

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

Shastri Bhawan, New Delhi  
The 28 March, 2024

OFFICE MEMORANDUM

Subject: **Vacancy positions for the post of Culture Specialist [Programmes] at SAARC Cultural Centre, Colombo, Sri Lanka.**

The undersigned is directed to forward herewith MEA's email communication dated 18<sup>th</sup> March, 2024 regarding vacancy position of Professional Staff at SAARC Cultural Centre, Colombo announced by SAARC Secretariat. The details of the eligibility criteria, experience required etc. are also enclosed. The last date of receipt of applications for the posts is **10-04-2024**.

2. All organizations are requested to give wide publicity to the vacancy and forward the applications received for the posts, through proper channel, to the undersigned under intimation to SAARC Division, M/o External Affairs.

Encl. as above

  
28/3/2024

(Anuradha Sood)

Under Secretary to the Govt. of India

Tele: 23388569

Email: [icr-culture@gov.in](mailto:icr-culture@gov.in)

[anuradha.sood@nic.in](mailto:anuradha.sood@nic.in)

All Organizations under M/o Culture

Copy to:

(i) NIC Cell, M/o Culture with the request to upload the vacancy documents on MOC's website.

(ii) Under Secretary (SAARC Division), Ministry of External Affairs, New Delhi  
([ussaarc2@mea.gov.in](mailto:ussaarc2@mea.gov.in))

(iii) JS(Museums)/JS(Akademies)/JS(ASI)/JS(P.Arts)

## List of Organizations of Ministry of Culture

1. Director General, Archaeological Survey of India, 24 Tilak Marg, New Delhi – 110001  
[dg.asi@gov.in](mailto:dg.asi@gov.in)      [directorgeneralasi@gmail.com](mailto:directorgeneralasi@gmail.com)      [dircep.asi@gmail.com](mailto:dircep.asi@gmail.com)  
[asocep.asi@gmail.com](mailto:asocep.asi@gmail.com)    [adg1.asi@gmail.com](mailto:adg1.asi@gmail.com)    [ddocashasi@gmail.com](mailto:ddocashasi@gmail.com)  
[adg.admn-asi@gov.in](mailto:adg.admn-asi@gov.in)
2. Director General, National Museum, Janpath, New Delhi.  
[nationalmuseumcepdivision@gmail.com](mailto:nationalmuseumcepdivision@gmail.com)    [dg.nmnd@gov.in](mailto:dg.nmnd@gov.in)  
[dgnationalmuseum11@gmail.com](mailto:dgnationalmuseum11@gmail.com)    [nazaiakamal05@gmail.com](mailto:nazaiakamal05@gmail.com)  
[vinti.sain@gmail.com](mailto:vinti.sain@gmail.com)
3. Director General, National Archives of India, Janpath, New Delhi.  
[nai.dg.office@gmail.com](mailto:nai.dg.office@gmail.com)    [archives@nic.in](mailto:archives@nic.in)    [ccprnai@gmail.com](mailto:ccprnai@gmail.com)    [nai-dg@gov.in](mailto:nai-dg@gov.in)
4. Director General, National Gallery of Modern Arts, Jaipur House, Shahjahan Road, New Delhi  
[ngma.delhi@gmail.com](mailto:ngma.delhi@gmail.com)      [meghna.ngma@gmail.com](mailto:meghna.ngma@gmail.com)
5. Director General, National Library, Belvedere, Kolkata-700027.  
[nldirector@rediffmail.com](mailto:nldirector@rediffmail.com)    [gajanavani@gmail.com](mailto:gajanavani@gmail.com)    [asitrnanjanbiswas@gmail.com](mailto:asitrnanjanbiswas@gmail.com)
6. Director, Centre for Cultural Resources & Training, Plot No.15A, Sector 7, Pappankalan, Dwarka, New Delhi-75  
[dir.ccr@nic.in](mailto:dir.ccr@nic.in)
7. Secretary, Sangeet Natak Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi.  
[secretary@sangeetnatak.gov.in](mailto:secretary@sangeetnatak.gov.in)      [mail@sangeetnatak.gov.in](mailto:mail@sangeetnatak.gov.in)  
[coordination@sangeetnatak.gov.in](mailto:coordination@sangeetnatak.gov.in)
8. Secretary, Sahitya Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi.  
[secretary@sahitya-akademi.gov.in](mailto:secretary@sahitya-akademi.gov.in)
9. Secretary, Lalit Kala Akademi, Rabindra Bhawan, 35, Ferozeshah Road, New Delhi.  
[art.lalitkala@gmail.com](mailto:art.lalitkala@gmail.com)
10. Director, National School of Drama, Bhawalpur House, Bhagwan Das Road, New Delhi.  
[cepnad2014@gmail.com](mailto:cepnad2014@gmail.com)      [nationalschoolofdrama@gmail.com](mailto:nationalschoolofdrama@gmail.com)  
[nsd.director@gmail.com](mailto:nsd.director@gmail.com)
11. Director General, National Council of Science Museums, Sector-V, BlockGN Bidhan Nagar, Kolkata-700091.  
[sbose@ncsm.gov.in](mailto:sbose@ncsm.gov.in)      [director\\_hqrs@ncsm.gov.in](mailto:director_hqrs@ncsm.gov.in)  
[dgo@ncsm.gov.in](mailto:dgo@ncsm.gov.in)
12. Joint Secretary, Indira Gandhi National Centre for the Arts Central Vista Mass, Janpath, New Delhi.  
[ignca.admn@gmail.com](mailto:ignca.admn@gmail.com)
13. Director(I/C), Indira Gandhi Rashtriya Manav Sangrahalay, P.B. No.2, Shamla Hill, Bhopal-462013.  
[igrmslibrary@gmail.com](mailto:igrmslibrary@gmail.com)      [directorigrms@gmail.com](mailto:directorigrms@gmail.com)  
[iw.igrms@gmail.com](mailto:iw.igrms@gmail.com)

