

27. HUMAN RESOURCE DEVELOPMENT COUNCIL

- 27.1 Set up through the enactment of the Human Resource Development Act of 2003, the Human Resource Development Council (HRDC) currently operates under the *aegis* of the Ministry of Education and Human Resource. Its main functions include, *inter alia*, to: advise the Minister on the formulation of human resource development policies and strategies; establish linkages between the education and training systems and the workplace; take appropriate measures to reduce the mismatch between demand and supply of human resource; and develop schemes for retraining and multi-skilling.
- 27.2 A Director is responsible for the execution of the policy of the Council. He is assisted by a Deputy Director and officers in the grades of Manager, Corporate; Manager, Finance; and Manager, Research and Projects. The complement of staff also comprises professionals as well as technical and General Services grades.
- 27.3 Representations for the creation of additional levels were received from both Management and the staff side. Management additionally requested for a review of salary scale of some specific grades. A request was also made by the staff side for the merger of two levels i.e. Senior Research and Development Officer and Research and Development Coordinator on the averment that there is no meaningful supervision between these grades. However, after examination, it was observed that the element of supervision is well included in the scheme of service of the higher grade. Hence, it would not be appropriate to merge those two levels. Instead, Management at the HRDC may consider looking into this issue and set up clear demarcation in duties and responsibilities of relevant positions.
- 27.4 All proposals have been analysed and the Bureau is making appropriate provisions for those which were retained. Some specific recommendations are also being made for the smooth functioning of the Council.

Senior IT Analyst

formerly Systems Administrator

IT Analyst

formerly IT Officer

- 27.5 The Bureau has examined the schemes of service and Job Description Questionnaires of existing IT grades with a view to harmonise the grade appellation across Parastatal Bodies. We are, therefore, restyling the grades of Systems Administrator and IT Officer to appropriate appellations.

Recommendation 1

- 27.6 We recommend that the grades of Systems Administrator and IT Officer be restyled Senior IT Analyst and IT Analyst respectively.**

IT Coordinator (New Grade)

- 27.7 The HRDC operates an online Levy/Grant system which caters for around 19000 employers and around 32000 applications are processed on an annual basis. The IT

Unit of the HRDC consists of officers in the grades of Senior IT Analyst *formerly Systems Administrator* and IT Analyst *formerly IT Officer*. During discussions, Management submitted that there is need to reinforce the existing structure of the IT Unit through the creation of a level to steer the IT operations of the Council. We have examined the request and are, therefore, recommending accordingly.

Recommendation 2

27.8 We recommend the creation of a grade of IT Coordinator. Appointment thereto should be made by selection from among officers in the grade of Senior IT Analyst *formerly Systems Administrator* possessing a Master's Degree in IT or IT related field or an equivalent qualification and reckoning at least five years' post-qualification experience in the field of IT AND from among candidates possessing the above required qualification and experience.

27.9 Incumbent would, among others, be responsible for the efficient and effective functioning of the IT Unit; and would be required to monitor existing systems and ensure that they are secure; develop and implement secure processes and systems used to prevent, detect, mitigate and recover from cyberattacks; design, develop, implement and coordinate systems, policies and procedures related to IT; manage IT projects including system updates, upgrades, migration and outages; develop and implement ongoing security awareness training and education for users; and continuously evaluate and manage the cyber and technology risk posture of the organisation.

Office Auxiliary/Senior Office Auxiliary (New Grade)

27.10 Management submitted that employees in the grade of General Assistant/Senior General Assistant are regularly called upon to provide support in events organised by the HRDC as well as other organisations and hence, the need for a supervisory level to monitor them within and outside the Council.

27.11 While examining the request, it has been noted that incumbents in the grade of General Assistant/Senior General Assistant are performing similar duties as an Office Attendant. Moreover, since the HRDC was brought under the purview of the Bureau in the 2013 PRB Report, the current structure is not fully aligned with what obtains for grades performing at similar level in other Parastatal Bodies. However, considering the needs of the HRDC, we are making appropriate recommendations to that effect.

Recommendation 3

27.12 We recommend the creation of a grade of Office Auxiliary/Senior Office Auxiliary. Appointment thereto and the duties should be in line with the recommendations made in the Chapter on Observations and General Provisions of this Volume.

27.13 We also recommend that the grade of General Assistant/Senior General Assistant be made evanescent.

- 27.14 We further recommend that the senior most General Assistant/Senior General Assistant (Personal) be paid a monthly allowance equivalent to two increments at the point reached in the salary scale for coordinating and supervising the work of General Assistant/Senior General Assistants (Personal) and Office Auxiliary/Senior Office Auxiliaries.**

Office Management Assistant

formerly Executive Assistant/Senior Executive Assistant

Recommendation 4

- 27.15 We recommend that the grade of Executive Assistant/Senior Executive Assistant be restyled Office Management Assistant.**
- 27.16 We also recommend that, henceforth, the mode of appointment to the grade of Office Management Assistant *formerly Executive Assistant/Senior Executive Assistant* and duties to be performed should be in line with the recommendation made in the Chapter on Observations and General Provisions of this Volume.**

