

গণপ্রজাতন্ত্রী বাংলাদেশ সরকার
স্থানীয় সরকার, পল্লী উন্নয়ন ও সমবায় মন্ত্রণালয়
পল্লী উন্নয়ন ও সমবায় বিভাগ
প্রশাসন শাখা-১
www.rdc.gov.bd

স্মারক-৪৭.০০.০০০০.০৩১.২৪.০০৬.১৫/৫১১

২২ চৈত্র, ১৪২৩ বঙ্গাব্দ
তারিখঃ -----
০৫ এপ্রিল, ২০১৭ খ্রিস্টাব্দ

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

সূত্রঃ No.AARDO/ASG/Apptt/2017, Date: 23/02/2017.

উপর্যুক্ত বিষয় ও সূত্রোক্ত পত্রের পরিপ্রেক্ষিতে জানানো যাচ্ছে যে, AARDO এর Assistant Secretary General (ASG) পদে নিয়োগের নিমিত্ত উপযুক্ত প্রার্থী মনোনয়ন প্রদান পূর্বক আগামী ২০/০৪/২০১৭ তারিখের মধ্যে এ বিভাগে প্রেরণ করার জন্য নির্দেশক্রমে অনুরোধ করা হলো।

সংযুক্তিঃ বর্ণনা মোতাবেক।

০৫/০৪/১৭

মীনাক্ষী বর্মন
সিনিয়র সহকারী সচিব
ফোনঃ ৯৫৭০৬৪৬
(e-mail: a_sec_1@ymail.com)

অনুলিপিঃ

- ১। মহাপরিচালক, বিআরডিবি, ঢাকা।
- ২। নিবন্ধক ও মহাপরিচালক, সমবায় অধিদপ্তর, ঢাকা।
- ৩। মহাপরিচালক, বার্ড, কুমিল্লা/আরডিএ, বগুড়া/বাপার্ড, গোপালগঞ্জ।
- ৪। মহা-ব্যবস্থাপক, বাংলাদেশ সমবায় ব্যাংক, ৯/ডি, মতিঝিল বা/এ, ঢাকা।
- ৫। ব্যবস্থাপনা পরিচালক, বাংলাদেশ দুগ্ধ উৎপাদনকারী সমবায় ইউনিয়ন (মিল্কভিটা), দুগ্ধভবন, তেজগাঁও শিল্প এলাকা, ঢাকা।
- ৬। ব্যবস্থাপনা পরিচালক, ক্ষুদ্র কৃষক উন্নয়ন ফাউন্ডেশন (এসএফডিএফ), পল্লী ভবন (৭ম তলা), ৫, কাওরান বাজার, ঢাকা।
- ৭। ব্যবস্থাপনা পরিচালক, পল্লী দারিদ্র্য বিমোচন ফাউন্ডেশন (পিডিবিএফ), হাউজ নং- ০৫, এভিনিউ-০৩, হাজী রোড, রূপনগর, মিরপুর-২, ঢাকা।
- ৮। প্রকল্প পরিচালক, একটি বাড়ি একটি খামার প্রকল্প, প্রবাসী কল্যাণ ভবন (লেভেল-১৩, পশ্চিম অংশ), ৭১-৭২ পুরাতন এলিফ্যান্ট রোড, ইস্কাটন গার্ডেন, ঢাকা।
- ৯। প্রোগ্রামার, পল্লী উন্নয়ন ও সমবায় বিভাগ। (ওয়েব সাইটে প্রকাশের জন্য পত্রটির কপি প্রেরণ করা হলো)।

OFFICE OF THE
SECRETARY GENERAL

No. AARDO/ASG/Appt/2017/
23 February 2017

H.E. the Minister of Local Government, Rural Development and Cooperatives
Government of the People's Republic of Bangladesh
Bangladesh Secretariat,
Dhaka
BANGLADESH

স্মারক নং.....
 যুগ্ম-সচিব (বাঃ)
 যুগ্ম-সচিব আইন
 যুগ্ম-সচিব (প্রঃ শাঃ-২)
 যুগ্ম-সচিব (প্রঃ শাঃ)

অতিরিক্ত সচিব (প্রঃ ও বাঃ)
পল্লী উন্নয়ন ও সমবায় বিভাগ

মন্ত্রীর একান্ত সচিব
স্থানীয় সরকার, পল্লী উন্নয়ন
ও সমবায় মন্ত্রণালয়

ডায়েরী নং.....
তারিখ..... ২৪/০২/২০১৭
স্থানীয় সরকার, পল্লী উন্নয়ন
ও সমবায় মন্ত্রণালয়
সচিব (স্বঃ)

