

F. No. U-11015/01/2017- EAP
Government of India
Ministry of Rural Development
Department of Rural Development
(EAP Section)

Krishi Bhavan, New Delhi
Dated: 17th December, 2020

To,

1. The Secretaries of all the Ministries/ Departments of Government of India
2. DG, NIRD& PR, Hyderabad
3. The Resident Commissioners, All State Governments
4. DGs/ Director, SIRDs, All States

Subject: Filling up the post of Assistant Secretary General, African- Asian Rural Development Organization (AARDO) – regarding.

Sir/ Madam,

African Asian Rural Development Organisation (AARDO) is an Inter-Governmental, autonomous with Headquarters at New Delhi, India having 31 member countries and 02 Associate Members from the Asia and the Africa (**website: aardo.org**). India is one of the founding member of AARDO.


2. AARDO proposed to fill up the post of Assistant Secretary General, AARDO in the scale of pay of US\$ 3575-130-4615 (US Dollars Three Thousand Five Hundred Seventy five) by an annual increment of US Dollars One Hundred and Thirty and rising up to the maximum of (US Dollars Four Thousand Six Hundred and Fifteen only) on direct recruitment or on deputation basis.

2. A copy of vacancy announcement issued by AARDO wherein details regarding qualifications, experience and other information & Proforma of Application is annexed. The circular may also be visited in the official website of Ministry of Rural Development (www.rural.nic.in).

3. The last date for receipt of applications by AARDO is 22nd April, 2021. Therefore, it is requested that the applications of eligible officers may be forwarded so as to reach this Department on or before **8th January, 2021 for necessary action in the matter.** Nomination received after 09.01.2021 or received through e-mail, fax etc., **would not be entertained.** Applications in the prescribed format should be sent through the cadre controlling authority/ Department of applicant to Dr. Biswajit Banerjee, Joint Secretary (IC), Department of Rural Development, Ministry of Rural Development, Room No. 361-A, Krishi Bhavan, New Delhi (**e-mail: js-rurban-mord@gov.in**).

Yours faithfully,

Encl: as above


(Dinesh Kumar)
Deputy Secretary (IC)
Tel: 23071372

Copy to:-

1. All the officers of Deputy Secretary and above in the Department of Rural Development, Krishi Bhavan, New Delhi
2. Technical Director, NIC, Computer Cell, Room No. 11/A, DoPT, North Block, New Delhi for uploading the vacancy circular on the official website of Department of Personal & Training immediately.
3. Technical Director, NIC, Computer Cell, Department of Rural Development, Krishi Bhavan, New Delhi for uploading the vacancy circular on the official website of Ministry of Rural Development prominently.

Copy to for information:

Ministry of External Affairs
Sh. Anoop Dhingra, Director (UNES)
Room No. 1039
JNB, New Delhi
Email: dirun@mea.gov.in



**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**

No. AARDO/ASG/Apptt/2020/
20 November 2020

H.E. the Minister of Rural Development, Agriculture
and Farmers Welfare & Panchayati Raj
Government of Republic of India
New Delhi, INDIA

**مكتب
الأمين العام**

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

Excellency,

I wish to bring to Your Excellency's kind notice that the post of Assistant Secretary General (ASG) of African Asian Rural Development Organization (AARDO) is vacant since 03 September 2019, when the then incumbent was elected as Secretary General of AARDO.

After a circularization exercise, pertaining to the Terms and Conditions of Service and a tentative Timeframe, the Hon'ble President of the Executive Committee of AARDO has approved for the Secretariat to proceed with the invitation of nominations for the appointment of the new Assistant Secretary General.

Thus, on behalf of the Hon'ble President of Executive Committee, I have the honour to invite nominations for the post of Assistant Secretary General, AARDO from all the eligible members.

Your Excellency may note that, the appointment of the Assistant Secretary General of AARDO is governed by the relevant Articles VIII (2) and 9 (b) & (c) of the Constitution of AARDO and Rules 272 (b), 289, 290, 291, 292, 294 (a) and 299 of the Rules of Procedure of AARDO. The full text of Articles/clauses of the Constitution and Rules of Procedure is reproduced at **Annexure I**.

