

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
সংস্কৃতি বিষয়ক মন্ত্রণালয়  
বিনিময় শাখা  
বাংলাদেশ সচিবালয়, ঢাকা।  
[www.moca.gov.bd](http://www.moca.gov.bd)

স্মারক নম্বর: ৪৩.০০.০০০০.১১৭.২৪.০১৪.২১. ১৩

তারিখ: ২৮ ফাল্গুন ১৪৩০  
১২ মার্চ ২০২৪

বিষয়: Vacant positions of the Professional Staff at SAARC Cultural Centre (SSC).

সূত্র: পররাষ্ট্র মন্ত্রণালয়ের ০৪ মার্চ ২০২৪ তারিখের ১৯.০০.০০০০.৩১২.৩৪.০১০.১৭/০৪২ সংখ্যক স্মারক।

উপর্যুক্ত বিষয় ও সূত্রস্থ পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, SAARC Cultural Centre (SSC) এর Culture Specialist (Programmes), Culture Specialist (Research) and Deputy Director (Programmes) পেশাদার পদসমূহ শূণ্য রয়েছে। শূণ্য পদসমূহ পূরণকল্পে SAARC সদস্য রাষ্ট্র সমূহ এর উপযুক্ত প্রার্থীদের নিকট হতে আবেদন পত্র আহবান করা হয়েছে। আবেদন পত্র যথাযথাভাবে পূরণ পূর্বক পররাষ্ট্র মন্ত্রণালয়স্থ SAARC Division এর মাধ্যমে আগামী ১৯ এপ্রিল ২০২৪ তারিখের মধ্যে সার্ক সচিবালয়ে প্রেরণের জন্য অনুরোধ করা হয়েছে।

০৩। এমতাবস্থায়, পররাষ্ট্র মন্ত্রণালয়ের মাধ্যমে প্রাপ্ত SAARC Cultural Centre (SSC) এর শূণ্য পদ পূরণ সংক্রান্ত ঘোষণাপত্রটি বহল প্রচারের জন্য নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো।

সংযুক্তি: ০৮ (আট) প্রস্থ।

২২/০৩/২০২৪  
(আয়েশা সিদ্দিকা)

উপসচিব

ফোন: ৯৫১১০৭১

Email: [sas.exchange@moca.gov.bd](mailto:sas.exchange@moca.gov.bd)

বিতরণ (জ্যেষ্ঠতার ভিত্তিতে নয়):

- ১। মহাপরিচালক, আরকাইভস্ ও গ্রন্থাগার অধিদপ্তর, আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা।
- ২। মহাপরিচালক, গণগ্রন্থাগার অধিদপ্তর, শাহবাগ, ঢাকা।
- ৩। মহাপরিচালক, প্রত্নতত্ত্ব অধিদপ্তর, আগারগাঁও, শের-ই-বাংলা নগর, ঢাকা।
- ৪। মহাপরিচালক, বাংলাদেশ জাতীয় জাদুঘর, শাহবাগ, ঢাকা।
- ৫। মহাপরিচালক, বাংলা একাডেমি, ঢাকা।
- ৬। মহাপরিচালক, বাংলাদেশ শিল্পকলা একাডেমি, ঢাকা।
- ৭। নির্বাহী পরিচালক, নজরুল ইন্সটিটিউট, ধানমন্ডি, ঢাকা।
- ৮। রেজিস্ট্রার অফ কপিরাইট, বাংলাদেশ কপিরাইট অফিস, শের-ই-বাংলা নগর, আগারগাঁও, ঢাকা।
- ৯। পরিচালক, জাতীয় গ্রন্থকেন্দ্র, বঙ্গবন্ধু এভিনিউ, ঢাকা।
- ১০। পরিচালক, বাংলাদেশ লোক ও কারুশিল্প ফাউন্ডেশন, সোনারগাঁও, নারায়ণগঞ্জ।
- ১১। প্রোগ্রামার, সংস্কৃতি বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা (মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের অনুরোধসহ)।

অনুলিপি (সদয় অবগতির জন্য):

