

MOST IMMEDIATE

No.F.8(5)HR-I/2019-725
Government of Pakistan
Finance Division
(HRM Wing)

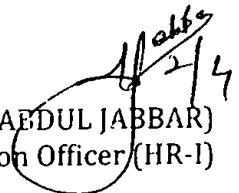
Islamabad, the 2nd April, 2019

CIRCULAR

Subject: **FILLING UP THE POST OF SECRETARY GENERAL OF AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION (AARDO)**

Please find enclosed herewith a copy of AHK National Centre for Rural Development's Circular F.No. 1(4)/2015-16/IL.Trig, dated 20th March, 2019 which is self explanatory on the above subject.

2. All Officers **BS-20 and above** of Finance Division, who fulfills the eligibility criteria in all respect may send their nominations/applications on prescribed proforma/format alongwith CV/requisite documents to **HR-I Section latest by 10th April, 2019 before closing of Office hours for onward transmission to the quarter concerned.**


(AEDUL JABBAR)
Section Officer (HR-I)

All BS-20 & above Officers of Finance Division including FA's Organization

✓ Copy to the Webmaster, Finance Division for uploading on the website.

GOVERNMENT OF PAKISTAN
ESTABLISHMENT DIVISION
AHK NATIONAL CENTRE FOR RURAL DEVELOPMENT
AARDO REGIONAL OFFICE FOR SOUTH AND CENTRAL ASIA
(PARK ROAD, CHAK SHAHZAD)

1

F.No. 1(4)/2015-16/IL.Trig.

Islamabad, the 17th March, 2019

CIRCULAR

Subject: Filling up the post of Secretary General of African-Asian Rural Development Organization (AARDO)

The undersigned is directed to refer to the subject noted above and to say that African-Asian Rural Development Organization (AARDO) has announced position of Secretary General, AARDO for the period of 2019-2022. Vacancy announcement letter/personal history form sent by AARDO is also enclosed. This post is to be filled in by suitable Officer fulfilling eligibility criteria as given below.

Age:

- The Candidate should be 40 years of age or above on the dated of the letter inviting nominations for the post

Academic Qualifications:

- The Candidate should have post-graduate academic qualification in Agriculture/Rural Development, Economics or Social Sciences or any relevant specialization from a university of repute or its equivalent.
- The Candidate should have excellent command over written and spoken English as it is the working language of the Organization. Knowledge of other official language(s), namely, Arabic or French, would be an advantage. He/she should be computer literate.

Experience:

- The candidate should have sufficient experience in various fields covered under agriculture/rural development, out of which at least the last 10 years of service should be in a senior decisions/policy making position in government/universities/institutes.
- The candidate should have relevant exposure with the functioning of international/regional organizations and having published articles/papers/studies in reputed journals, international symposia, seminars, workshop, etc. (Copies of such papers should be submitted along with the application).
- The candidate must be a Government Officer (BPS-20 and above / Permanent only) of Ministries / Divisions/ Attached Departments, Provincial Governments & Universities.
- Contract Employees are not eligible.

Medical Certification:

- The candidate should be physically and mentally fit to work in the Organization. The nominees should submit a recent medical fitness certification from an accredited medical institution/hospital. The elected candidate will be required to undergo medical examination as per the United Nations or other 'International Organization' health standard/guidelines.

It is requested that nomination/applications of suitable officer on prescribed proforma/format along with CV/requisite documents, under administrative control of Ministries/Divisions within Federal Government and Provincial Government, if any, may be forwarded to the Director General, AHK NCRD, latest by 15th April, 2019. A Committee in Establishment Division would finalize nomination for the approval of Competent Authority i.e. Secretary, Establishment Division.

