

## 92. SANSKRIT SPEAKING UNION

- 92.1 Established as a corporate body in 2011, the Sanskrit Speaking Union (SSU) operates under the *aegis* of the Ministry of Arts and Culture. It is mandated to promote the Sanskrit language in its spoken and written forms and foster friendship and understanding between the Sanskrit-speaking people of the world.
- 92.2 To fulfil its mission, the SSU carries out various educational, academic, cultural, and artistic activities such as seminars, workshops, literary and cultural competitions and supports the publication and distribution of Sanskrit texts and literature. It also offers opportunities for learning Sanskrit; encourages research and scholarly exchanges; and facilitates interactions between Sanskrit enthusiasts both locally and internationally.
- 92.3 An Executive Council is responsible for the administration and management of the SSU. Based on organisational requirements and as requested by Management, we are providing for the grades of Administrative Secretary and Clerk/Word Processing Operator on the establishment of the SSU to enable it to deliver its services in an effective and efficient manner.

### Administrative Secretary (New Grade)

#### Recommendation 1

- 92.4 **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' experience in administrative or managerial duties.**
- 92.5 The Administrative Secretary would be required, among others, to: assist in the day-to-day running of the Union; provide administrative assistance in formulation, coordination and implementation of policies and maintain adequate administrative procedures; formulate and implement plans regarding manpower planning and development as well as capacity building; act as Secretary to the Board and other Committees; handle matters having legal implications; and represent the SSU at Tribunals/Commissions/Courts of Law and in Committees with Ministries and other organisations, as and when required.

### Clerk/Word Processing Operator (New Grade)

#### Recommendation 2

- 92.6 **We recommend the creation of a grade of Clerk/Word Processing Operator. Appointment thereto should be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English Language, French and Mathematics; a Cambridge Higher School Certificate or passes in at least two subjects obtained on one Certificate at the General Certificate of Education**

**“Advanced Level”; a Certificate in Typewriting at a speed of at least 25 words per minute and a Certificate in Word/Data Processing.**

- 92.7 Incumbent would be required, *inter alia*, to prepare, scrutinise and process documents/records; perform registry, finance and stores work under supervision; type and collate general office correspondence and documents; operate telefax, email services, photocopying machines; attend to phone calls and queries; and perform word processing and simple computer/data processing work.

## **92. SANSKRIT SPEAKING UNION.**

### **SALARY SCHEDULE**

**SSU 1: 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 (New Grade)

**SSU 2 : 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)