- ১। অতিরিক্ত সচিব (সাংস্কৃতিক ঐতিহ্য), সংস্কৃতি বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ২। যুগ্মসচিব (সাংস্কৃতিক ঐতিহ্য-১), সংস্কৃতি বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৩। সচিব মহোদয়ের একান্ত সচিব, সংস্কৃতি বিষয়ক মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।
- ৪। অফিস কপি/মাস্টার কপি।

Government of the People's Republic of Bangladesh  
Ministry of Foreign Affairs  
SAARC & BIMSTEC Wing  
Dhaka

No 19.00.0000.312.34.010.17/ 042

04 March 2024

**Subject: Vacant positions of the Profesional Staff at SAARC Cultural Centre (SCC)**

Ref: i) Saarc secretariat's note verbale no. SAARC/ESC//249A/2024 (Message No. 1670830) dated 23 February 2024 (copy attached)

With reference to the above-mentioned communication, the undersigned is directed to forward the vacancy announcement for Culture specialists (Programmes/ Research) and Deputy Director (Programmes) at the SAARC Cultural Centre (SCC). These vacant positions will be filled by the appropriate candidates from the SAARC Member States. It is mentionable that the last date of submission of duly filled-in applications (in accordance with the vacancy announcements) is 19 April 2024.

02. This is for your kind information and necessary actions.

Enclosure: as stated

Secretary  
Ministry of Cultural Affairs  
Bangladesh Secretariat  
Dhaka-1205

সচিব মহোদয়ের দপ্তর	
ডায়েরি নম্বর: ১১৪৪	
তারিখ: ৪/৩/২৪	
অতিরিক্ত সচিব	
অতিরিক্ত সচিব (সাংস্কৃতিক ও ঐতিহ্য)	✓
অতিরিক্ত সচিব (উন্নয়ন)	
অতিরিক্ত সচিব (প্রশাসন)	
যুগ্ম সচিব	
সচিবের একান্ত সচিব	

*Afrin*  
04.03.2024  
(Afrin Nahar Lata)  
Senior Assistant Secretary (SAARC)  
Tel: 02223350126  
E- mail: assaarc@mofa.gov.bd

যুগ্মসচিব (সাং ঐ-১) অধিশাখা	
ডায়েরি নম্বর: ১১৪৪	
তারিখ: ০৬/০৬/২৪	
উপসচিব (সাংস্কৃতিক বিনিময় শাখা)	
উপসচিব (সাংস্কৃতিক চুক্তি শাখা)	
উপসচিব (অপরিময়ে ঐতিহ্য শাখা)	
ব্যক্তিগত কর্মকর্তা	
০৭/০৬/২৪	
যুগ্মসচিব মহোদয়ের স্বাক্ষর	

অতিরিক্ত সচিব (সাংস্কৃতিক ঐতিহ্য) এর দপ্তর
স্বাক্ষর: <i>[Signature]</i>
ডায়েরি নম্বর: ১১৪৪
তারিখ: ০৬/০৬/২৪
✓ যুগ্মসচিব (সাংস্কৃতিক ঐতিহ্য-১)
যুগ্মসচিব (সাংস্কৃতিক ঐতিহ্য-২)
উপসচিব (সাংস্কৃতিক ঐতিহ্য-১)
উপসচিব (সাংস্কৃতিক ঐতিহ্য-২)

*[Signature]*  
০৬/০৬/২৪  
A/O

০৬



-28-

**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

Message No. 167 08 30  
No. SAARC/ESC//249A/2024

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States and has the honour to refer to letter No. SAARC/CC/ADM/RECRUIT/2024-I dated 16 February 2024 from the SAARC Cultural Centre (SCC), Colombo, Sri Lanka, requesting the Secretariat to circulate the following vacant positions of the Professional Staff of SCC:

Vacant Position	Vacant From
Culture Specialist (Programmes)	04 October 2020
Culture Specialist (Research)	01 February 2022
Deputy Director (Programmes)	01 August 2024

The Secretariat has further the honour to inform that the aforementioned vacancies will be filled up from suitable candidates from the SAARC Member States.

