



नेपाल सरकार  
**कृषि तथा पशुपन्थी विकास मन्त्रालय**  
(कर्मचारी प्रशासन शाखा)

फोन नं. { ४२११६३५  
४२११८०८  
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४२११९१५

पत्र संख्या : क.प्र.(बोर्ड/संस्थान/छात्रवृत्ति)०८२/८३

च.नं. : ६६९



फ्याक्स : ४२११९३५

सिंहदरबार, काठमाण्डौ  
नेपाल

मिति: २०८२।११।८

नेपाल संवत्: १९४६

विषय: Vacancy Announcement सम्बन्धमा।

परराष्ट्र मन्त्रालयको च.नं. ROD/SAARC/6691, मिति २०८२।११।१ को पत्र र उक्त पत्रसाथ प्राप्त कागजातहरू यसैसाथ संलग्न छन्। उक्त पत्रानुसार सार्क सचिवालयबाट कुटनीतिक नोटमार्फत सार्कको क्षेत्रीय केन्द्रको रूपमा बंगलादेशको राजधानी ढाकामा रहेको SAARC Agriculture Center (SAC) ले Senior Program Specialist (Horticulture) पदका लागि आवेदन माग गरेकोले सो सम्बन्धी सूचना सार्वजनिक रूपमा प्रकाशन/प्रसारण गरिदिन लेखि आएको हुँदा उल्लिखित पदको लागि योग्यता पुगेका ईच्छुक व्यक्तिहरूले SAARC Agriculture Center को यसैसाथ संलग्न ढाँचाको आवेदन फाराम भरी मिति २०८२।११।१४ गते भित्र यस मन्त्रालयको कर्मचारी प्रशासन शाखा (बोर्ड/संस्थान/छात्रवृत्ति) मा आइपुग्ने गरी आवेदन दिनुहुन अनुरोध छ।

(प्रकाश दुलाल)

शाखा अधिकृत



नेपाल सरकार  
परराष्ट्र मन्त्रालय  
काठमाडौं, नेपाल  
(क्षेत्रीय संगठन महाशाखा)



नेपाल सरकार  
कृषि तथा पशुपंक्षी विकास मन्त्रालय  
दर्ता: १८८४  
मिति: २०८२/११/०९

प.सं. २०८२/८३  
च.नं. ROD/SAARC/6691

मिति: २०८२/११/०९

श्री कृषि तथा पशुपंक्षी विकास मन्त्रालय,  
सिंहदरबार, काठमाडौं।

विषय: Vacancy Announcement सम्बन्धमा।

काठमाडौंस्थित सार्क सचिवालयबाट लेखिएको Message No. 118 ARD 11, No. SAARC/ARD/77/SAC/A/2018(Vol-II), मिति 09 February 2026 को कूटनीतिक नोट मार्फत सार्कको क्षेत्रीय केन्द्रको रूपमा रहेको SAARC Agriculture Centre (SAC) ले Senior Program Specialist (Horticulture) पदका लागि आवेदन पेश गर्ने अन्तिम मिति 3<sup>rd</sup> March 2026 सम्म थप गरेको जानकारी प्राप्त भएको छ।

सो सन्दर्भमा उल्लेखित जानकारी सार्वजनिक रूपमा प्रकाशन/प्रशारण गरिदिन र आवेदकबाट प्राप्त आवेदन फारामहरु एकमुष्ट रूपमा यस मन्त्रालयमा पठाइदिने व्यवस्थाको लागि सचिवालयबाट प्राप्त कूटनीतिक नोट तथा अन्य कागजात यसैसाथ संलग्न गरी पठाइएको व्यहोरा निर्देशानुसार अनुरोध छ।

**कृषि तथा पशुपंक्षी विकास मन्त्रालय**  
श्रीमान सचिवज्यू (कृषि विकास) को सचिवालय

☒ प्रशासन महाशाखा  
☐ कृषि विकास महाशाखा  
☒ योजना तथा विकास सहायता समन्वय महाशाखा  
☐ कृषि तथा पशुपंक्षी व्यवसाय प्रवर्द्धन महाशाखा  
☐ खाद्य सुरक्षा तथा खाद्य प्रविधि महाशाखा  
☐ सचिवालय