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 tenure of the present incumbent to the post of Assistant Secretary General of African-Asian Rural Development Organization (AARDO) is up to 13 February 2018. To fill the post, the Executive Committee in its 68th Session held in Dhaka, Bangladesh on 19-21 January 2017 had approved the Terms and Conditions of the appointment to the new Assistant Secretary General as placed at Annexure I. The Committee also directed the Secretary General to send letters before 28th February 2017 for inviting nominations for the post of Assistant Secretary General, AARDO from all the eligible member countries.

The appointment of the Assistant Secretary General of AARDO is governed under the relevant Articles VIII (2) and 9 (b) & (c) of the Constitution of AARDO and Rules 272 (b), 289, 290, 291, 292 and 294 (a) 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 Assistant Secretary General, he/she must satisfy the requirements of the post as indicated in the attached Terms and Conditions (Annexure I) and forward the nomination as per the enclosed format (Annexure III). Your Excellency may kindly ensure that the 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 30 May 2017. Nomination received after 30 May 2017 or received through e-mail, fax, etc., would not be considered.

The detailed curriculum vitae of the candidate should be supported by attested photo-copies of documents such as date of birth proof, qualifications, experience, etc. A list of research and published works, or any other relevant document, may also be enclosed along with the nomination.

All the nominations received in the AARDO Secretariat would be placed before the Special Session of the Executive Committee scheduled to be held in October 2017, 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*
- Annexure II - Relevant Clauses of the Constitution and Rules of Procedure regarding the appointment of Assistant Secretary General, AARDO*
- Annexure III - Format for the nomination of Assistant Secretary General, AARDO*

Copy to:

☞ The Secretary
Rural Development and Cooperative Division
Ministry of Local Government, Rural Development and Cooperatives
Government of the People's Republic of Bangladesh
Bangladesh Secretariat,
Dhaka
BANGLADESH

☞ H.E. the High Commissioner for
People's Republic of Bangladesh
New Delhi

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.

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). In case, the incumbent Assistant Secretary General gets reelected, his salary and allowances may have to be protected.

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 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 Assistant Secretary General of an International Organization enjoying diplomatic status shall be provided by

Organization to a ceiling not exceeding 30% (Thirty percent) of his monthly salary. The ceiling on capital expenditure in furnishing the accommodation shall be limited to a maximum of 50% (fifty percent) of the 1st 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 with the upper limits as under:

- Electricity and water expenses Rs. 1,00,000 per year
- Landline telephone at residence Rs. 40,000 per year
- Mobile phone US\$ 1,200 per year

8. In addition, while on official tours abroad, charges on the telephone calls would be reimbursed by the Secretariat as per the 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 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 sixty seven (1467) litres per year. For taking the car outside the 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 (from abroad) and at the time of relinquishing the post from country of residence of duty station and back

- 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 metres by surface or sea routes

For General Travel (outside India)

- One Business 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 only) per day.

For General Travel (within India)

- DSA of 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 is governed by the following provisions in the Staff Rules in this regard.

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 one-half (2½) working days for each calendar month i.e. a maximum of 30 days in a year.

Leave Travel Concession (LTC)

15. The relevant staff 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 was increased to Rs. 40,000/- (Rupees Forty thousand only) per child per annum from Rs. 18,000/- (Rupees Eighteen thousand only) per annum by the 67th Session of the Executive Committee held in Sudan (2016).

XI. Age, Qualifications, Experience, etc.

Age: The candidate should be between 45 and 55 years on the date of the letter inviting nominations for the post.

Academic Qualifications:

- a. The candidate should have master's degree in Agriculture Sciences, Rural Development, Economics, Civil Engineering, Social Sciences, etc.
- b. The candidate should have excellent command of written and spoken English. 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 ten (10) years of service should be in a senior decision/policy making position in government/university/institutes.
- b. The candidate with relevant exposure to positions enabling familiarization with the functioning of international/ regional organizations and having published articles/papers/studies in reputed journals, international symposia, seminars, workshops, etc., may be preferred. (Copies of such papers should be submitted with the application).

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

The Constitution

Article VIII (2) The Deputy/Assistant 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/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.

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)