14. Director-in-charge, Anthropological Survey of India, 27, Jawaharlal Nehru Road, Kolkata-700016. [directoransi@gmail.com](mailto:directoransi@gmail.com) [director@ansi.gov.in](mailto:director@ansi.gov.in)
15. Director, Central Institute For Buddhist Studies, Choklamsar, Leh Ladakh (J&K) 194101 Email: [cibsladakh@gmail.com](mailto:cibsladakh@gmail.com)
16. Vice Chancellor, Centra Institute of Higher Tibetan Studies (Deemed to be University) Sarnath, Varanasi 221007, U.P. (India)  
Email: [vcoffice.cuts@gmail.com](mailto:vcoffice.cuts@gmail.com), [registraroffice.cuts@gmail.com](mailto:registraroffice.cuts@gmail.com)
17. Director, CIHCS, Dahung, West Kameng District, Arunachal Pradesh – 790116,  
Email: [directorcihcs@gmail.com](mailto:directorcihcs@gmail.com)
18. Vice Chancellor, Nav Nalanda Mahavihara, Nalanda, Bihar email: [vc@nnm.ac.in](mailto:vc@nnm.ac.in),  
[baidyanath14@gmail.com](mailto:baidyanath14@gmail.com)
19. Director General, Delhi Public Library, S. P. Mukherjee Marg, Delhi – 110006 Email:  
[dgdpl.gov@gmail.com](mailto:dgdpl.gov@gmail.com)
20. The Director, Khuda Bakhsh Oriental Public Library, Ashok Rajpath, Patna – 800004 (Bihar), India Email: [kboplibrary@gmail.com](mailto:kboplibrary@gmail.com)
21. Director, Rampur Raza Library, hamid manzil Qila, Rampur, U.P. 244901 Email:  
[directorrazalibrary@gmail.com](mailto:directorrazalibrary@gmail.com), [raza-library@nic.in](mailto:raza-library@nic.in)
22. Director General, Raja Rammohun Roy Library Foundation, Block- DD-34, Salt lake City, Sector-1, Kolkata – 700064 Email: [dir.rrrlf@nic.in](mailto:dir.rrrlf@nic.in), [rrrlf-wb@nic.in](mailto:rrrlf-wb@nic.in)
23. Director, Allahabad Museum, Chandrashekhar Azad Park, Kamla Nehru road, Allahabad – 211002 Email: [allahabadmuseum@rediffmail.com](mailto:allahabadmuseum@rediffmail.com)
24. Director, Indian Museum, 27, Jawaharlal Nehru Road, park street, Kolkata- 700016  
Email: [info@indianmuseumkolkata.org](mailto:info@indianmuseumkolkata.org)
25. Director, Salar Jung Museum, Hyderabad – 500002 Email:  
[salarjungmuseum@gmail.com](mailto:salarjungmuseum@gmail.com)
26. Secretary, Victoria Memorial Hall, 1, queen's way, Kolkata – 700071 Email:  
[victomem@gmail.com](mailto:victomem@gmail.com)
27. Director, Kalashetra Foundation, Kalashetra Road, Thiruvannamipur, Chennai – 600041  
Email: [cao@kalashetra.in](mailto:cao@kalashetra.in), [edp@kalashetra.in](mailto:edp@kalashetra.in)
28. Director, Maulana Abul Kalam Azad Institute of Asian Studies, 5, Ashraf misri Lane (lovelock Street – Opp. Ballygunge Military camp), Kolkata – 700019  
Email: [makaias\\_cal@vsnl.net](mailto:makaias_cal@vsnl.net), [info@makaias.gov.in](mailto:info@makaias.gov.in)