दर्ता नं.: १७९९  
मिति: २०८२/११/१८

(ममता रेग्मी)  
शाखा अधिकृत

website nr

पु.म.  
१०६०  
०५२/११/१८

क्षेत्रीय संगठन महाशाखा, सार्क शाखा, सिंहदरबार, फोन ४२००९८३-८५ Ext: 216 ई-मेल: saarc@mofa.gov.np





SAARC

**SOUTH ASIAN ASSOCIATION  
FOR REGIONAL COOPERATION  
SECRETARIAT**

Message No. 118 ARD II

No. SAARC/ARD/77/SAC/A/2018 (Vol-II)

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of the Member States of SAARC and with reference to its Note Verbale No. SAARC/ARD/77/SAC/A/2018 (Vol-II), Message No. 1166 02 196 dated 17 November 2026 has the honour to convey that the SAARC Agriculture Centre (SAC) has **extended the deadline up to 5<sup>th</sup> March 2026 for submission of application for the position of "Senior Program Specialist (Horticulture).** A copy of letter No. 769/26/10 dated 08 February 2026 of the SAARC Agriculture Centre (SAC), along with Prescribed Application Form and Revised Vacancy Announcement, is enclosed.

The esteemed Ministries of Foreign/External Affairs of the Member States are requested to take necessary measures to upload the **Revised Vacancy Announcement** in the websites of the following offices:

- i. Ministry of Foreign/External Affairs;
- ii. Relevant Ministries (i.e.s) and offices;
- iii. National Agricultural Research System (NARS);
- iv. Relevant professional organizations/bodies/institutions; and
- v. Relevant publicly accessible sites.

It may be noted that the eligibility criteria, prescribed Application Form and other details can be downloaded from the website of the SAARC Agriculture Centre ([www.sac.org.bd](http://www.sac.org.bd)) and the deadline for submission of application is **5<sup>th</sup> March 2026**.

The Secretariat of SAARC avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of the Member States of SAARC the assurances of its highest consideration.

Encls: a. a.



**Kathmandu, 09 February 2026**

The Ministries of Foreign/External Affairs,  
**(SAARC Division),**  
Member States of SAARC.

**Copy to:**

- (i) Governing Board (GB) Members of the SAARC Agriculture Centre (SAC);
- (ii) Heads of SAARC Regional Centres/Specialized Bodies, **for posting the same in their webpages;** and
- (iii) Director, SAARC Agriculture Centre (SAC), Dhaka.



## **SAARC Agriculture Centre (SAC)**

BARC Complex, New Airport Road  
Farmgate, Dhaka – 1215, Bangladesh

### **VACANCY ANNOUNCEMENT**

#### **Professional Position under SAARC Agriculture Centre (SAC)**

Post	:	<b>Senior Program Specialist (Horticulture)</b>
Age	:	Not more than 50 (Fifty) years.
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	5 <sup>th</sup> March 2026
Date of Joining	:	Sixty (60) days from the date of issue of offer letter
Duration	:	3 years

#### **Qualification and Experience:**

PhD in Horticulture with 12 years experience or Master's Degree with 15 years experience.

#### **Professional Competence:**

Person should be specialized in the field of Horticultural program development, implementation and management aspects, coordinating and monitoring regional adaptive trial, project activities analyzing impact of climate change, seed system, value chain development, marketing and quality standards of Horticultural products and preparing quality scientific and popular article.

#### **Brief Job Description:**

Initiate program/project/activities in line with set priorities in the areas of Horticulture in particular and other related areas to accomplish the responsibility of the division under the guidance of Director.

Prioritize programs based on country/ regional needs in the field of Horticulture along with management and risk issues in SAARC countries.

Maintain linkage with national, regional and international institutes for effective planning and implementation of the Centre's program through networking.

Collect necessary relevant data, analyze, translate into information, document and disseminate for the end users like farmer, entrepreneurs, and policy planners.

Ensure proper implementation of divisional activities/works, their monitoring, evaluation and reporting in appropriate form, production of necessary technical reports, annual reports, policy input etc. on timely basis.

Provide necessary support and cooperation to other divisions of the Centre for successful implementation of the program/ activities of the Centre.

Assist the Director; and extend necessary cooperation to other divisions.

Any other responsibility relevant to the Centre's programs.



