

**Association of Indian Universities
(Administration Division)
AIU House,16, Comrade Indrajit Gupta Marg,
New Delhi-110002**

No. Admn./OO/2019
9th August, 2019

Vacancy Notification

SAARC Cultural Centre, Colombo has announced a vacant position of Deputy Director (Research). For detailed application and eligibility criteria, kindly refer attached vacancy notification.



(Kuldeep Dagar)
Deputy Secretary (Admn.)

Encl: As above

To,

All Member Universities

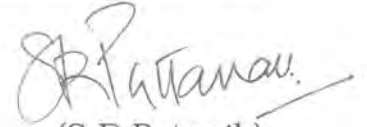
No. BI/244/01/2015
Ministry of External Affairs
SAARC Division

Dated, 1st August, 2019

Office Memorandum

SAARC Cultural Centre, Colombo has announced a vacant position of Deputy Director(Research). The Vacancy Notice is attached. Since this is an important position in an international organisation, Indian nationals are strongly encouraged to apply. The advertisement may, therefore, be given wide publicity through the website as well as websites of various autonomous bodies/organisations/attached offices of those to whom this communication is addressed.

2. No charges on account of web or print publication of the advertisement will be payable by this Ministry.



(S.R.Patnaik)

Under Secretary (SAARC)

To,

1. Shri Jagannath Srinivasan, Establishment Officer(MM), Department of Personnel & Training, 19-A, North Block, New Delhi[dir.mm@nic.in]
2. Secretary, University Grants Commission, Bahadur Shah Zafar Marg, New Delhi
3. Deputy Director General, Indian Council of Cultural Relations, Azad Bhavan, New Delhi
4. Association of Indian Universities, New Delhi
5. Ms. Alka Sharma, Under Secretary, ICR Division, Ministry of Culture, Shastri Bhavan, New Delhi
6. Publicity Officer(XMM), XPD Division, MEA, New Delhi

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No. BI/244/01/2015
Ministry of External Affairs
SAARC Division

NOTICE

SAARC Cultural Centre, Colombo has announced a vacant position of **Deputy Director(Research)**. Details of job responsibilities, requisite qualifications, experience, age limit, allowances and benefits etc. are available in the enclosed advertisement.

2. Interested candidates may send **both soft and hard copies of their applications** to the following address so as to reach **latest by 15th October, 2019** :-

Under Secretary(SAARC)
Ministry of External Affairs
Room No. A-1056
Jawaharlal Nehru Bhavan
Maulana Azad Road
New Delhi 110 011

Tel. 011-4901 8442
E-mail : ussaarc@mea.gov.in

3. In-service candidates(central or state govt. employees) may kindly ensure that they have the permission of the appropriate authority before sending in their applications.

4. Only those candidates who fulfill the eligibility criteria need apply. No relaxation in eligibility criteria and extension of date of submission of application is anticipated. The applications should be complete in all respects. While submitting applications to US(SAARC), MEA by e-mail, an advance copy of it may be endorsed to director@saarcculture.org. Applications sent to SCC, Colombo directly without being routed through MEA, New Delhi will be summarily rejected. Canvassing in any form will be a disqualification.

By order.

S.R.Patnaik
Under Secretary (SAARC)

SAARC CULTURAL CENTRE - SRI LANKA
VACANCY ANNOUNCEMENT

The SAARC Cultural Centre in Sri Lanka is the Regional Centre for Art and Culture, established by the South Asian Association for Regional Cooperation. Its aim is to celebrate cultural diversity, promote Regional cultural awareness and unite the people of South Asia through Art and Culture.

The following vacancy at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (Research)

Place of Posting	:	Colombo, Sri Lanka
Tenure of the Post	:	3 (three) years
Age	:	Maximum 52 years
Qualifications	:	Masters or higher degree, from a recognized university, preferably in Cultural Studies or Social Sciences or Humanities or Archaeology, Anthropology or Aesthetic Studies.

