

SAARC Documentation Centre (SDC)

New Delhi, India

Advertisement No. SDC/I/2009

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.

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.

Applications are invited from Indian Nationals for the various posts at SDC, New Delhi in the following General Service Staff (GSS) categories:

Computer Programming Officers

Category: GSS I

Pay Scale: US \$ 195 - 6X5 - 225 - (EB) 9X5 - 270 - (EB)

Move Over I: 280 - 12X5 - 340 - (EB) 14X5 - 410 - (EB)

Move Over II: 425 - 16X5 - 505 - (EB) 18X5 - 595

No. of Posts – 2 (Unreserved)

Period – Permanent

Age Limit – below 35 years

Essential Qualifications: 1st class B.E./B.Tech/MCA or equivalent

Experience: Two years of working in Software Applications/Software Development/ICT environment

Job Description: The candidate is expected to carry out the ICT activities, development and dynamic updation of SDC Web Site on regular basis, computerization of complete environment and carry out IT related education and training endeavours of SDC.

The candidate should possess knowledge of:

1. Software Applications/Software Development.
2. C,C++, Java Technology, Oracle/MS SQL Server, Linux and developing Web-based applications. Vb.net technology, MS-SQL Server RDBMS/ERP;
3. Network hardware technologies (Router, switches, firewalls, etc); ability to monitor and troubleshoot LAN/WAN and TCP/IP issues, etc.
4. Experience in Web Portal Development would be an advantage

Finance Officer

Category: GSS I

Pay Scale: US \$ 195 - 6X5 - 225 - (EB) 9X5 - 270 - (EB)

Move Over I: 280 - 12X5 - 340 - (EB) 14X5 - 410 - (EB)

Move Over II: 425 - 16X5 - 505 - (EB) 18X5 - 595

No. of Posts – 1(Unreserved)

Period – Permanent

Age Limit – below 35 years

Minimum Qualification: M.Com (Accounts/Finance) with 5 years of experience in accounts or B.Com with professional qualification in Accounts (CA/ICWA, etc.) having minimum of three years of experience. Knowledge of Computers essential (MS Office, Tally and Internet)

Job Description:

The applicant is expected to carry out the following administrative and accounts activities:

1. Maintaining day-to-day accounts (cash book/bank payments and receipts), petty cash handling and data entry
2. Bank work – reconciliation, bank balance confirmation from banks, updating banking transactions
3. Monitoring of Programme expenditures and receipts through mandated accounts.

4. Providing support in coordination of personnel and performance review systems of the organization.
5. Participation in external and internal audits of accounts.
6. Assist in legal compliances.
7. Undertake need based field visits.
8. Disbursement of cash.
9. Procurement and maintenance of records
10. Coordinate and direct office services, such as records and budget preparation, personnel, and housekeeping.
11. Prepare agendas and make arrangements for meetings.
12. Prepare invoices, reports, memos, letters, financial statements and other documents, using word processing, spreadsheet, database, and/or presentation software.

General Terms and Conditions of appointment:

1. As per SAARC rules, the salary and allowances of the staff shall be paid in Indian Rupees at the official buying rate of exchange prevailing on the first day of every month.
2. Besides the scale of pay mentioned against each post, the allowances and other facilities as admissible under the Harmonized Rules applicable for General services Staff of the SAARC Regional Centres include:
 - a) HRA - 50% of the basic salary per month
 - b) Conveyance allowance - \$40.00 p.m.
 - c) Medical allowance- \$ 30.00 p.m.
 - d) Children education allowance - \$ 75.00 p.m. applicable for maximum of two children, upto Grade-XII / A-Level.
 - e) Festival allowance equivalent to one month's basic pay per annum.
 - f) Retirement Benefits – Gratuity, Leave Encashment and Staff Contributory Fund as per SAARC Rules
 - g) As per SAARC Harmonized rules, Staff Members appointed by the Centre would be on probation for a period of one year starting from the date of their joining the Centre.

Selection will be based on:

- Academic qualifications and experience
- Interview

How to Apply:

Candidates may send their application in the prescribed proforma which can be downloaded from SDC website www.sdc.gov.in

Envelope containing the application should be superscribed “**Application for the post of _____**” and should be sent to Director, SDC on or before. _26 June, 2009.

All applications and queries regarding the advertisement should be addressed to:

**Director
SAARC Documentation Centre (SDC)
NISCAIR Building
14 Satsang Vihar Marg
New Delhi - 110 067
Telephone: 011 26863609
Fax : 011 26862228
e-mail: sdc@niscair.res.in**