Senior Research and Development Officer

- 27.17 Specific provision exists for officers in the grade of Senior Research and Development Officer to move incrementally in the Master Salary Scale. Same is being maintained for those in post on a personal basis.**

Recommendation 5

- 27.18 We recommend that incumbents in the grade of Senior Research and Development Officer, in post as at 31 December 2025, should be allowed to move incrementally in the Master Salary Scale up to salary point Rs 94250 on a personal basis, provided they satisfy the performance criteria as laid down in the Chapter on Observations and General Provisions of this Volume.**

Procurement and Supply Officer/Senior Procurement and Supply Officer

- 27.19 Procurement and Supply Officer/Senior Procurement and Supply Officers possessing the relevant Diploma are allowed to move incrementally beyond their top salary subject to meeting certain criteria. **Recommendation thereto related has been made in the Chapter on Observations and General Provisions of this Volume.****

Enhanced Pension Benefits for PhD Holders of the HRDC

Recommendation 6

- 27.20 We recommend that officers of the Research and Project Division in a professional level or above, in post as at 31 December 2025, who as at that date possessed a PhD Degree recognised by the Council and who are effectively engaged in research activities on a regular basis, should be eligible, on a personal basis, for four pensionable months of service for every three years of post-doctoral effective service, subject to a maximum of 40 months.**

Abolition of Grades

27.21 Management has submitted that the grades of Clerk/Word Processing Operator/Senior Clerk/Word Processing Operator (Personal to holder in post as at 30.06.2008), Accounting Technician/Senior Accounting Technician (Personal to holder in post as at 30.06.2008) and Accountant (Ex-SMEDA) (Personal) are vacant and would no longer be required by the Council. **We are, therefore, abolishing these grades.**

27. HUMAN RESOURCE DEVELOPMENT COUNCIL**SALARY SCHEDULE**

HRDC 1 : Rs 23345 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35280

Office Auxiliary/Senior Office Auxiliary (New Grade)

HRDC 2 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290

Driver/Office Auxiliary
formerly Driver/Messenger

HRDC 3 : Rs 24545 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 38215

Handy Worker (Skilled)

HRDC 4 : Rs 24245 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

General Assistant/Senior General Assistant (Personal to employees in post as at 31.12.25)

HRDC 5 : Rs 24845 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140

General Assistant/Senior General Assistant (Personal to employees in post as at 30.06.2008)

HRDC 6 : Rs 23945 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Receptionist/Telephone Operator

HRDC 7 : Rs 27585 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 40110

Driver/Office Auxiliary (Personal to employees in post as at 30.06.2008)
formerly Driver/Messenger (Personal to employees in post as at 30.06.2008)

27. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

- HRDC 8 : Rs 25745 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 45930**
Clerical Officer
- HRDC 9 : Rs 28225 x 320 - 28865 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Management Support Officer
- HRDC 10 : Rs 29215 x 350 - 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000**
Accounts Clerk
Assistant Procurement and Supply Officer
- HRDC 11 : Rs 30965 x 400 - 31765 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 55950**
Confidential Secretary
- HRDC 12 : Rs 32615 x 425 - 33040 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 57400**
Office Management Assistant
formerly Executive Assistant/Senior Executive Assistant
- HRDC 13 : Rs 34160 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Procurement and Supply Officer/Senior Procurement and Supply Officer
- HRDC 14 : Rs 34720 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850**
Inspection and Monitoring Officer (Roster)
- HRDC 15 : Rs 33600 x 560 - 35840 x 725 - 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 53400 QB 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 71700**
Accounting Technician/Senior Accounting Technician
- HRDC 16 : Rs 37290 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
Business Development Officer (Ex-SMEDA) (Personal)
Research and Development Officer
- HRDC 17 : Rs 38215 x 925 - 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750**
IT Analyst
formerly IT Officer

27. HUMAN RESOURCE DEVELOPMENT COUNCIL (Contd)

HRDC 18 : Rs 43020 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 77750

Public Relations and Communication Officer

HRDC 19 : Rs 39140 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Administrative/Human Resource Management Officer

HRDC 20 : Rs 41080 x 970 - 46900 x 1050 - 49000 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Accountant/Senior Accountant
Internal Auditor/Senior Internal Auditor

HRDC 21 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750

Senior IT Analyst
formerly Systems Administrator
Senior Research and Development Officer

HRDC 22 : Rs 57400 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

IT Coordinator (New Grade)

HRDC 23 : Rs 69800 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 97000

Research and Development Coordinator

HRDC 24 : Rs 52300 x 1100 - 54500 x 1450 - 58850 x 1750 - 62350 x 1850 - 67900 x 1900 - 75500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500

Head, National Training Fund Unit

HRDC 25 : Rs 84500 x 2250 - 86750 x 2500 - 94250 x 2750 - 102500 x 3750 - 110000 x 4000 - 126000

Manager, Corporate
Manager, Finance
Manager, Research and Projects

HRDC 26 : Rs 138000

Deputy Director

HRDC 27 : Rs 150000

Director

