

24. HINDI SPEAKING UNION

- 24.1 The Hindi Speaking Union (HSU) is responsible to promote and encourage: correspondence, debates and other activities in Hindi between universities, colleges, schools and other bodies situated either in Mauritius or in another country; and the publication, exhibition, distribution and sale of Hindi books, magazines, newspapers. To this end, it carries out its activities under the patronage of the Ministry of Arts and Cultural Heritage.
- 24.2 An Executive Council manages the Union, with a President at its head and the responsibility for the day-to-day management rests with the Administrative Secretary, who, in turn is assisted by staff belonging to grades providing support services.
- 24.3 In the context of this Report, the main proposals made by Management relate to the creation of the grade of Management Support Officer and review of the scheme of service of existing grades.
- 24.4 We have duly analysed the representations made during the consultative meeting, and the HSU was apprised on issues that do not fall under the purview of the Bureau.

Clerk/Word Processing Operator

- 24.5 The HSU proposed the creation of a grade of Management Support Officer to support the Administrative Secretary in his duties. A close look at the level of duties and responsibilities that would devolve on incumbent shows that a support grade at entry level would suffice, with Hindi as one of the requirements. Since the grade of Clerk/Word Processing Operator already exists on the establishment of the HSU, the creation of another grade performing duties of similar nature is not warranted. It is considered that a review of the qualification requirement of the existing grade of Clerk/Word Processing Operator would enable the HSU to recruit staff with the desired profile and meet its objectives. We are making a recommendation in that direction.

Recommendation 1

- 24.6 We recommend that the scheme of service of the grade of Clerk/Word Processing Operator be amended so that, in future, appointment thereto be made by selection from among candidates possessing a Cambridge School Certificate with credit in at least five subjects including English language, French, Mathematics and Hindi, a Cambridge Higher School Certificate with passes in at least two subjects including Hindi and a Certificate in Typewriting (30 words per minute) or a Certificate in Word/Data Processing.**

24. HINDI SPEAKING UNION**SALARY SCHEDULE**

- HSU 1 : Rs 10250 x 175 - 10775 x 200 - 11775 x 205 - 12595 x 230 - 13975 x 250
- 15225 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21150**
General Worker
- HSU 2 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400**
Driver/Office Attendant
- HSU 3 : Rs 15485 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 31525**
Motivator
- HSU 4 : Rs 16785 x 260 - 17825 x 275 - 18925 x 300 - 19525 x 325 - 21475 x 375
- 22225 x 400 - 23425 x 525 - 26050 x 675 - 27400 x 825 - 34825**
Clerk/Word Processing Operator
Library Clerk
- HSU 5 : Rs 27400 x 825 - 35650 x 900 - 37450 x 950 - 42200 x 1300 - 46100 x
1575 - 49250 x 1650 - 54200 x 1700 - 62700**
Administrative Secretary