In this connection, the esteemed Ministries are requested to kindly disseminate the enclosed vacancy announcements, which include required qualifications, job description, allowances, benefits and application procedure to the relevant Line Ministries and Departments of the esteemed Member States to call applications (Annex- I,II,III).

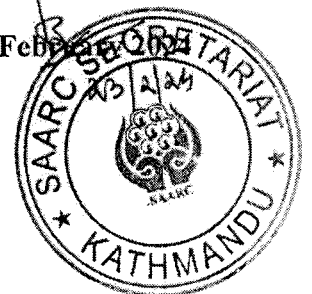
Furthermore, duly filled-in applications (in accordance with the vacancy announcements), along with the Curriculum Vitae (CV) of the candidates, may be sent to the SAARC Secretariat through the SAARC Division of the Ministries of Foreign/External Affairs of the Member States on or before Friday, 19 April 2024.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States, the assurances of its highest consideration.

Kathmandu, 23 Feb 2024

Ministries of Foreign/External Affairs,  
(SAARC/Division),  
Member States of SAARC.

Copy to: Director/SAARC Cultural Centre, Colombo, Sri Lanka.



Annex -  
C 26 / 1

**SAARC CULTURAL CENTRE, SRI LANKA  
VACANCY ANNOUNCEMENT**

The SAARC Cultural Centre in Colombo, Sri Lanka, is the Regional Centre for Art and Culture established by the South Asian Association for Regional Cooperation (SAARC) with the mandate to promote regional unity through cultural integration and inter-cultural dialogue and contribute towards preservation, conservation and protection of South Asia's cultural heritage within the framework of the SAARC Agenda for Culture.

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

**CULTURAL SPECIALIST (PROGRAMMES)**  
**(Vacant from 04<sup>th</sup> October 2020)**

- Age:** Below 50 years
- Duty Station:** Colombo, Sri Lanka
- Duration:** 3 (Three) years

**Educational Qualifications:**

- A minimum of Masters Degree from a recognized University in Social Sciences or Humanities preferably in a discipline related to Culture and Heritage management etc.
- Preference will be given to Candidates with a PhD in related subject areas.

**Work Experience**

- Minimum of 10 years experience in planning and implementation of cultural programmes at management level;
- Minimum of 8 years of proven experience in conceptualizing and developing programmes in the field of culture or relevant disciplines as an assistant Director or in an equivalent position at any intergovernmental or international organizations;
- International work experience will be an added qualification.

**Competencies / Skills**

- Excellent organizational & coordination skills to assist the Director and Deputy Directors in SCC programmes.
- Designing & conducting training workshops and seminars at international standards.
- Excellent written and oral communication skills in English to be able to work on official correspondence etc.
- A sound knowledge of computer and social media applications;
- Ability to co-ordinate and manage international programmes and activities in a professional manner.

- 22 -

**Brief job description:**

- To assist the Director and Deputy Directors in conceptualizing, planning, researching and implementing all Programmes of the SAARC Cultural Centre.
- Provide assistance in the areas of training and dissemination of information and knowledge.
- Assist and contribute in training programmes, workshops, seminars, etc.
- Development of innovative and creative programmes, Preparation of concept papers and reports.
- Execute any special assignments given by the Director and Deputy Directors as and when necessary.

**Allowances and Benefits:**

Living Allowances US \$ 1,253/- per month

Residential Accommodation

Education Allowances for Children

Medical Allowances

The Member States would bear the following costs in respect of the Professional Staff of the SAARC Regional Centres;

1. The Member State shall continue to pay the salaries of the Professional staff of the SAARC Regional Centres;
2. Member State shall bear all costs associated with the passage of the Professional Staff and of their accompanying entitled family members;
3. 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;

1. Living Allowance  
US \$ 1,253.00 (US Dollars One Thousand two Hundred and Fifty-three) only.

The Living Allowance payable to the two categories of Professional staff of the regional Centres. 50% of the Living Allowance to the Professional staff shall be paid in US Dollars and the remaining 50% shall be paid in local currency.

Sri Lankan professional Staff will be paid in LKR as per the new financial rules of Sri Lanka.