Preference will be given to PhD in social Sciences or Humanities.

Experience: At least 15 years of Research experience in the field of Culture, Art or social sciences.

Preference will be given for experience in tangible culture and intangible cultural Heritage in the SAARC Region.

Proven track record on conceptualizing and developing Research programmes, with minimum

10 years of experience as Deputy Director or equivalent position / level.

Designing and conducting participative training workshops and seminars at all levels; ability to coordinate and manage Research programmes and Research works independently.

A sound knowledge of computer applications, excellent written and verbal skills in English are essentials.

Summary of job description:

planning and implementation of the research Programmes of the SAARC Cultural Centre.

To create and write concept papers and develop Research programmes, prepare schedules and Monitoring the progress.

Preparation of reports and periodical reviews of the Research programmes.

To supervise the functioning of staff in the area of Research programmes.

Assist the Director in the preparation of publications.

Establish and maintain positive work relationships with others both internally and externally, to achieve the goals of the organization.

Allowances and Benefits :

Living allowances – US \$ 1,437 per month

Residential Accommodation

Education Allowance for Children

Medical Allowance

The sending Member Governments would bear the following costs associated in respect of the Professional Staff of the SAARC Regional Centres:

The sending Member Governments shall continue to pay salaries of the Professional staff of the SAARC Regional Centres and shall bear all costs associated with the joining and return passage of the Professional Staff and of their accompanying entitled family members and transportation of personal effects including packing, handling and insurance charges in accordance with their respective rules and regulations.

The Professional Staff of the SAARC Regional Centres, shall be entitled to the following allowances out of the institutional cost Budget of the Centres:

1. Living Allowance including private transportation (as per SAARC practice, if selected, the applicant should be on deputation and his/her salary should be protected by the sending Government)

US \$ 1,437/- (US Dollars) only per month. 50% paid in US Dollars and 50% in LKR if not recruited from host country.

2. Daily Allowance in lieu of Rent Allowance

The Director shall ensure accommodation for the Professional Staff before his/her arrival. In the absence of residential accommodation on first Arrival, the Professional Staff shall be entitled to Daily Allowance US \$ 140/- per day up to a maximum of 21 days from the date of arrival. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50% of Daily Allowance. The Regional Centre shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the

actual cost of hotel accommodation may be reimbursed to the Professional Staff subject to his/her entitled rental ceiling.

Professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.

3. Residential Accommodation

Free unfurnished accommodation within rental ceiling of US\$ 682/- (Dollars Six Hundred and Eighty-Two only) in equivalent local currency of Sri Lankan Rupees per month. Directly pay to the lessor.

4. Furnishing/Settlement Grant

Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)

5. Children's Education Allowance (for 2 children between the age of 4 to 21 years)

Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 1,500/- per child for a maximum of two children between the age of 4 to 21 years., i.e. Grade XII/A-Level.

6. Medical Facilities

Reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US\$ 1,500/- (US Dollars One Thousand Five Hundred only) including 80% reimbursement of hospitalization charges.

7. Home Leave Passage

A return air ticket (Economy Class) for self, spouse and two dependent children residing with their parents once in their tenure and only after completing 18 months of continuous service.

Applicants who possess the above requisite qualifications should forward their applications together with copies of educational/professional qualifications, details of work experience and names and addresses of 2 non-related referees. Candidates from the Universities/Government Departments/Corporations and Statutory Boards should apply through the Heads of their respective institutions. Application should be sent to the SAARC Secretariat, Kathmandu, Nepal through the SAARC Divisions of the Ministry of Foreign Affairs of Afghanistan, Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka and the Ministry of External Affairs of India to reach the 'Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before 25th October 2019.

For further details please visit www.saarcculture.org

ANY CANVASSING WILL BE DEFINITE DISQUALIFICATION. THE DECISION OF THE SELECTION PANEL WILL BE FINAL.

Director

SAARC Cultural Centre

224, Bauddhaloka Mawatha

Colombo 07

Sri Lanka