max.) per day / Valuer</p> <p>II. For less than 3 hours paper - 40 scripts (Min) &60 scripts (Max) per day / Valuer.</p>	
	<p>c). The valuation shall be undertaken for a minimum" period of six hours a day. Photocopy of the appointment letter issued by the University / Custodian / Co-ordinator must be</p>	

	enclosed with the bills for claiming the remuneration.	
	d) Moderator/reviewer has to reevaluate upto 5% of the valued answer scripts in each subject of the course.	
	e) Coordinator, Clerk and Attender are eligible for Rs.75/- local conveyance allowance per day.	
IV	<p><u>Pre-Valuation Work</u></p> <p>1. Custodian / Coordinator</p> <p>a) i) For receiving the answer scripts (upto 2000 answer scripts) and arranging for valuation. Rs. 250/-</p> <p>ii) For receiving the answers scripts (more than 2000 answerscripts) and arranging for valuation. Rs. 500/-</p> <p>b) For the work involved in the appointment of valuers / examiners of other centres/institutes Rs. 125/-</p> <p>2. Clerical Assistant</p> <p>For recording and maintaining the details of the answer script packets received for valuation</p> <p>i). Upto 2000 answer scripts Rs. 100/-</p> <p>ii). More than 2000 answer scripts Rs. 200/-</p> <p>3. Attender / Peon</p> <p>For assisting in opening the parcels and storing in the cupboards</p> <p>i). Upto 2000 answerscripts Rs. 50/-</p> <p>ii). More than 2000 answerscripts Rs. 100/-</p>	
V	<p><u>Post - valuation work:</u></p> <p>Dispatch of valued answer scripts and other documents to the University.</p> <p>1. Custodian / Co-ordinator Rs.250/-</p> <p>Arranging for packing and dispatch of answer books (irrespective of the number of answer books), mark lists, remuneration bills, and accounts of the advance received from the University etc.</p> <p>2. Clerical Assistant Rs.100/-</p> <p>Listing the answer script bundles to be dispatched and assisting the coordinator in packing & dispatch (Irrespective of the number of scripts remuneration bills, mark lists, accounts of advance paid by University.</p> <p>3 Attender Rs.50/-</p> <p>Assisting the custodian and clerical assistant in packing & dispatch</p>	
	Note: Amount fixed for the entire work irrespective of the number of days.	

VI	<p><u>Conduct of Practical Examinations</u></p> <p>Honorarium for External/Internal Examiners</p> <p>(The External examiner is also eligible for D.A. for the journey - day prior to the commencement of examination i.e. on the immediate previous day of the practical examination provided he/she has taken accommodation)</p>	<p>Rs. 10/- per candidate</p> <p>Rs. 50/- per session of 2 ½ hours</p> <p>(Subject to a maximum of Rs. 200/- Per day)</p>
	<p><u>Note:</u></p> <p>i) Rs.200/- per day (for four sessions) is payable when the practical examination is conducted for 16 or more candidates in a subject.</p> <p>ii) Rs.150/- per day (for 3 sessions) is payable when the practical examination is conducted for 11 to 15 candidates in a subject.</p> <p>iii) Rs.100/- per day (for 2 sessions) is payable when the practical examination is conducted for 6 to 10 candidates in a subject.</p> <p>iv) Rs.50/- per day (for 1 session) is payable when the practical examination is conducted for upto 5 candidates in a subject.</p>	
VII	<p><u>Traveling Allowance & Dearness Allowance</u></p> <p>1. Traveling Allowance for External practical Examiners and Theory Paper valuers, CLOs, moderators, translators.</p> <p>2. Local Conveyance allowance</p> <p>3. Dearness (Per Diem) Allowance payable for all Examination Work</p> <p>a). D.A payable at all places for practical examination (only for external examiners)</p> <p>b). D.A payable at all Valuers, Reviewers, Moderators, Translators and Central Level Observers</p>	<p>1. AC II Tier Class by train (only on presentation of tickets)</p> <p>2. Journey by Road:</p> <p>i) Actual fare by any type of public bus including air-conditioned bus.</p> <p>ii) Journey by auto rickshaw, own scooter, moped etc. Rs. 8/- per Km.</p> <p>Rs.75/- per day</p> <p>i) Rs.200/- per day</p> <p>ii)Rs.200/- per day</p>
VIII	<p><u>Accommodation</u></p> <p>External examiners/Theory Paper Valuers are eligible to take accommodation for the entire period of examination)</p>	<p>Up to Rs.1500/- per day (only on producing the original bills)</p>

