

No.I-172/21/2019-ICR  
Government of India  
Ministry of Culture  
(ICR Division)

####

Shastri Bhavan, New Delhi,  
Dated, the 9<sup>th</sup> July, 2019

**Office Memorandum**

Subject: Vacancy positions for the post of Deputy Director(Pprogrammes) and Culture Specialist (Research) at SAARC Cultural Centre Colombo.

The under signed is directed to refer to the communication received from Ministry of External Affairs on the above and to state that that SAARC Cultural Centre, Colombo has announced vacancy positions for the post of Deputy Director (Programme) and Culture Specialist(Research. Details of eligibility criteria, experience required, job description and remunerations are enclosed. The last date receipt of applications for the posts is 19<sup>th</sup> July, 2019.

2. All concerned organizations are requested to give wide publicity to these vacancies and forward the applications received for the posts to the undersigned under intimation to SAARC Division, MEA.



(Alka Sharma)

Under Secretary to the Government of India

Tele: 23388569

To

All organizations under MOC.

Copy to : (i) NIC Cell, MOC with a request to upload the above mentioned documents MOC's website.

(ii) US(SAARC Division), Ministry External Affairs, *New Delhi:*



विदेश मंत्रालय, नई दिल्ली  
MINISTRY OF EXTERNAL AFFAIRS  
NEW DELHI

**S.R.Patnaik**  
Under Secretary(SAARC)  
Tel. 011-4901 8442  
[ussaarc@mea.gov.in](mailto:ussaarc@mea.gov.in)

No. BI/244/01/15

Dated, 21<sup>st</sup> June, 2019

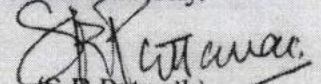
Dear Ms. Sharma,

SAARC Cultural Centre, Colombo has announced vacancy positions for the post of Deputy Director(Programme) and Culture Specialist(Research). Details of the vacancy announcement are enclosed. The same may be given wide publicity through your website as well as websites for various autonomous bodies/organisations/attached offices of the Ministry of Culture.

2. The applications are to be submitted to the undersigned latest by 19<sup>th</sup> July 2019.

Regards.

Yours sincerely,

  
(S.R.Patnaik)

Ms. Alka Sharma  
Under Secretary  
ICR Division  
Ministry of Culture  
New Delhi

I-172/21/2019-ICR

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 vacancies at the SAARC Cultural Centre, Colombo is open for citizens of SAARC Member States.

DEPUTY DIRECTOR (PROGRAMMES)

- Place of Posting : Colombo, Sri Lanka  
Tenure of the Post : 3 (three) years  
Age : Maximum 50 year  
Qualifications : Masters or higher degree, from a recognized university, preferably in Cultural Studies or Social Sciences or Humanities or Anthropology and Aesthetic Studies. Preference will be given to PhD in above disciplines.  
Experience : At least 15 years experience in planning & implementation of cultural programmes and research work at senior level with international exposure.

Proven track record on conceptualizing and developing 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 programmes and research work independently.

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

Summary of job description: To assist the Director in planning and implementation of the programmes of the SAARC Cultural Centre

To create and write concept papers and develop programmes, prepare schedules and monitor progress.

Preparation of reports and periodical reviews of the programmes.

To supervise the functioning of staff in the area of 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.

Provided that the 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 5 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.

CULTURAL SPECIALIST (RESEARCH)

Place of Posting : Colombo, Sri Lanka

- Tenure of the Post : 3 (three) years
- Age : Maximum 48 year
- Qualifications : Minimum of a Masters degree from a recognized university in Social Sciences or Humanities. Preference will be given to a candidate with a PhD in Social Sciences.
- Experience : Minimum of 10 years of experience in research related activities in a reputed organization in the cultural field.

Experience in conducting research and producing research papers and publications with competence in conceptualizing, designing, organizing and implementing research programmes, ability to organize conference, workshop and seminars at international levels with minimum of 5 years experience as an assistant Director of equivalent position/level.

An excellent knowledge of written and spoken English, with the ability to edit publications and write detailed research proposals, concept notes, newsletters and other official correspondence.

A sound knowledge of computer applications and social media applications.

Ability to co-ordinate and manage international programmes and activities in a professional manner.

Summary of job description : To Assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all programmes of the SAARC Cultural Centre.

Producing and editing research papers and publications.

Researching, writing and preparing preliminary reports and assisting with the production of final reports and periodical reviews before and after programmes of the SAARC Cultural Centre.

Execute any special assignment given by the Director and Deputy Director as and when necessary.

Content development for institutional website and Social Media.

**Allowances and Benefits**

Living Allowances US \$ 1,253/- per month  
Residential Accommodation  
Educational Allowances for Children  
Medical Allowances

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 \$ 1,118.70 (US Dollars One Thousand One Hundred Eighteen and Seventy cents 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.

3. Residential Accommodation

Free unfurnished accommodation within rental ceiling of US \$ 585/- (US Dollars Five Hundred and Eighty-Five 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 5 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. Applications (both hard and soft copies) may be sent to the following on or before 19<sup>th</sup> July 2019.

Under Secretary (SAARC),  
Ministry of External Affairs,  
Room no. 1056, Jawahar Lal Nehru Bhavan,  
Maulana Azad Road, New Delhi 110011  
Email: [ussaarc@mea.gov.in](mailto:ussaarc@mea.gov.in)

For further details please visit [www.saarcculture.org](http://www.saarcculture.org)

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