

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
জনপ্রশাসন মন্ত্রণালয়  
চুক্তি ও বৈদেশিক নিয়োগ শাখা  
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স্মারক নং-০৫.০০.০০০০.১৪৬.২৪.০১০.১৮-১৬০

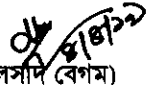
তারিখ : ২১ চৈত্র ১৪২৫  
০৪ এপ্রিল ২০১৯

বিষয় : African-Asian Rural Development Organization (AARDO)-এ Secretary General (SG)-  
এর শূন্য পদে নিয়োগ সংক্রান্ত বিজ্ঞপ্তি।

সূত্র : স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়ের পল্লী উন্নয়ন ও সমবায় বিভাগ হতে প্রাপ্ত স্মারক নং ৪৭.০০.০০০০.০৩১.২৪.০০৬.  
১৫-৫৮২, তারিখ: ০১ এপ্রিল ২০১৯

উপর্যুক্ত বিষয় এবং সূত্রোক্ত স্মারকের পরিপ্রেক্ষিতে African-Asian Rural Development Organization (AARDO)-এ Secretary General (SG)-এর শূন্য পদের নিয়োগ সংক্রান্ত বিজ্ঞপ্তি সদয় অবগতি ও প্রয়োজনীয় কার্যক্রম গ্রহণের নিমিত্ত নির্দেশক্রমে এতদসঙ্গে প্রেরণ করা হলো। আগ্রহী প্রার্থীগণকে স্ব স্ব প্রশাসনিক মন্ত্রণালয়-কে অবহিত রেখে যথাযথ কর্তৃপক্ষের মাধ্যমে পূরণকৃত ০২ প্রস্থ জীবন-বৃত্তান্ত ও অন্যান্য তথ্যাবলীসহ (গবেষণা ও প্রকাশনা সংক্রান্ত কার্যক্রম) আবেদনপত্র জনপ্রশাসন মন্ত্রণালয়ের চুক্তি ও বৈদেশিক নিয়োগ শাখায় ০৯ এপ্রিল ২০১৯ তারিখের মধ্যে প্রেরণ করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তি : ১৩ (তের) পৃষ্ঠা।

  
(দিলসদি বেগম)  
উপসচিব  
ফোন : ৯৫৭৪৫৬১  
[confapp@mopa.gov.bd](mailto:confapp@mopa.gov.bd)

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ০১। মন্ত্রিপরিষদ সচিব, মন্ত্রিপরিষদ বিভাগ/মুখ্য সচিব, প্রধানমন্ত্রীর কার্যালয়।
- ০২। সিনিয়র সচিব/সচিব ----- মন্ত্রণালয়/বিভাগ।  
(তীর নিয়ন্ত্রণাধীন সকল কর্মকর্তা/সংস্থার মধ্যে দ্রুত বিতরণের প্রয়োজনীয় ব্যবস্থা গ্রহণের জন্য সর্বিনয়ে অনুরোধ করা হলো)
- ০৩। রেক্টর, বাংলাদেশ লোক প্রশাসন প্রশিক্ষণ কেন্দ্র, সাভার, ঢাকা/বাংলাদেশ সিভিল সার্ভিস প্রশাসন একাডেমী, ঢাকা।
- ০৪। অতিরিক্ত সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়/পরিবহন কমিশনার, সরকারি যানবাহন অধিদপ্তর।
- ০৫। মহাপরিচালক, বাংলাদেশ কর্মচারী কল্যাণ বোর্ড/মুদ্রণ ও প্রকাশনা অধিদপ্তর/বিয়াম।
- ০৬। বিভাগীয় কমিশনার (সকল)।
- ০৭। যুগ্মসচিব (সকল)/যুগ্মসচিব, পিএসসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তিটি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য সর্বিনয়ে অনুরোধ করা হলো)।
- ০৮। সচিবের একান্ত সচিব, জনপ্রশাসন মন্ত্রণালয়।
- ০৯। উপসচিব (সকল)/উপসচিব, প্রশাসন-১ শাখা, জনপ্রশাসন মন্ত্রণালয়।
- ১০। সিনিয়র সহকারী সচিব (সকল), জনপ্রশাসন মন্ত্রণালয়।
- ১১। সিস্টেমস এনালিস্ট পিএসসি, জনপ্রশাসন মন্ত্রণালয় (সংযুক্ত বিজ্ঞপ্তিটি জনপ্রশাসন মন্ত্রণালয়ের ওয়েবসাইটে প্রকাশের ব্যবস্থা গ্রহণের জন্য সর্বিনয়ে অনুরোধ করা হলো)।
- ১২। অফিস কপি/মান্টার ফাইল।

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার  
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়  
পল্লী উন্নয়ন ও সমবায় বিভাগ  
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১০  
২/৪/১৯

১৮ চৈত্র, ১৪২৫ বঙ্গাব্দ

স্মারক নং-৪৭.০০.০০০০.০৩১.২৪.০০৬.১৫-৫৮২

তারিখঃ -----

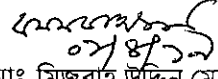
০১ এপ্রিল, ২০১৯ খ্রিস্টাব্দ

বিষয়ঃ Filling up the post of Secretary General (SG) of African-Asian Rural Development Organization (AARDO).