**Allowances, facilities and benefits:**

The sending Member Government shall continue to pay salaries of the Professional staff of the SAARC Regional Centres 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. In addition, he/she will receive from the SAC the following allowances:

1.	<b>Living Allowance</b>	US \$ 1,225.00 (US Dollar One Thousand Two Hundred Twenty five) only per month (50 % in US Dollar & 50 % in BD Taka). In addition, 10% of living allowance will be added in the present living allowance based on the decision of the Fifty-ninth Session of the Programming Committee which may be revised as per direction of SAARC Secretariat.
2.	<b>Daily Allowance in lieu of House rent allowance</b>	In the absence of residential accommodation on first arrival per diem in lieu of house rent allowance @ US Dollar 150. 00 (One hundred and Fifty dollar) per day up to a maximum of 21 days for hotel accommodation. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 per cent of Daily Allowance. The Daily Allowance applicable for SAARC capitals are at Appendix- A. <i>(Not applicable for professionals from Bangladesh)</i>
3.	<b>Residential Accommodation</b>	Professional Staff of the Regional Centre's are presently entitled to unfurnished accommodation within the rental ceiling of US \$ 637.00 (US Dollar Six Hundred and Thirty seven) only in equivalent local currency of Taka per month. The Regional Centers shall try to find and finalize lease deed for suitable accommodation within this period of time. In case a suitable accommodation is not available within this period, the actual cost of hotel accommodation may be reimbursed to the professional staff subject to his /her entitled rental ceiling.
4.	<b>Furniture Grant</b>	The Professional Staff shall be entitled to an one-time lump-sum furnishing/settlement grant of US \$ 2,000.00 (US Dollar Two Thousand) only.
5.	<b>Children's Education Allowance</b>	Professional Staff shall be entitled to reimbursement of 90% of school Tuition Fees including Admission, Registration and other compulsory charges subject to an annual ceiling of US\$ 1,500.00 per child for a maximum of two children between the age of 5 to 21 years i.e. children up to Grade XII / A-Level on presentation of actual receipt.
6.	<b>Medical Allowance</b>	Professional staff shall be entitled to 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. No reimbursement shall be made for medicines purchased without doctor's prescription and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
7.	<b>Home Leave Allowance</b>	Professional Staff shall be entitled to Home Leave Passage for Economy class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop - over and transfer charges from and to airport shall be entitled. <i>(Not applicable for professionals from Bangladesh)</i>
8.	<b>Other(s)</b>	All other entitlements will be born as per SAARC Harmonize rules.

**Common requirements:**

1. Clear understanding on the regional and global context is essential.
2. Shall be able to work in a mixed culture and in a team.
3. Shall have proven background and proficiency in written as well as communicative English.
4. Competence in computer use is required and to be able to work independently and to produce result-oriented quality output.
5. Assist the Director in all activities and carry out assignments.
6. Any other responsibility relevant to the Centre programs.

**General Information:**

Preference will be given to persons having work experience in related field as well as in the National Agricultural Research System (NARS)/ Extension service/donor agencies.

Must obtain minimum 2<sup>nd</sup> class/ division in all stages of academic records.

*Age may be relaxed for highly deserving candidates.*

Applications in prescribed form (available at the SAARC Division of Foreign / External Affairs Ministry of SAARC Member Countries and also at the SAC web site: [www.sac.org.bd](http://www.sac.org.bd)) duly filled in by the applicant and recommended by the competent authorities should reach to the Director, SAARC Agriculture Centre (SAC), Farmgate, Dhaka - 1215, Bangladesh through ministry of foreign/external affairs of the respective member countries no later than **5<sup>th</sup> March 2026**.



**SAARC AGRICULTURE CENTRE (SAC)**  
BARC Complex, Farmgate, Dhaka-1215, Bangladesh

**APPLICATION FORM**

Name of the post \_\_\_\_\_

INSTRUCTION: Please fill up the form completely and clearly. Type or print in ink. If needed, additional pages may be attached. Be sure to sign and date the form.		Affix Photograph		
1. Name (As per certificate):				
2. Present Address (with Tel. /Cell. /E-mail):				
3. Mailing Address (If separate from present address):				
4. Permanent Address (with Tel./Cell. /E-mail):				
5. A) Place of Birth:				
5. B) Date of Birth:		Day	Month	Year
5. C) Age as on 5 <sup>th</sup> March 2026		Day	Month	Year
6. (A) Citizenship at Birth:		6. (B) Present Citizenship:		
7. Sex (Check):		<div>Male</div> <div>Female</div>		
8. Marital Status (Check):				
<div>Married</div> <div>Single</div> <div>Widowed</div> <div>Divorced</div> <div>Separated</div>				



9. List of dependent(s)		
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 "Yes", which country? .....

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

Yes

No

If "Yes", explain why?

