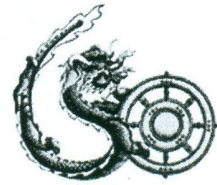




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 DEPARTMENT OF SAARC AND REGIONAL
 ORGANISATIONS
 MINISTRY OF FOREIGN AFFAIRS
 ROYAL GOVERNMENT OF BHUTAN



No. MFA/SAARC/56/2017/62

20 February, 2017

Director
 Royal Civil Service Commission
 Thimphu

Dear Madam,

Please find enclosed herewith a Note No. SARSO/Recruitment/03/2017/976 dated 16 February, 2017 received from the South Asian Regional Standards Organization (SARSO) announcing the vacancy for the post of Director General at its Secretariat in Dhaka, Bangladesh.

In this regard, the Commission is requested to kindly advertise and seek applications of interested candidates, if any. The details pertaining to the vacancy announcement including entitlements, required qualifications and experiences are enclosed for your kind reference and circulation. Interested applicants, after obtaining necessary administrative approvals from relevant agencies, wherever necessary, are advised to route their applications through the Ministry of Foreign Affairs.

Please note that the deadline for the submission of applications to the SARSO Secretariat is on or before **20 March, 2017**.

Handwritten note:
 HHS/10/10/17
 Pl. follows the usual way for such advertisement.
 2/27/17
 EMD

Yours Sincerely,

Handwritten signature of Singye Dorjee

(Singye Dorjee)
 Director General





SARSO/Recruitment/03/2017/976

South Asian Regional Standards Organization
(A Specialized Body of SAARC)
Dhaka, Bangladesh

The Secretariat of the South Asian Regional Standards Organization (SARSO), Dhaka, Bangladesh presents its compliments to the Ministries of Foreign/External Affairs (SAARC Division) of the Member States of SAARC and has the honor to forward the vacancy announcement for the post of Director General of South Asian Regional Standards Organization (SARSO).

The Secretariat of SARSO has further the honour to request the Member States of SAARC to kindly advertise the vacancy in the respective Member State on urgent basis.

The Secretariat of the South Asian Regional Standards Organization (SARSO) avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States/Governments of SAARC, the assurances of its highest consideration.

Encl: As Stated

DH
Dhaka, 16 February 2017

The Ministries of Foreign / External Affairs
All Member States of SAARC

Attn: Director-General/Joint Secretary/Director/Under Secretary (SAARC)



CC:

The Secretariat of the SAARC
Kathmandu, Nepal

The Chairperson of the Governing Board of SARSO



South Asian Regional Standards Organization
(A Specialized Body of SAARC)
Dhaka, Bangladesh

Ref No. SARSO/ Recruitment/03/2017/977

Date: February 16, 2017

VACANCY ANNOUNCEMENT

The South Asian Regional Standards Organization (SARSO), a specialized body of SAARC invites applications for filling up the following position from the Nationals of the SAARC Member States except Bangladesh. The qualification requirements and the terms and conditions of the Director General are mentioned below:

Position	:	DIRECTOR GENERAL
Duty Station	:	South Asian Regional Standards Organization (SARSO) Dhaka, Bangladesh
Application Closing date	:	March 20, 2017
Duration	:	Non-renewable period of Three (3) years

The salary, allowances & other entitlements including Children Education Allowance, Medical Facilities, Furnishing Grant, etc. are as per approved Rules of SARSO, which may be obtained by the interested candidates from SARSO Secretariat, Dhaka by e-mailing at dg@sarso.org.bd/dirind@saarc-sec.org

Qualifications, Experiences and Age:

1. Post Graduate Degree in basic sciences or in engineering;
2. Minimum 15 years of experience in standardization and/or conformity assessment and/or accreditation with at least three years administrative experience in a National Standards Body (NSB) as Head of a Division;
3. The maximum age till which Director General can continue shall be 65 years provided at the time of appointment he/she has three years term available to serve as Director General.