সূত্রঃ AARDO-এর স্মারক নং-AARDO/SG/Appt/2019, তারিখঃ ২৬/০২/২০১৯ খ্রিঃ।

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, AARDO-এর Secretary General (SG)-এর পদে বাংলাদেশ হতে প্রার্থী মনোনয়নের বিষয়ে পত্রটির ছায়ালিপি এতৎসঙ্গে প্রেরণ করা হলো। উক্ত পত্র অনুযায়ী আগ্রহী প্রার্থীগণের পূরণকৃত ০২ প্রস্থ জীবন বৃত্তান্ত ও অন্যান্য তথ্যাবলী (গবেষণা ও প্রকাশনা সংক্রান্ত কার্যক্রম) আগামী ১৫/০৪/২০১৯ তারিখের মধ্যে এ বিভাগে প্রেরণের জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক ..... ফর্দ।

  
(মোঃ মিজবাহ উদ্দিন মোল্লা)  
সিনিয়র সহকারী সচিব  
ফোনঃ +৮৮-০২-৯৫৭০৬৪৬  
(e-mail: [admin1.section@rdd.gov.bd](mailto:admin1.section@rdd.gov.bd))

বিতরণ (জ্যেষ্ঠতার ক্রমানুসারে নয়):

- ১। সচিব, জনপ্রশাসন মন্ত্রণালয়, বাংলাদেশ সচিবালয়, ঢাকা।  
(দৃঃ আঃ উপ-সচিব, বৈদেশিক ও নব নিয়োগ অধিশাখা)।
- ২। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ৩। মহাপরিচালক, বার্ড, কুমিল্লা।
- ৪। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্ক ভিটা), তেজগাঁও, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। মহাপরিচালক, বাপার্ড, গোপালগঞ্জ।
- ৮। ভারপ্রাপ্ত মহাপরিচালক, আরডিএ, বগুড়া।
- ৯। ভারপ্রাপ্ত ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ১০। সিস্টেম এনালিস্ট, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।

অনুলিপিঃ

- ১। মাননীয় মন্ত্রীর একান্ত সচিব, স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়।
- ২। মাননীয় প্রতিমন্ত্রীর একান্ত সচিব, স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়।
- ৩। সচিব মহোদয়ের একান্ত সচিব, পল্লী উন্নয়ন ও সমবায় বিভাগ।
- ৪। অফিস কপি।

জনপ্রশাসন মন্ত্রণালয়  
এ.পি.ডি. অনুবিভাগ  
চুক্তি ও বৈদেশিক নিয়োগ শাখা  
ডায়েরি নং ..... ২৭  
তারিখ ..... ০২.১০.৪.১৯



260 ORGANISATION  
AFRICAINÉ-ASIATIQUE POUR LE  
DÉVELOPPEMENT RURAL

AFRICAN-ASIAN  
RURAL DEVELOPMENT  
ORGANIZATION

المنظمة  
لأفريقية الآسيوية  
للتنمية الريفية

Cooperation for Sustainable Development

OFFICE OF THE  
SECRETARY GENERAL

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

H.E. the Minister of Local Government,  
Rural Development and Cooperatives  
Government of the People's Republic of Bangladesh, and  
Hon'ble Vice-President of AARDO from Asia  
Dhaka, BANGLADESH

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

Excellency

I wish to bring to Your Excellency's 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 71<sup>st</sup> 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 26<sup>th</sup> February 2019 for inviting nominations for the post of Secretary General, AARDO.

