

19. ENGLISH SPEAKING UNION

- 19.1 Established as a body corporate by the English Speaking Union (ESU) Act, the ESU operates under the Ministry of Arts and Culture to develop, promote and promulgate the English language.
- 19.2 The objects of the ESU are to, *inter alia*: provide facilities for the exchange of views affecting the interest, wellbeing, development, relationships and common problems of the English-speaking peoples of the world; and promote and encourage the linguistic development among persons having an interest in the English language with special emphasis on the cultural, artistic, economic and social perspectives of the language.
- 19.3 As per the Act, the administration and management of the ESU shall be undertaken by an Executive Council which is headed by a President and assisted by other members. The Administrative Secretary is in charge of the day-to-day activities of the Union.
- 19.4 For this review, we did not receive any representation from the staff side while Management advocated for the creation of a grade of General Worker. Presently, the Union is hiring the services of a General Worker on a contractual basis. Based on the nature of duties being performed by the employee concerned, we consider the proposal of Management may be acceded to. We are, therefore, recommending accordingly.

General Worker (New Grade)

Recommendation 1

- 19.5 **We recommend the creation of a grade of General Worker. Appointment thereto should be made by selection from among candidates possessing a Certificate of Primary Education or Primary School Achievement Certificate or an equivalent qualification.**
- 19.6 Incumbents would be required, among others, to: clean premises; open and close offices; run errands, perform messengerial duties, distribute files and documents; operate a duplicating machine and other simple office equipment; and prepare and serve tea and refreshments.

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SALARY SCHEDULE

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|-------|---|--|
| ESU 1 | : | Rs 17975 x 175 - 18500 x 200 - 18900 x 225 - 20925 x 250 - 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30615 |
| | | General Worker (New Grade) |

19. ENGLISH SPEAKING UNION (Contd)

ESU 2 : 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
formerly Office Attendant

ESU 3 : 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

ESU 4 : 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

Administrative Secretary

