

Shastri Bhavana, New Delhi,
Dated, the 24th March, 2017.

Office Memorandum

Subject: Vacancy announcement for the post of Culture Specialist by SAARC Cultural Centre, Colombo.

The undersigned is directed to refer to the above mentioned subject and to request NIC Cell, Ministry of Culture to upload the detailed advertisement for the post of 'Cultural Specialist' as furnished by the SAARC Sectt., Kathmandu as received from SAARC Cultural Centre, Kathmandu.

2. A message stating that the 'application may be sent to 'Under Secretary(ICR), Room No.335'C' Wing, Ministry of Culture Shastri Bhavan, New Delhi before 1st May, 2017' may also be posted alongside the said advertisement.

Alka Sharma

(Alka Sharma)

Under Secretary to the Government of India

Tele:23388569

To

NIC Cell, Ministry of Culture,
Shastri Bhavan, New Delhi.

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BI-321/04/17
Ministry of External Affairs
SAARC Division

Room No. 1056,
Jawaharlal Nehru Bhawan, New Delhi.
March 20, 2017

Office Memorandum

**Sub:- Vacancy announcement for the post of Culture Specialist by SAARC
Cultural Centre, Colombo**

SAARC Cultural Centre, Colombo has announced the vacancy for the post of
'Culture Specialist' SCC Secretariat, Colombo, Sri Lanka.

2. Detailed advertisement is attached. It may kindly be posted on your websites and
widely circulated among relevant quarters.



(S.R. Patnaik)

Under Secretary (SAARC-1)

Tel:4901-8442

1. Ms. Archana Varma
Joint Secretary (AT&A)
Department of Personnel & Training
279-A, North Block,
New Delhi
E-Mail:- jsata@nic.in

2. Ms. Alka Sharma
Under Secretary (ICR)
Ministry of Culture
Shastri Bhawan,
New Delhi-01
E-Mail: icrculture@gmail.com

3. Publicity Officer (XMM)
Ministry of External Affairs.
New Delhi



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**SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT**

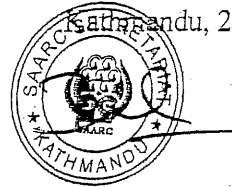
Fax Message No. 352/08/049
No. SAARC/ESC/Appointments/220/2017

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 of SAARC and has the honour to forward vacancy announcement for the post of 'Culture Specialist-Programmes' at the SAARC Cultural Centre, Colombo.

The esteemed Ministries are requested to please convey their nominations, along with curriculum vitae of the applicants, by 15 May 2017.

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

Encl: As above



The Ministries of Foreign/External Affairs of
the Member States of SAARC.

Attn: Joint Secretary/Director General (SAARC Division).

Copy to:

Director, SAARC Cultural Centre, Colombo.



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.

CULTURE SPECIALIST - PROGRAMMES

- Place of Posting** : Colombo, Sri Lanka
- Tenure of the Post** : 3 (three) years with 01 (one) year Probation period
- Age** : Maximum 48 years (After the Date of Birth 15/05/1969)
- Qualifications** : A minimum of a Masters degree from a recognized university in Social Sciences. Preference will be given to a Candidate with a PhD in Social Science

Experience : A minimum of 10 years experience in training and programming activities in a reputed organisation in the field of culture with competence in conceptualising, designing, implementing, analysis and the organisation of participative training courses, workshops and seminars at all levels with a minimum of 5 years experience as an Assistant Director or equivalent position/level

An excellent knowledge of written and spoken English, with the ability to write out detailed and clear concept proposals and official letters and correspondence

Be technologically competent with a sound knowledge of computer applications such as Word, Excel, PowerPoint etc.

Have a competent knowledge of social media applications and promotion

Be able to co-ordinate and manage international programme activities in a professional manner

Experience in Research will be an added advantage

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

Provide assistance in the areas of training and dissemination of information

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

Assist and contribute as internal faculty for training programmes, workshops, seminars etc

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

Candidates from the Universities/ Government Departments/ Corporations and statutory Boards should apply through the Heads of their respective institutions

- Allowances and Benefits** : Living Allowances - US\$ 1,253 per month
- Allowance for Residential Accommodation
- Education Allowance for Children
- Medical Allowance

Recruitment criteria: Written test and Viva voce

Application procedure: 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, No. 224, Bauddhaloka Mawatha, Colombo 07, Sri Lanka, on or before 15 May 2017

For further details please visit www.saarcculture.org

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