Dy. No. 38530 (QA)
Dated 26/03/2019

Dy. No. 230 D.S (QA)
Dated 26/3/2019
Dy. No. 1891
Dated 25/3/19

Handwritten signatures and dates: 25/3/19, 26/3, 25/3/19

Dy. No. 2138 AFS (CF/HRM)
Dated 25/3/2019

D.S. Office
Dy. No. 6277
Dated 25/3/19

Handwritten: 1 JS (QA) 25/3

Handwritten: S. Q. Khan 26/3/19

Handwritten: It relates to HR-1 Section

(SABA SALEEM)
Deputy Director (T-1)
Ph: 051-9255153
Com. P/2
Asstt. 26/3

Dy. No. 672
Dated 26/03/19

1. Secretary, President's Secretariat, Islamabad.
2. Secretary to the Prime Minister, Prime Minister's Office, Islamabad
3. Secretary, Cabinet Division, Islamabad.
4. Secretary, Establishment Division, Islamabad.
5. Secretary, Ministry of Climate Change, Islamabad.
6. Secretary, Ministry of Federal Education and Professional Trainings, Islamabad.
7. Secretary, Ministry of Finance Division, Islamabad.
8. Secretary, Ministry of Interior, Islamabad.
9. Secretary, Ministry of Planning, Development and Reforms, Islamabad.
10. Secretary, Ministry of Ministry of Human Right, Islamabad.
11. Secretary, Ministry of Food Security and Research, Islamabad.
12. Secretary, National Assembly Secretariat, Islamabad.
13. Secretary, Senate Secretariat, Islamabad.
14. Secretary, Federal Public Service Commission, Islamabad.
15. Secretary, Election Commission of Pakistan, Islamabad.
16. Chief Secretary, Government of Punjab, Lahore.
17. Chief Secretary, Government of Sindh, Karachi.
18. Chief Secretary, Government of Kyber Pakhtunkhwa, Peshawar.
19. Chief Secretary, Government of Balochistan, Quetta.
20. Chief Secretary, Government of AJ&K, Muzaffarabad.
21. Chief Secretary, Government of Gilgit Baltistan, Gilgit.
22. Chairman, Planning and Development Board, Govt. of Punjab, Lahore.
23. Chairman, Planning and Development Board, Govt. of Sindh, Karachi.
24. Additional Chief Secretary, Planning & Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
25. Additional Chief Secretary, Planning & Development Deptt., Govt. of Balochistan, Quetta.
26. Additional Chief Secretary, Planning & Development Dett., Govt. of AJ&K, Muzaffarabad.
27. Secretary, Planning & Development Department, Govt. of Gilgit Baltistan, Gilgit.
28. Secretary, Local Government & Rural Development Deptt., Govt. of Punjab, Lahore.
29. Secretary, Local Government & Rural Development Deptt., Govt. of Sindh, Karachi.
30. Secretary, Local Government & Rural Development Deptt., Govt. of Kyber Pakhtunkhwa, Peshawar.
31. Secretary, Local Government & Rural Development Deptt., Govt. of Balochistan, Quetta.
32. Secretary, Local Government & Rural Development Deptt., Govt. of AJ&K, Muzaffarabad.
33. Secretary, Local Government & Rural Development Deptt., Govt. of Gilgit Baltistan, Gilgit.
34. Secretary, Agriculture Department, Govt. of Punjab, Lahore.
35. Secretary, Agricultural, Supply & Prices Department, Govt. of Sindh, Karachi.
36. Secretary, Agriculture Department, Govt. of Kyber Pakhtunkhwa, Peshawar.
37. Secretary, Agriculture & Cooperative Department, Govt. of Balochistan, Quetta.
38. Secretary, Agriculture Department, Govt. of AJ&K, Muzaffarabad.
39. Secretary, Agriculture Department, Govt. of Gilgit Baltistan, Gilgit.
40. Chairman, Higher Education Commission, Islamabad.
41. Chairman, Pakistan Agriculture Research Council, Islamabad.

CC.

Joint Secretary (Training), Establishment Division, Islamabad.

Assistant Director (T-III), with the request to upload this OM on the website of NCRD.



