



**SAARC DOCUMENTATION CENTRE (SDC)
NEW DELHI - INDIA**

VACANCY ANNOUNCEMENT

SAARC Documentation Centre (SDC), established in the year 1994, is one of the Regional Centres of SAARC. It acts as an effective information system for the SAARC Member States that enables exchange of information in the areas of science, technology and developmental matters.

SAARC Documentation System comprises a central facility i.e. SDC and one National Focal Point in each Member State. SDC acts as a repository of documents/reports produced in region and on the region in scientific, technical, economical, industry-related and developmental matters.

Mandate of SAARC Documentation Centre includes the dissemination of information available in published open literature – science and technology and development matters, to scholars in the SAARC region. It acts as a decentralized repository for literature in specified agreed fields produced in the region. It also includes human resource development in the field of information science and technology.

Human resource development is an important activity of SDC. It conducts short-term and attachment training programmes on application of information technology in Information management for library/documentation/information professionals in the Member States. The Centre also offers information services for research scholars in the Member States.

SAARC Documentation Centre (SDC) invites applications for the position of Deputy Director.

<u>Name of the Post:</u>	Deputy Director, SDC
<u>Place of Posting:</u>	New Delhi, India
<u>Tenure of the Post:</u>	03 (Three) Years, extendable
<u>Age:</u>	Maximum 45 Years
<u>Qualification:</u>	Master's degree from a recognized university in Library/Information Science. Preference will be given to Ph.Ds
<u>Experience:</u>	At least 15 years experience of management of reputed organizations in the field of Library or Information Centre, Human Resource Development (HRD) and related disciplines with competence in the conceptualization, design, analysis, implementation of various programmes. & organization of participative training courses, workshops and seminars at all level; Working knowledge of Computers and latest developments in ICT for Information Management is essential.

Job Description:

- i. To assist Director in organization and implementation of the Programmes of the SAARC Documentation Centre
- ii. To supervise the functioning of Professional Staff in the area of Research, Training and dissemination of information.
- iii. To act as resource person on HRD related issues.
- iv. Ability to supervise work relating to Reports preparation and Publications of the SDC.
- v. Preparation and periodical Review of Training Modules and Research Programmes.
- vi. Prepare biannual reports on performance of the SDC.
- vii. Assist the Director in administrative, financial and coordination work.
- viii. Establish Data Bases on agreed core areas of co-operation

Allowances, Facilities and Benefits:

The sending Government on selection shall protect the salary and meet the cost of transfer and passages for his/her family including personal effects. In addition S/he will receive from SDC the following Allowances:

1.	Living Allowance Including Private Transportation (As Per SAARC Practice If Selected, The Applicant Should Be On Deputation And His/Her Salary Should Be Protected By The Sending Government).	US \$ 1202.00 (US Dollar One Thousand, Two Hundred & Two Only) Per Month. Payable 50% in US Dollar And 50% In Local Currency.
2.	Per Diem Allowance upto a maximum of 21 days on first arrival, in the absence of residential accommodation on first arrival per diem in lieu of living allowance up to a maximum of 21 days for hotel accommodation. (Not applicable for Professional from India).	@ US \$ 135.00 (US Dollar One Hundred and Thirty-Five Only) per day. An accompanying spouse and up to two of the dependent children below 21 years of age will get 50% of Daily Allowance.
3.	Residential Accommodation	Free unfurnished accommodation within rental ceiling of US \$ 674.00 (US Dollar Six Hundred and Seventy-Four Only) in equivalent local currency per month.
4.	Furnishing / Settlement Grant	Lump sum US \$ 2,000.00 (US Dollar Two thousand).
5.	Children's Education Allowance (for 2 children between the age of 5 to 21 Years)	Reimbursement of 90 % of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 (US Dollar One Thousand Five Hundred only) per child

		for a maximum of two children between the age of 5 to 21 Years i.e. children upto 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\$ 1,500.00 including 80% reimbursement of hospitalization charges.
7.	Home Leave Passage	A return Air Ticket (Economy Class) for self, spouse and two dependent children residing with their parents once in tenure of three years after completion of 18 (Eighteen) months of continuous service at the Centre.
8.	Residence Telephone	Reimbursement will be made for use a telephone at their residences except for private long distance calls within and out side respective host country. A monthly ceiling of US \$ 20.00 (US Dollar Twenty) will be applicable for the residential phone

The Selection of the short listed candidates will be made by personal interview by the SDC Selection Committee.

Applications in prescribed form available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries, and the SDC web site www.sdc.gov.in duly filled in by the applicant and recommended by the competent authorities should reach the Director, SAARC Documentation Centre (SDC), NISCAIR Building, 14 Satsang Vihar Marg, Special Institutional Area on or before 30 October, 2009.