2. Daily Allowance in lieu of Rent Allowance  
The Director shall ensure accommodation for the Professional Staff before his/her 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 suitable accommodation within this period.

The professional staff recruited from the Host Member State shall not be entitled to the Daily Allowance.

3. Residential Accommodation  
Unfurnished accommodation within rental ceiling of US\$ 655/= (US Dollars six Hundred and fifty-Five only) in equivalent local currency of Sri Lankan Rupees per month will be directly paid to the lessor.

20/3

4. **Furnishing/Settlement Grant**  
One-time Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)
  5. **Children's Education Allowance**  
Professional Staff shall be entitled to the reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 1500/= per child for a maximum of two children between the age of 4 to 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. (Note; no reimbursement shall be made for medicines purchased without doctor's prescriptions, optical frames/ glasses/ lenses/ dental treatments and beautification/ cosmetics and health care products and health foods)
  7. **Home Leave Passage**  
The Regional Centre will provide a return air ticket (Economy Class) for self, spouse and two dependent children residing with their parents, once in their-tenure, after completing 18 months of continuous service.
- \* All allowances to be paid in local currency as per the official buying rate of exchange prevailing on the first day of every month;

**Application procedure**

- 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 Ministry of Foreign Affairs/ Ministry of External Affairs of the respective Member States of the applicant to reach the Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before Friday, 19 April 2024.

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.

Director  
SAARC Cultural Centre  
224, Bauddhaloka Mawatha  
Colombo 07  
Sri Lanka

**SAARC CULTURAL CENTRE - SRI LANKA  
VACANCY ANNOUNCEMENT**

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

**CULTURAL SPECIALIST (RESEARCH)**  
**(Vacant from 01<sup>st</sup> February 2022)**

**Age:** Below 50 years  
**Place of Posting:** Colombo, Sri Lanka  
**Tenure of the Post:** 3 (Three) years

**Educational Qualifications:**

- Minimum of a Masters degree from a recognized university in Social Sciences or Humanities preferably in a discipline related to Culture and Heritage Management;
- Preference will be given to a candidate with a PhD in related subject areas.

**Work Experience**

- Minimum of 10 years experience in research related activities in a reputed organization in the field of culture at management level.
- Minimum of 8 years of experience as an Assistants Director or in an equivalent position at any intergovernmental or international organization.
- International experience will be an added qualification

**Competencies/ Skills**

- Experience in conducting research and editing research papers and publications with competence in conceptualizing, designing, organizing and implementing research programmes;
- Ability to organize conferences, workshops and seminars at international standards.
- 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 and social media applications;
- Ability to co-ordinate and manage international programmes and activities in a professional manner;

**Brief of job description:**

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

- 22
- Writing and editing research papers and publications.
  - Execute any special assignments given by the Director and Deputy Directors as and when necessary.
  - Content development for institutional website and social media.

**Allowances and Benefits:**

Living Allowances US \$ 1,253/- per month

Residential Accommodation

Education Allowances for Children

Medical Allowances

The Member States would bear the following costs in respect of the Professional Staff of the SAARC Regional Centres;

1. The Member State shall continue to pay the salaries of the Professional staff of the SAARC Regional Centres;
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The professional staff recruited from the Host Member State shall not be entitled to the Daily Allowance.

3. Residential Accommodation

Unfurnished accommodation within rental ceiling of US\$ 655/= (US Dollars six Hundred and fifty-Five only) in equivalent local currency of Sri Lankan Rupees per month will be directly paid to the lessor.



-76 3/3

4. **Furnishing/Settlement Grant**  
One-time Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)
  5. **Children's Education Allowance**  
Professional Staff shall be entitled to the reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 1500/= per child for a maximum of two children between the age of 4 to Grade XII/A Level.
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**Application procedure**

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- 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 Ministry of Foreign Affairs/ Ministry of External Affairs of the respective Member States of the applicant to reach the Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before Friday, 19 April 2024.

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.