29. Director, National Monuments authority, 24, Tilak Marg, New Delhi – 110001  
Email: [dg.nmnd@gov.in](mailto:dg.nmnd@gov.in)
30. President, The Asiatic Society, 1, Park street, Kolkata – 700016  
Email: [gs.asiatic@gmail.com](mailto:gs.asiatic@gmail.com), [theasiaticsociety@gmail.com](mailto:theasiaticsociety@gmail.com)
31. The Director, National Mission for Manuscripts, 11, Mansingh Road, New Delhi – 110001 [director.namami@nic.in](mailto:director.namami@nic.in)
32. The Director, East zonal Cultural Centre, IB-201, Salt Lake City Kolkata - 700 106 [directorezcckolkata@yahoo.in](mailto:directorezcckolkata@yahoo.in) [directorezcckolkata@gmail.com](mailto:directorezcckolkata@gmail.com)
33. The Director, 14-CSP Singh Marg (Adjacent to Circuit House) Allahabad – 211 001 [nczcc@rediffmail.com](mailto:nczcc@rediffmail.com)
34. The Director, North East Zone Cultural Centre, Post Box No. 98, Near Airport, Dimapur, Nagaland– 797112 [nezccdimapur@yahoo.co.in](mailto:nezccdimapur@yahoo.co.in)
35. The Director, North Zone Cultural Centre, Virsa Vihar Kendra, Near Bhasha Bhawan, Sheranwala Gate, Patiala, Punjab – 147001 [nzccindia@gmail.com](mailto:nzccindia@gmail.com)  
[nzccindia@yahoo.com](mailto:nzccindia@yahoo.com)
36. The Director, South Central Zone Cultural Centre, 56/1, Temple Road, Civil Lines, Nagpur : 440001 [director@sczcc.gov.in](mailto:director@sczcc.gov.in) , [sczccnagpur1986@gmail.com](mailto:sczccnagpur1986@gmail.com)
37. The Director, South Zone Cultural Centre, Dakshini, Medical college Road, Thanjavur – 613004 [szcc1986@gmail.com](mailto:szcc1986@gmail.com)
38. The Director, West Zone Cultural Centre, Bagore Ki Haveli, Gaugaur Ghat Udaipur Rajasthan – 313001. [wzcccom@rediffmail.com](mailto:wzcccom@rediffmail.com)
39. The Director, Prime Ministers Museum and Library, Teen Murti House, New Delhi-110011 Email.ID: [director.nmml@gov.in](mailto:director.nmml@gov.in)
40. Member Secretary, National Culture Fund, Puratatava Bhawan, INA, New Delhi – 110023 Email Id: [ncfunesco-culture@gov.in](mailto:ncfunesco-culture@gov.in)
41. The Director, Gandhi Smriti & Darshan Samiti, 5, Tees January Marg, New Delhi-110001 Email id: [2010gsds@gmail.com](mailto:2010gsds@gmail.com), [manimala.gsds@gmail.com](mailto:manimala.gsds@gmail.com)
42. The Director, Central Reference Library, Belvedere, Kolkata – 700 027  
Email Id: [centralreferencelibrary@gmail.com](mailto:centralreferencelibrary@gmail.com)
43. Director General, National Research Laboratory for Conservation of Cultural Property (NRLC), Sector E /3, Aliganj Scheme, Lucknow, Uttar Pradesh -226024  
E-mail Id: [dg.nrlc@gov.in](mailto:dg.nrlc@gov.in), [dgnrlclucknow@gmail.com](mailto:dgnrlclucknow@gmail.com), [adg1.asi@nic.in](mailto:adg1.asi@nic.in)