Conditions & requirements:

- a) Two copies of passport size photographs.
- b) Copy of passport(s).
- c) The applications are to be sent along with CV, attested copies of certificates of educational qualifications and experiences.
- d) The appointment shall be subject to the proviso that no objection is raised by their respective Governments.
- e) The applicants will send their applications after obtaining necessary administrative approvals from their parent organization, wherever applicable, to the Director General, SARSO, Dhaka by e-mail at dg@sarso.org.bd and by post at the address given below with a copy by e-mail to SAARC Secretariat, Kathmandu at dirind@saarc-sec.org.
- f) Selection Committee will review all the applications received and short-list applicants for conducting interviews over skype/phone.
- g) Candidates short-listed through skype/phone will be requested to appear before the Selection Committee for the final interview at SARSO Secretariat, Dhaka, Bangladesh.
- h) The candidates selected for final interview will be paid travel cost and per diem as per SAARC rules for their travel from respective SAARC Member States.


Dr. Syed Humayun Kabir
Director General



South Asian Regional Standards Organization
(A Specialized Body of SAARC)
Dhaka, Bangladesh

SALARY AND ALLOWANCES OF DIRECTOR-GENERAL OF SARSO

The Director-General of the South Asian Regional Standards Organization (SARSO) would be entitled to the following salary and allowances:

1. Salary US\$ 3,850/- per month
2. Entertainment Allowance 10% of salary - per month. A record shall be maintained of the entertainment expenditure.
3. Residential accommodation US\$ 875/- (monthly ceiling)
The Lease Agreement pertaining to the residence of the Director-General shall be signed by the SARSO Secretariat with the Lessors and the payment of House Rent shall be made directly by the SARSO Secretariat to the Lessors.
4. Education allowance Director-General shall be entitled to reimbursement of 90% of school Tuition Fees upto Class XII including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 8,000 per child for a maximum of two children between the age of 5 to 21 years. Payment of such charges shall be made directly to the Educational Institution or reimbursement would be made on presentation of actual receipts from the concerned educational institutions. This allowance will not be admissible in respect of children undergoing graduate/post graduate education and for correspondence courses, private tuitions, vocational training or a apprenticeship and part-time or evening education. Any expenditure on uniforms, stationery, books, transport, hostel charges and non-compulsory extracurricular activities shall not be admissible. Education Allowance would be admissible for the children studying in the country of duty or left behind in home country of the Director-General.
5. Medical Facilities Reimbursement of actual expenses for self, spouse and dependent children upto a maximum ceiling of US\$ 1500/- per year provided however that the Director-General may obtain medical insurance cover as an alternative.

No reimbursement shall be made for medicines purchased without doctor's prescriptions, and on optical frames/glasses/lenses, dental treatments like - dentures, scaling, and surgeries for the purposes of beautification,



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health care products and health foods.

6. Daily allowance in lieu of House rent allowance

In the absence of residential accommodation on first arrival, the Director-General shall be entitled to Daily Allowance as per the rates applicable to SARSO concerned upto a maximum of 21 days from the date of arrival. An accompanying spouse and upto two of the dependent children below the age of 21 years will get 50 percent of Daily Allowance. The Daily Allowance applicable for SAARC capitals are at Appendix-A. SARSO 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.

Provided that the Director-General recruited from the Host Country shall not be entitled to Daily Allowance.

7. Furnishing/Settlement Grant

Director-General shall be entitled to a one time lump-sum furnishing/settlement grant of US\$ 3500/- only.

8. Home Leave Passage

Director-General shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent Children once in their tenure and only after completing 18-months of continuous service. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.

Director-General may opt to avail home leave passage for self, spouse and children to a third country, provided that the cost of such passage is limited to the cost of return airfare including the taxes, by economy class from the Seat of the Secretariat to the declared home town and return.

9. Emergency Passage:

Director-General appointed from Member States other than the host country may be given emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.

10. Death on Duty:

In case of death, the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three



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month's basic salary of the official as an immediate relief.

11. Telephone

Actual cost of Telephone Call charges from the office subject to the availability of Budget provision. A register, however, would be maintained to record all long distance calls.

Use of telephone at their residences except for private long distance calls within and outside respective host countries. SARSO will, however, cover an expenditure to a maximum ceiling of US\$ 25.00 per month. A register for long distance calls would be maintained.

12. Car

Use of a car for official purpose subject to a ceiling of 250 liters of fuel per month. A log book showing details of the journeys and time etc. would be maintained.