	Note: They will be paid the conveyance allowance only once for the entire period of examination.	
IX	<u>Contingency Expenditure</u> At Valuation Centres (Electricity, Water, Rent, Furniture etc.) charges	Rs.300/- per day
X	<u>Re-Totalling of marks</u>	Rs. 100/- per subject / script
XI	<u>Affiliation fee:</u> Shall reach the University along with the list candidates admitted for the academic year on or before 31 st September <u>Affiliation fee with fine:</u> Shall reach the University along with the list of candidates admitted for the academic year on or before 15 th October <u>Incidental Charges:</u> Each institution shall pay the incidental charges along with the affiliation fee	Rs. 1000/- per course per academic year Rs. 2000/- per course Rs. 4000/- year for annual examination system courses. Rs. 4000/- per Semester for semester system courses. (i.e. Rs. 8000/- per year)
XII	<u>Examination fee</u>	Rs. 150/- per subject
	Note : Candidate has to remit @ Rs.150/- per subject separately for theory and practical examination. The examination fee is neither refundable nor adjustable/carried forward for the future examinations for any reason. A fine of <u>Rs.100/- for each candidate</u> will have to be paid if the application is received after the due date. Such application is acceptable only upto the last date with fine.	
XIII	<u>Certificates</u> (a) For Diploma and Certificate courses (b) Duplicate certificate (c) Duplicate markscards	Rs. 150/- Rs.1000/- Rs.100/- per markscard
XIV	<u>Other Expenses</u> 1. Contingency charges like stationery, photocopying, packing materials, postal charges etc. is reimbursable on actual basis on submission of vouchers (Only for theory examination and valuation) 2. The expenditure in connection with the Tea/snacks served, if any, during examination and valuation will not be reimbursed as the examiners are paid remuneration/T A-DA.	
XV	<u>Notes/Instructions/Clarifications</u>	

1. Travel Expenses:

- i) Train Tickets shall be submitted compulsorily.
- ii) Wherever conveyance allowance is claimed, autocharges etc. claimed separately will not be reimbursed.
- iii) No conveyance allowance is payable for the conduct of theory examination (Except for the CLO, if eligible).

2. Accommodation:

Original bills are to be submitted. As the Per Diem allowance is paid, separate bills for breakfast, lunch/dinner etc. will not be reimbursed/are not permitted.

3. Practical examination:

- i) Only external examiner is eligible for TA.
 - ii) Work done statement giving the details of the batches, dates of examination etc. shall be submitted along with remuneration bills.
4. Each and every bill/letter/statement/voucher submitted by the institute for theory and practical examination expenses are to be signed and certified by the Chief Superintendent/Head of the Institution.
5. In case of theory paper valuation, all the statements/bills remuneration, TA & DA etc. are to be signed and certified by the coordinator for the valuation/Head of the Institution.
6. Relevant certified supporting vouchers shall be submitted along with the bills.
7. All instructions / rules governing the payment/reimbursement shall be strictly observed.
8. The bills/statements for theory examination/Practical examination/theory paper evaluation shall reach the Controller of Examinations on or before the 10th day from the last day/date of the examination/valuation.
9. Excess amount claimed in the bills will be deducted and the actual amount (as per RCI approved rates) will be paid / reimbursed.
10. Wherever the proforma/formats are provided by the University, the same shall be correctly filled, certified and submitted.