In case Excellency's esteemed Government is keen to nominate a candidate for the post of Assistant Secretary General, he/she must satisfy the requirements of the post as indicated in the attached Terms and Conditions (**Annexure II**) and forward the nomination as per the enclosed formats (**Annexures III & IV**). Your Excellency may kindly ensure that the

(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

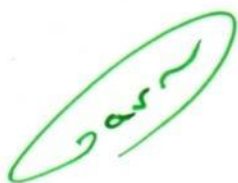
nomination, **in duplicate**, reaches the Secretary General, African-Asian Rural Development Organization (AARDO) in a **sealed cover** marked '**Confidential – Nomination for the post of Assistant Secretary General of African-Asian Rural Development Organization**' on or before **22 February 2021**. Any nomination, received after 22 February 2021 or received through e-mail, fax, etc., would not be considered.

The detailed curriculum vitae of the candidate should be fully supported by attested photocopies of all documents such as date of birth proof, qualifications, experience, etc. A copy of research and published works, or any other relevant document, to be also enclosed along with the nomination.

All the nominations received in the AARDO Secretariat would be placed before the **73rd Session** of the Executive Committee, which is the appointing authority for the post.

Kindly accept, Excellency, the renewed assurances of my highest consideration.

Sincerely,



Dr. Manoj Nardeosingh
Secretary General

Encls:

- Annexure I - Relevant Clauses of the Constitution of AARDO and its Rules of Procedure regarding the appointment of ASG, AARDO*
- Annexure II - Terms and Conditions of the Service Contract of New ASG, AARDO*
- Annexure III - Format for the nomination of ASG, AARDO*
- Annexure IV - Format of Curriculum Vitae for the post of ASG, AARDO*

**Relevant clauses of the Constitution of AARDO and its Rules of Procedure
regarding the appointment of the Assistant Secretary General, AARDO**

THE CONSTITUTION

Article VIII (2) The Deputy/Assistant (s) Secretary General shall be appointed by the Executive Committee, on such terms and conditions as it may lay down from time to time. The post(s) would be filled by inviting nominations from the members of the Organization.

Article VIII 9(b) The duration of the post of Deputy/Assistant Secretary General shall be four (4) years subject to a maximum of two terms or till the age of 65 years whichever event occurs earlier. On completion of the first tenure, the incumbent Deputy/Assistant 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 272 (b) **The appointment to the posts of Secretary General and Deputy/Assistant Secretary General SHOULD NOT be made from the same continent.**

Rule 289 The Deputy/Assistant(s) Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time.

Rule 290 The duration of the post of Deputy/Assistant(s) Secretary General shall be four (4) years, subject to a maximum of two terms or till the age of 65 years, whichever event occurs earlier. On completion of the first tenure, the incumbent Deputy/Assistant 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 291 The appointment of a Deputy/Assistant Secretary General shall be made by inviting nominations from the full members of the Organization.

Rule 292 The posts of Deputy/Assistant Secretary General shall be filled as early as possible by calling nominations from the full members of the Organization.

Rule 294 (a) If there is more than one candidate, the Executive Committee will make the appointment to the post of Deputy/Assistant(s) 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 Deputy/ Assistant Secretary General.

Rule 299 The functions of the Deputy/Assistant(s) Secretary General will be assigned by the Secretary General.

**TERMS AND CONDITIONS OF THE SERVICE CONTRACT OF
NEW ASSISTANT SECRETARY GENERAL, AARDO**

General Information

- 1.1 The post of Assistant Secretary General is vacant since 03 September 2019.
- 1.2 Rule 289 of the Rules of Procedure of AARDO lays down that "*The Deputy/Assistant(s) Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time*". Further, Rule 292 reads, "*The posts of Deputy/Assistant Secretary General shall be filled as early as possible by calling nominations from the full members of the Organization*".
- 1.3 The general terms and conditions of service and the requirements regarding age, qualification, experience, etc., for the post of new Assistant Secretary General, are based on the terms and conditions of service approved by the 68th Session of the Executive Committee held at Dhaka, Bangladesh, during 19-21 January 2017.