ORGANISATION
AFRICAINNE-ASIATIQUE POUR LE
DÉVELOPPEMENT RURAL

AFRICAN-ASIAN
RURAL DEVELOPMENT
ORGANIZATION

المنظمة
الأفريقية الآسيوية
للتنمية الريفية

Cooperation for Sustainable Development

OFFICE OF THE
SECRETARY GENERAL

مكتب
الأمين العام

No. AARDO/SG/Appt/2019
26 February 2019

The Hon'ble Secretary
Establishment Division
Cabinet block
Government of the Islamic Republic of Pakistan
Islamabad, PAKISTAN

**Subject: Filling up the post of Secretary General of
African-Asian Rural Development Organization (AARDO)**

Dear Sir,

I wish to bring to your kind notice that the tenure of the present incumbent to the post of Secretary General of African-Asian Rural Development Organization (AARDO) is up to 02 September 2019. To fill the post, the Executive Committee in its 71st Session held in New Delhi, India, on 12-14 February 2019 had approved the Terms and Conditions for the appointment of new Secretary General (Annexure-I). The Committee also directed the Secretary General to send letters to all the eligible full members from Africa and Asia before 26th February 2019 for inviting nominations for the post of Secretary General, AARDO.

I wish to inform your goodself that appointment of the Secretary General of AARDO is governed under the relevant Article VIII (1), (9) (a) and (9) (c) of the Constitution of AARDO and Rules 268 (a) and (b), 269, 270, 272, 272 (a) and (b) of the Rules of Procedure of AARDO. The full text of Articles/clauses of the Constitution and Rules of Procedure is reproduced at (Annexure-II)

In case the esteemed Government is keen to nominate a candidate for the post of Secretary General, the candidate must satisfy the requirements of the post, as indicated in the attached Terms and Conditions. As decided by the 71st Session of the Executive Committee, before forwarding the nomination, i.e. by 26th April 2019, the esteemed Government is requested to kindly arrange to ensure that membership contribution, if pending for more than two (2) calendar years, is paid to the Organization.

Your goodself may kindly ensure that the nomination, in identical duplicate, reaches the Secretary General, African-Asian Rural Development Organization (AARDO) in a sealed cover marked 'Confidential – Nomination for the post of Secretary General of African-Asian Rural Development Organization' on or before 26 April 2019. Nomination received after 26 April 2019 or received through e-mail, fax, etc., would not be considered.

(An autonomous inter-governmental organization established in 1962)

2, State Guest Houses Complex, Chanakyapuri, New Delhi 110 021, INDIA
Phones: (91-11)-24100475/26115936/26877783/26877784; Fax: 26115937
E-mail: aardohq@aardo.org; Website: <http://www.aardo.org>

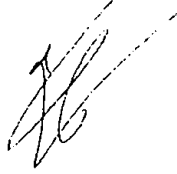
5

The detailed curriculum vitae of the candidate should be supported by attested photocopies of documents such as, date of birth proof, qualifications, experience, etc. A list of research and published works, medical fitness certificate from accredited medical institution/hospital, and any other relevant document, also be enclosed, along with the nomination. The proforma for sending the nominations is enclosed as Annexure-III & Annexure - IV

All the received nominations in the AARDO Secretariat would be placed before the Special Session of the Executive Committee scheduled to be held in New Delhi on 11 June 2019, which is the appointing authority for the post.

Kindly accept, Dear Sir, the renewed assurances of my highest consideration.

Sincerely,



Eng. Wassfi Hassan El-Sreihin
Secretary General

Encls:

- Annexure I - Terms and Conditions of Service of the Secretary General, AARDO*
- Annexure II - Relevant Articles/Clauses of the Constitution and Rules of Procedure and the decision of the 71st Session of Executive Committee relating to the appointment of Secretary General, AARDO*
- Annexure III - Format for the nomination of Secretary General, AARDO*
- Annexure IV - Format of Curriculum Vitae for the Post of Secretary General, AARDO*

Copy to:

☞ The Director General
Akhtar Hameed Khan National Centre for Rural Development
Government of the Islamic Republic of Pakistan, and
Honorary Regional Representative of AARDO for South and Central Asia
Islamabad, PAKISTAN

ANNEXURE I

TERMS & CONDITIONS OF SERVICE OF THE SECRETARY GENERAL

Duties and Responsibilities

The Secretary General, who is the Chief Executive, will carry out the policies and programmes of the Organization as per the Constitution and guidelines given by the AARDO Conference, the Executive Committee and other competent bodies of AARDO from time to time. He/she is responsible for developing and maintaining suitable contacts at the highest level in members and prospective member countries, UN bodies and other international/regional organizations. Besides, being head of the Organization, the Secretary General will maintain constant liaison with the heads of diplomatic missions located in New Delhi, India. In addition, the duties attached to the position require negotiating and signing various agreements including Memorandum of Understanding (MoU) on behalf of the Organization with the governments and/or the international/regional bodies. The Secretary General will represent the Organization at international meetings, seminars, conferences, etc.