I wish to inform Your Excellency 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 Excellency's 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 71<sup>st</sup> Session of the Executive Committee, before forwarding the nomination, i.e. by 26<sup>th</sup> April 2019, Your Excellency's 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 Excellency 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

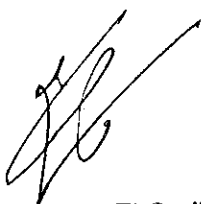
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The detailed curriculum vitae of the candidate should be supported by attested photocopies of documents such as, date of birth proof, qualifications, experience, etc. A list of research and published works, medical fitness certificate from accredited 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, Excellency, 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 71<sup>st</sup> 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

## 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.

#### IV. Contributory Provident Fund

4. The Contributory Provident Fund would be governed by the contributory provident fund rules in force in AARDO Secretariat from time to time. The existing rate of contribution is ten (10%) percent of the basic salary by the incumbent to be matched equally by the Organization.

#### V. Representation Allowance

5. The Secretary General would be entitled to a monthly representation allowance of Rs. 5,000 (Rupees Five Thousand only). He/she shall be free to entertain or otherwise utilize it for official purposes at his/her discretion and for this he/she would not be required to furnish any certificate or receipt.

#### VI. Residential Accommodation

6. A suitable furnished residential accommodation befitting the status of the Secretary General of an International Organization enjoying diplomatic status shall be provided by the Organization to a ceiling not exceeding 40% of his/her monthly salary. The ceiling on capital expenditure in furnishing the accommodation shall be limited to a maximum of 50% of the first year annual salary. This ceiling shall include hiring and shifting accommodation, costs as well as expenses on maintenance and servicing of purchased capital items including their insurance.

7. The Organization would meet the expenses of the Secretary General on the consumption of electricity & water, landline telephone/internet at his/her residence and mobile with the upper limits as under:

• Electricity and water expenses	Rs.125,000 per year
• Landline telephone/internet at residence	Rs. 60,000 per year
• Mobile phone	US \$ 1,200 per year

8. In addition, while on official tours abroad, charges on the telephone/mobile phone calls would be reimbursed by the Secretariat as per the actual bills.

#### VII. Medical Aid

9. The Secretary General would be entitled to medical aid for self, spouse and dependent children, subject to the limit provided in the Staff Rules of AARDO, drawable monthly or annually or as desired by the Secretary General. The current limit prescribed in the Staff Rules is Rs. 5,000 (Rupees five thousand only) per month.

10. In case of illness on official tour or on official duty, medical expenses would be reimbursed as per provisions of the Staff Rules of AARDO.

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### 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'.*

**X. Earned Leave, Home Leave Travel, Education Grant, etc.**

13. Earned Leave, Home Leave Travel, Education Grant, etc. to the Secretary General is governed by the following provisions in the Staff Rules.

**Earned Leave**

14. As per Staff Rule No. 6.7.1, earned leave accrues to a full time employee at the rate of two and a half (2 ½) working days for each calendar month i.e. a maximum of 30 days in a year.

**Leave Travel Concession**

15. The relevant Staff Rules governing the Leave Travel Concession are as under:

Rule 6.12.1 Home leave is provided to the staff (Secretary General) in order to enable him/her to visit home country, with his/her family.

Rule 6.12.2 Internationally selected staff whose official station is outside the country of residence, as established on appointment, shall be entitled once in every year of service, to home leave to his country of residence. The first entitlement to home leave shall be after at least six months of service. The internationally selected staff can also avail LTC to any other country of his/her choice in lieu of the Home Leave, provided the travel expenses do not exceed the cost of travelling to his/her home country.

Internationally selected staff member belonging to the host country may be allowed recreation leave and travel, once in two years of his/her service, to a member country or another country of his/her choice, provided the travel expenses do not exceed the cost of travelling to the member country of the Organization.

Rule 6.12.3 Home leave entitlement shall consist of travel time, without charge to annual leave and return transportation at the Organization's expenses for the staff member and eligible dependents, between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Organization. It is a condition of eligibility for payment of the travel expenses involved that the staff member and his/her dependents spend a reasonable period of leave, not less than ten (10) days, in home leave status. The details are given in the Travel Rules – Article VII of the Staff Rules.



### 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.

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ANNEXURE II

**Relevant clauses of the Constitution, Rules of Procedure and the  
decision of the 71<sup>st</sup> 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

meeting would be convened in due time. The necessary arrangements for this shall be made by the competent officer.

Rule 272 (a) If there is more than one candidate, the Executive Committee will make the appointment of the Secretary General by election through secret ballot from amongst the valid nominations sponsored by the full members. The candidate securing absolute majority of the members present and voting shall be appointed as Secretary General.

Rule 272 (b) The appointment to the posts of Secretary General and Deputy/Assistant Secretary General should not be made from the same continent.

### **Financial Obligations**

According to the decision by the 71<sup>st</sup> Session of the Executive Committee, nominations from countries with outstanding membership contribution for more than two years will not be considered.

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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)

## 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 \_\_\_\_\_

Photo

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):

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