Terms & Conditions of Service

I. Duration of the post

The duration of the office of the Assistant 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 Assistant 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 Assistant Secretary General shall be AARDO headquarters currently at Chanakyapuri, New Delhi, India.**

II. Salary and Grade

2. The Scale of Pay of the Assistant Secretary General would be US \$ 3575-130-4615 (US Dollars Three Thousand Five Hundred Seventy five increasing by an annual increment of US Dollars One Hundred and Thirty and rising up to the maximum of US Dollars Four Thousand Six Hundred Fifteen only).

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 Assistant Secretary General would be entitled to a monthly representation allowance of Rs. 2,000 (Rupees Two Thousand). 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 Assistant Secretary General of an International Organization enjoying diplomatic status shall be provided by the Organization to a ceiling not exceeding 30% of his/her monthly salary. The ceiling on capital expenditure in furnishing the accommodation, include hiring and shifting accommodation, costs of maintenance and servicing of purchased capital items and any associated costs, shall be limited to a maximum of 50% of the first year annual salary.

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

| | |
|--|----------------------|
| • Electricity and water expenses | Rs. 100,000 per year |
| • Landline telephone/Internet at residence | Rs. 40,000 per year |
| • Mobile phone | US\$ 800 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 Assistant 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 annually, drawable monthly or annually as desired by the Assistant Secretary General. The current limit prescribed in the rules is Rs. 3,000 (Rupees three 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.

VIII. Conveyance

11. The Assistant Secretary General shall have at his/her disposal, both for his/her official as well as personal use, one (1) suitable car with driver owned and completely maintained by the Organization. The expenditure on fuel would, however, be limited to one thousand four hundred and sixty seven (1,467) litres per year. For taking the car outside headquarters for personal holiday, the cost would be borne by the Assistant Secretary General.

IX. Official Travel

12. As per Article VII of the Staff Rules of AARDO, Assistant 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

- Air Travel - One business/intermediate/executive class ticket for self and spouse and an economy class ticket each up to two children, in case the spouse and children follow within six (6) months of joining of the post by the Assistant Secretary General;
- Excess Baggage Allowance up to two metric tones or 26 cubic meters by surface or sea routes

For General Travel (outside India)

- One Executive Class air ticket
- Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is US \$ 120 (US Dollars one hundred twenty) per day of stay.

For General Travel (within India)

- i) One Executive 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. 800 (Rupees eight hundred) per day of stay.

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

13. Earned Leave, Home Leave Travel, Education Grant, etc. to the Assistant Secretary General are 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 rules governing the Leave Travel Concession are as under:

6.12.1 Home Leave is provided to the staff in order to enable them to maintain effective association with the culture of their home countries, with their families, and with their national business, and professional interests.

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/her 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 their choice in lieu of the Home Leave, provided the travel expenses do not exceed the cost of travelling to their home country.

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

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. For details see Travel Rules - Article VII.

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 year is Rs. 40,000/- (Rupees Forty thousand only).

XI. Age, Qualifications, Experience, etc.

Age: The candidate should be between 40-55 years of age on the date of the letter inviting nominations for the post.

Academic Qualifications:

- a. The candidate should have post-graduate academic qualification in Agricultural/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 with 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 with the application).

Medical Certification:

17. The candidate should be physically and mentally fit to work in the Organization. The nominee should submit a 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 standard/guidelines.

Annexure III

No.

Date:

FORMAT
FOR THE NOMINATION OF
ASSISTANT SECRETARY GENERAL, AARDO

The Government of _____

nominate (Name) _____

Designation _____

for the above post.

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

Signature _____

Name _____

Designation _____

Country _____

(SEAL)

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

1. Name (Dr/Mr/Ms) (As indicated in Passport) _____

2. Date of Birth (DD__MM__YYYY____) (Age as on 20.11.2020)____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 | | | | |
| | | | | |
| | | | | |

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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)