Director  
SAARC Cultural Centre  
224, Bauddhaloka Mawatha,  
Colombo 07  
Sri Lanka

Annex - III  
1/3

**SAARC CULTURAL CENTRE, SRI LANKA  
VACANCY ANNOUNCEMENT**

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

**DEPUTY DIRECTOR (PROGRAMMES)**  
**(Vacant from 01<sup>st</sup> August 2024)**

**Age:** Below 55 years  
**Duty Station:** Colombo, Sri Lanka  
**Tenure of the post:** 3 (Three) Years

**Educational Qualifications**

- Masters or higher degree from a recognized University, preferably in the field of Cultural Studies / Social Sciences / Humanity / Anthropology / Aesthetic Studies or a relevant discipline;
- Preference will be given to PhD in above disciplines;

**Work Experience**

- Minimum of 15 years experience in planning and implementation of cultural programmes at management level;
- Minimum of 10 years of proven experience in conceptualizing and developing programmes in the field of culture or relevant disciplines in a capacity of professional staff or equivalent level at any intergovernmental or international organizations;

**Competencies /Skills**

- Excellent organizational and coordination skills to manage programmes independently in a professional manner;
- Designing and conducting participative training workshops, seminars, etc., at international standards.
- Excellent written and oral communication skills in English and editing skills;
- Outstanding capacity to collect, synthesize and analyse information from various sources and draft documents in a clear and concise manner;
- Good IT skills, including computer applications;

**Brief job description:**

- Assisting the Director in planning and implementation of all programmes of the SAARC Cultural Centre;
- Creating and writing concept papers, developing programmes, preparing schedules and monitoring progress;

- Responsible for preparation of reports and periodical reviews of the programmes and activities;
- Assisting the Director in preparation of publications;
- Supervising other staff in relation to organizing and conducting programmes;
- Establishing and maintaining positive work relationship with other stakeholders to achieve the goals of the Centre;
- Execute any special assignments given by the Director as & when necessary.

#### **Allowances and Benefits**

Living Allowances – US\$ 1437 per month

Residential Accommodation

Education Allowances for children

Medical Allowances

The Member States would bear the following costs in respect of the Professional Staff of the SAARC Regional Centres;

1. The Member States shall continue to pay the salaries of the Professional staff of the SAARC Regional Centres;
2. Member States shall bear all costs associated with the passage of the Professional Staff and of their accompanying entitled family members;
3. 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;

1. Living Allowance  
US \$ 1,437.00 (US Dollars One Thousand four Hundred and Thirty-Seven) only.

The Living Allowance payable to the two categories of Professional staff of the regional Centres. 50% of the Living Allowance to the Professional staff shall be paid in US Dollars and the remaining 50% shall be paid in local currency.

Sri Lankan professional Staff will be paid in LKR as per the new financial rules of Sri Lanka.

2. Daily Allowance in lieu of Rent Allowance  
The Director shall ensure accommodation for the Professional Staff before his/her 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 suitable accommodation within this period.

The professional staff recruited from the Host Member State shall not be entitled to the Daily Allowance.

3. Residential Accommodation  
Unfurnished accommodation within rental ceiling of US\$ 682/= (US Dollars six Hundred and eighty-two only) in equivalent local currency of Sri Lankan Rupees per month will be directly paid to the lessor.

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4. Furnishing/Settlement Grant  
One-time Lump sum of US \$ 2,000/- (US Dollars Two Thousand only)
  5. Children's Education Allowance  
Professional Staff shall be entitled to the reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US \$ 1500/= per child for a maximum of two children between the age of 4 to 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. (Note; no reimbursement shall be made for medicines purchased without doctor's prescriptions, optical frames/ glasses/ lenses/ dental treatments and beautification/ cosmetics and health care products and health foods)
  7. Home Leave Passage  
The Regional Centre will provide a return air ticket (Economy Class) for self, spouse and two dependent children residing with their parents, once in their-tenure after completing 18 months of continuous service.
- \* All allowances to be paid in local currency as per the official buying rate of exchange prevailing on the first day of every month;

**Application procedure**

- 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 / Ministry of External Affairs of the respective Member States of the applicant to reach the Director, SAARC Cultural Centre, 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before Friday, 19 April 2024.)

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.

Director  
SAARC Cultural Centre  
224, Bauddhaloka Mawatha  
Colombo 07  
Sri Lanka.