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SAARC Tuberculosis and HIV/AIDS Centre

Thimi, Bhaktapur, P.O. Box No. 9517, Kathmandu, Nepal

Tel. No.: 00977-1-6632601, 6631048, 6632477, Fax No.: 6634379, Email: director@saarctb.org Website: www.saarctb.org

STAC/Recruitment.Prof/2020/ 41



05 March, 2020

Subject: Recruitment of Professional Staff for the Posts of Epidemiologist and Technical Officer (HIV/AIDS) at the SAARC Tuberculosis & HIV/AIDS Centre.

Your Excellency,

I have the honour to mention that the posts of Technical Officer (HIV/AIDS) and Epidemiologist are vacant (since April, 2014 and March, 2019 respectively) at the SAARC Tuberculosis and HIV/AIDS Centre and on the recommendation of Twenty-ninth Meeting of the Governing Board of STAC (20-21 November, 2019) the necessary budget under the institutional cost for the year 2020 was approved by the Fifty-seventh Session of the Programming Committee.

2. In this context, the Centre has to recruit Professional Staff each for the Posts of Epidemiologist and Technical Officer (HIV/AIDS). As per the Service Rules of SAARC Regional Centre, "Recruitment should be made through advertisements at the national level and on the recommendations of Governments of Member Countries and the appointments of Professional would be made taking due account of geographic representation from the National of the Member States through open competition after advertisement.

3. The sending Member Governments shall continue to pay salaries of their official who will be recruited for the posts of Epidemiologist and Technical Officer (HIV/AIDS) at the STAC and shall bear all costs associated with the joining and return passage of the Professional staff and of their accompanying entitled family members and transportation of personal effects, including packing, handling and insurance charges in accordance with their respective rules and regulations.

4. The details of the qualification, experience, job description, recruitment procedures, allowances & other entitlements and application forms for the advertisement of these posts for the recruitment at the STAC against the vacant posts are enclosed herewith. The Application Forms and required information will be available on the Centre's website: www.saarctb.org.

5. I shall be grateful, if the details and Application Forms are circulated to the Member States with the request to send the list of suitable candidates for the posts by



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making the advertisement in national newspaper, specifying the required qualification, job description and other necessary information attached to these posts.

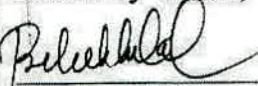
6. The Member States may also be kindly requested to send the applications with supporting documents of the short-listed candidates for these posts latest by end of May, 2020, so that the Selection Committee may be able to select the candidate for the posts at the earliest possible.

With kind regards,

Ecls:a.a.



Sincerely Yours,


Dr. Bibek Kumar Lal
Director

**H. E. Mr. Esala Ruwan Weerakoon,
SECRETARY GENERAL OF SAARC,
SAARC Secretariat,
Kathmandu**

Copy to Director (SA), SAARC Secretariat, Kathmandu.



**SAARC Tuberculosis and HIV/AIDS Centre (STAC)
Thimi, Bhaktapur, Kathmandu, Nepal**

Application Form for the Post of Technical Officer-HIV/AIDS (Professional)

<hr/> <p>INSTRUCTIONS: Please fill up the Form completely and clearly. Type or print in ink. If needed, additional pages may be attached. <u>Be sure to sign and date the Form.</u></p>	<div style="border: 1px solid black; padding: 5px; width: 100%;"> Photograph </div>
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1. Name (As per Certificates)

2. Present Address

3. Mailing Address (if separate from present Address)

4. Permanent Address

5. (a) Place of Birth

(b) Date of Birth

Day Month Year

6. (a) Citizenship at Birth

(b) Present Citizenship

7. Sex (tick appropriate):

Male

Female

8. Marital Status (tick appropriate):

Married
 Single
 Widowed
 Divorced
 Separated

9. Have you any dependant/s?

Yes

No

If the answer is "Yes" provide following information:

Name	Date of Birth	Relationship

10. Have you taken up legal residence status in any country other than that of your nationality?

Yes No

If the answer is "Yes" which country?

-
11. Have you taken any legal steps towards changing your present nationality?

Yes No

If answer is "Yes" explain fully

-
12. Education; Furnish details

A. General Education: University/College Level

Name and Place of Institute	Degree/Diploma*	Year	Main Subject(s)

*Please attach the copies of mark sheets & certificates

14. Language Proficiency (tick appropriate)

	Excellent	Good	Fair
English			
Others			

15. Experience in International/Regional Organizations in the field of TB and HIV/AIDS Laboratories.

Name and Address	Position	From -To	Nature of work

*Please attach supporting document/s.

16. List of Professional societies and activities in civic, public or international affairs

18. Employment Record: Starting with your present or most recent post, list in reverse order every employment in government service during the last ten years and any significant experience not included in that period which you believe will be helpful in evaluating your record. Use a separate block for each post. *Use additional sheets of paper, if served in more than two organizations.*

Date: _____	Salaries per annum (Excl... Allowances)	Exact title of your post
From _____	Starting Present	
To (Present) _____		

Name of Supervisor	Allowances, etc	Duty Station
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Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work

Date: _____	Salaries per annum (Excl. Allowances)		Exact title of your Post
From _____	Starting	Present	
To (Present) _____			

Name of Supervisor	Allowances. etc	Duty Station

Name of Employer	Total Tax	Number & Kind of employees supervised by you

Address of Employer	Net Salary	Reason for leaving If applicable

Description of your work

19. References: List three persons not related to you who are familiar with your Character and qualification.

Full Name & Designation	Full Address with Tel, Fax/Email	Occupation/ Designation

20. Have you any objections to making inquiries with your present employer?

21. Legal Convictions (include all convictions other than those for minor violations of road traffic qualifications:

Charge	Date	Where tried	Conviction

22. State any other relevant facts, include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc. Also state any disabilities which might limit your field of work. Final appointment will be subject to physical examination.

I certify that the statements made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement or any required information withheld from this Form may provide grounds for the withdrawal of any offer of appointment or dismissal if an appointment has been accepted.

Date: _____

Signature: _____

Place: _____

RECOMMENDATION OF CANDIDATE'S EMPLOYER

I do hereby certify that Dr./Mr./Ms/Mrs. _____
_____ of _____

shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal
as per stipulated date if he/she is appointed as _____

Signature: _____

Date; _____

Name: _____

Designation: _____

Institution: _____

Office Seal _____

RECOMMENDATION OF THE CONCERNED MINISTRY

I do hereby certify that Dr./Mr./Ms/Mrs. _____

_____ of the Ministry of _____

shall be released on deputation to join the SAARC Tuberculosis and HIV/AIDS Centre (STAC), Kathmandu, Nepal
as per stipulated date if he/she is appointed as _____

Signature: _____

Date: _____

Name: _____

Designation: _____

Office Seal

Attachment:

- i. Copies of all the Certificates of Academic Qualifications
- ii. Copy of Experiences Certificates
- iii. List of publications in the field of Tuberculosis and HIV/AIDS (research, operational research, clinical trials, surveillance, epidemiology) -**Attach or quote references of Journals, books, etc.)**
- iv. Copies of Certificates of Trainings of related field.
- v. Copy of CV.
- vi. Recommendation of Candidate's Employer
- vii. Recommendation of concerned Ministry