

37. MARATHI SPEAKING UNION

- 37.1 The Marathi Speaking Union (MSU) was set up as a body corporate under the provisions of the Marathi-Speaking Union Act No. 22 of 2015. It operates under the *aegis* of the Ministry of Arts and Culture and aims, among others, at becoming an inspiring body of excellence for the promotion and consolidation of the Marathi language in all its forms at national and international level; and promoting the Marathi language in its written and spoken forms.
- 37.2 It is administered and managed by an Executive Council. Presently, its organisation structure comprises the grades of Clerk/Word Processing Operator and Caretaker.
- 37.3 In the context of this review exercise, Management has requested for the creation of grades and provided further information/justifications thereon.
- 37.4 After examination of the proposals and additional information submitted by Management, we are reinforcing the existing organisation structure with the creation of the grade Administrative Secretary.

Administrative Secretary (New Grade)

- 37.5 Management has requested for a dedicated grade to perform the administrative duties. The Bureau is, therefore, providing the grade of Administrative Secretary on the establishment, for the smooth running of the MSU.

Recommendation 1

- 37.6 **We recommend the creation of a grade of Administrative Secretary. Appointment thereto should be made by selection from among candidates possessing a Degree in Public Administration and/or Management or an equivalent qualification and reckoning at least two years' post-qualification experience in administrative or managerial duties.**
- 37.7 Incumbent would be called upon, *inter alia*, to: provide administrative assistance in formulating and maintaining adequate administrative procedures; formulate and implement plans regarding manpower development, training and policies; act as Secretary to Board meetings and any other Committees; draft and prepare agenda, minutes and reports for management and other committee meetings; handle matters having legal implications; and represent Marathi Speaking Union at Tribunals/Commissions/Courts of Law and Committees with Ministries and other organisations, as and when required.

37. MARATHI SPEAKING UNION SALARY SCHEDULE

MSU 1 : Rs 22175 x 270 - 22445 x 300 - 26945 x 320 - 28865 x 350 - 30965 x 400 - 31365

Caretaker

MSU 2 : 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

Clerk/Word Processing Operator

MSU 3 : 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 (New Grade)