I. Duration of the post

The duration of the office of the Secretary General shall be four (4) years subject to a maximum of two terms. On completion of the first tenure of four (4) years, the incumbent Secretary General may contest for a second term of four (4) years in open competition provided that the total tenure shall not be more than eight (8) years. The duty station of the Secretary General shall be AARDO headquarters currently at Chanakyapuri, New Delhi, India.

II. Salary and Grade

2. The Pay scale of the Secretary General would be US \$ 5500-200-7100 (US Dollars Five Thousand five hundred increasing by an annual increment of US Dollars two hundred and raising up to maximum of US Dollars seven thousand and one hundred). The pay scale is subject to upward revision depending on the financial health of AARDO.

III. Gratuity

3. The Gratuity would be governed by the gratuity rules in force in AARDO Secretariat from time to time. The existing rates are one month's salary for each completed year of service for payment of gratuity.

VIII. Conveyance

11. The Secretary General shall have at his/her disposal, both for his/her official as well as personal use, two (2) cars with driver, owned and completely maintained by the Organization. The expenditure on fuel would, however, be limited to two thousand (2,000) litres per year. For taking the car outside headquarters for personal holiday, the cost would be borne by the Secretary General.

IX. Official Travel

12. As per Article VII of the Staff Rules of AARDO, Secretary General is entitled to the following:

For joining post (from abroad) and at the time of relinquishing the post from country of residence of duty station and back and Leave Travel Concession (LTC)

- i) *One business class* air ticket each for self, spouse and two economy class air tickets for a maximum of two children, in case spouse and children follow within six (6) months of the joining of the post by the Secretary General;*
- ii) Excess Baggage Allowance up to two metric tonnes or 26 cubic meters by surface or sea routes.

For General Travel (outside India)

- i) One business class air ticket
- ii) Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is US \$ 150/- (US Dollars one hundred fifty only) per day of stay. Hotel accommodation will be provided by AARDO or host Government/Institution.

For General Travel (within India)

- i) One business class air ticket
- ii) Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is Rs. 1,200 (Rupees one thousand two hundred) per day of stay (and entitled for a suite).

**Accordingly, the relevant staff rules will be updated in the 'Staff Rules of AARDO'.*

Education Grant

16. The reimbursement of education expenses for a maximum of two minor children is available under Staff Rule No. 5.9. The limit for education grant per child per annum is Rs. 40,000/- (Rupees Forty thousand only) per annum.

XI. Age, Qualifications, Experience, Health Fitness, etc.

Age: The candidate should be 40 years of age or above on the date of the letter inviting nominations for the post.

Academic Qualifications:

- a. The candidate should have post-graduate academic qualification in Agriculture/Rural Development, Economics or Social Sciences or any relevant specialization from a university of repute or its equivalent.
- b. The candidate should have excellent command over written and spoken English as it is the working language of the Organization. Knowledge of other official language(s), namely, Arabic or French, would be an advantage. He/she should be computer literate.

Experience:

- a. The candidate should have sufficient experience in various fields covered under agricultural/rural development, out of which at least the last 10 years of service should be in a senior decision/policy making position in government/university/institutes.
- b. The candidate should have relevant exposure with the functioning of international/ regional organizations and having published articles/papers/studies in reputed journals, international symposia, seminars, workshops, etc., (Copies of such papers should be submitted along with the application).

Medical Certification:

The candidate should be physically and mentally fit to work in the Organization. The nominee should submit a recent medical fitness certificate from an accredited medical institution/hospital. The elected candidate will be required to undergo medical examination as per the United Nations or other International Organizations' health standards /guidelines.