**No. BI – 325/01/2019**  
**Government of India**  
**Ministry of External Affairs**  
**(BIMSTEC & SAARC Division)**

Room No. 1056  
Jawaharlal Nehru Bhawan, New Delhi  
March 18, 2024

**OFFICE MEMORANDUM**

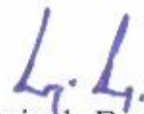
**Subject: Vacancy Announcement for the three posts at SAARC Culture Centre (SCC), Colombo, Sri Lanka**

The undersigned is directed to forward herewith a note verbale no. SAARC/ESC/249A/2024 dated 23<sup>rd</sup> February 2024 received from SAARC Cultural Centre (SCC), Colombo circulating the vacant position of the Professional Staff at SCC.

2. In this connection, the SAARC Secretariat has requested the SAARC Member States to disseminate the vacancy announcement which include required qualifications, job description, allowances, benefits and application procedure to the relevant Line Ministries and Departments of the SAARC Member States. The details have been provided in the enclosed annexures (Annex-I, II, III). The Secretariat has prescribed for forwarding the applications through the SAARC Division of the Ministries of Foreign/External Affairs of the SAARC Member States by 19 April 2024.

3. In this regard, it is requested that Ministry of Culture may give wider publicity for these vacancies. The prospective applicants may be instructed to submit the application at the concerned desk of Ministry of Culture. All the applications received may please be preliminary examined by the Ministry of Culture and application of eligible and recommended candidates may be forwarded to us for its onward transmission to the SAARC Secretariat latest by **10 April 2024**.

Encls: as above.

  
(Rajesh Ranjan)  
Under Secretary (SAARC)  
Tel. 23088442  
email: [ussaarc2@mea.gov.in](mailto:ussaarc2@mea.gov.in)

To

Ministry of Culture  
Shri Yash Veer Singh  
Director (International Cultural Relations)  
Shastri Bhawan, New Delhi-110001  
Email: [yv.singh@nic.in](mailto:yv.singh@nic.in)

**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.

**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.

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**

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 (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.

- 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;
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.

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**

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.

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

<b>Age:</b>	Below 55 years
<b>Duty Station:</b>	Colombo, Sri Lanka
<b>Tenure of the post:</b>	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.



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.