ANNEXURE II

Relevant clauses of the Constitution, Rules of Procedure and the decision of the 71st Session of the Executive Committee relating to the appointment of the Secretary General, AARDO

CONSTITUTION

- Article VIII (1) The Secretary General shall be appointed by the Executive Committee, on such terms and conditions as it may lay down from time to time, by inviting nominations from the members. The appointment of the Secretary General shall be ratified by the next General Session of the AARDO Conference.

- Article VIII (9) (a) The duration of the post of Secretary General shall be four (4) years, subject to a maximum of two terms. On completion of the first tenure, the incumbent Secretary General may contest for a second term of four (4) years in open competition provided that his/her tenure shall not be more than eight (8) years.

- Article VIII (9) (c) The Secretary General and the Deputy/Assistant Secretary General should not be from the same continent.

RULES OF PROCEDURE

- Rule 268 (a) The Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time.

- Rule 268 (b) The appointment made by the Executive Committee shall be ratified by the AARDO Conference at its regular session which immediately follows the appointment.

- Rule 269 The duration of the post of Secretary General shall be four (4) years, subject to a maximum of two terms. On completion of the first tenure, the incumbent Secretary General may contest for a second term of four (4) years in open competition provided that his/her tenure shall not be more than eight (8) years.

- Rule 270 The post of the Secretary General shall be filled as early as possible by calling nominations from the full members of the Organization.

- Rule 272 The Executive Committee will make the appointment of a suitable candidate from amongst the nominations sponsored by the full members and for that purpose its

12

ANNEXURE III

No.

Date:

**FORMAT
FOR THE NOMINATION OF
SECRETARY GENERAL, AARDO**

The Government of _____
nominates (Name) _____
Designation _____
for the above post.

The particulars of the candidate are attached. (Two identical copies)

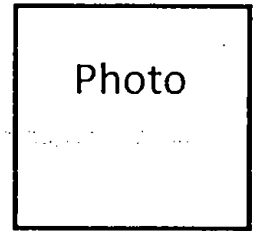
Signature _____
Name _____
Designation: _____
Country _____

(SEAL)

Annexure IV

Format of Curriculum Vitae for the Post of Secretary General, AARDO

- 1. Name (Dr/Mr/Ms) (As indicated in Passport) _____
- 2. Date of Birth (DD_MM_YYYY) (Age as on 26.02.2019) _____ Years _____ Months
- 3. Marital Status and Number of Children _____
- 4. Gender _____
- 5. Nationality _____



- 6. Official Address
 - i) Street Address _____
 - ii) City _____
 - iii) State/Province _____
 - iv) Pin/Zip Code _____
 - v) Country _____

- 7. Permanent Address
 - i) Street Address _____
 - ii) City _____
 - iii) State/Province _____
 - iv) Pin/Zip Code _____
 - v) Country _____

- 8. Contact Number (Please specify country and city code)
 - i. Tel.(office) _____
 - ii. Mobile/Handset Number _____

9. Educational Qualifications

	Name of the University/Institution	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Year of Passing	Major Subjects
Bachelors				
Masters				
Ph.D.				
Others, (please specify)				
Professional Qualification including training				

10 Languages Skill (Please tick ✓)

	Excellent		Good		Average	
	O	W	O	W	O	W
English						
Arabic						
French						
Other Language (s) (Please specify)						

O = Oral; W = Writing

11 Employment Record

Experience (Total Number of Years) _____

Position	Exact Title of your post	Name of the Institution served	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Nature of Work
Current Position				
Previous Position1				
Previous Position2				
Previous Position3				
Previous Position4				
Experience with International/Regional Organisations				

Note: Experience at senior decision/policy making level.

12 Computer Knowledge (Please tick ✓)

Certificate Diploma Working Knowledge Any other (Specify) _____

13 Published Work

Name of the Journal/ Magazines/Book	Title	Volume/ Number	Year	Number of pages	Name of the Publisher/ Agency

14 Supporting Documents (attested copies):

- i) Date of birth
- ii) Educational and Professional Qualifications
- iii) Experience
- iv) Published work
- v) Medical fitness certificate from accredited medical hospital/ institution (original copy)