.....  
 .....  
 .....

12. Educational background: Furnish details starting from last Degree (Enclose true copies of supporting documents):

Name of Institution / University and Place	Degree / Diploma / Certificate	Year	Class / Division /outstanding achievements	Main subject(s)



13. State your professional competence in the post applied for (Not more than 150 words, please enclose supporting documents, if any):

14. Language proficiency [Please tick (✓) in the appropriate box. Also enclose certificate if there be any]:

	Read			Write			Speak		
	Excellent	Good	Fair	Excellent	Good	Fair	Excellent	Good	Fair
English									
Others:									

15. Employment Record: Starting with your present or most recent post, list in reverse order every employment 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 as required.

**A:**

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../.....	...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:  Professional -  Other support staff -	
Description of your work:				

**B:**

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../.....	...../...../.....			
Name of Supervisor				
Name & address of Employer		Net salary	Number & kind of employees supervised by you:  Professional -  Other support staff -	
Description of your work:				

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**C:**

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../.....	...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

**D:**

Dates		Salaries per annum (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
...../...../.....	...../...../.....			
Name of Supervisor				
Name & address of Employer		Net Salary	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				



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16. List of Professional publications & reports (Please attach separate sheets, if required):

17. List of Membership in professional bodies (please attach separate sheet, if required):

Sl. No.	Descriptions

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18. Have you any objections to making inquire of your present / last employer?

Yes
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No
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19. References: List three persons not related to you who are familiar with your character and qualifications.

Full Name	Full Address with telephone no.

20. Legal convictions (include all convictions other than those for minor violations like road traffic). Please state last first.

Charge	Date	Where	Conviction

21. State any other relevant facts. Include information regarding any residence or prolonged travel abroad, giving dates, areas, purposes, etc.

22. Please state any disabilities or any disease etc. 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, and correct to the best of my knowledge and belief. I understand that any false statements or any required information withheld from this form may provide grounds for the withdrawal of any offer of appointment or dismissal.

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

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Your application for employment, if found useful to our overall program, will be retained on our roster for a maximum period of 12 months.



### **Recommendation by the employer**

I do hereby certify that Dr. /Mr. /Ms. /Mrs. \_\_\_\_\_

\_\_\_\_\_ of \_\_\_\_\_

shall be released on deputation to join the SAARC Agriculture Centre (SAC), Dhaka,  
Bangladesh as per stipulated date if he/she is appointed as

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer 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 Agriculture Centre (SAC), Dhaka,  
Bangladesh as per stipulated date if he/she is appointed as \_\_\_\_\_

Date: \_\_\_\_\_

Signature: \_\_\_\_\_

Name: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_  
Officer Seal



South Asian  
Association  
for Regional  
Cooperation

# SAARC Agriculture Centre (SAC)

Agricultural Knowledge & Information Hub in South Asia

Ref.: SAC No. 768/26/10

Date: 8th February 2026

Mr. Tanvir Ahmad Torophder  
Director (ARD & SDF)  
SAARC Secretariat  
Kathmandu, Nepal

**Subject: Extension for submitting the application for the position of Senior Program Specialist (Horticulture) at SAARC Agriculture Centre (SAC), Dhaka, Bangladesh.**

Dear Sir,

With reference to the SAC letter (Ref.: SAC No. 769/25/161, dated 09/11/2025), the vacancy notification for the position of Senior Program Specialist (Horticulture) was circulated among the Member States by the SAARC Secretariat. The same notification was also put at the SAC web portal (<http://www.sac.org.bd>).

However, the SAARC Agriculture Centre received only few applications for the above position by the due date. It has been mentioned that only two applications were received through proper channel.

Considering the above, the last date of submitting the application for the position of Senior Program Specialist (Horticulture) may kindly be extended up to 5th March 2026.

I, therefore, request you to kindly circulate the vacancy announcement among the Member States for the above position.

Your kind cooperation in this regard is highly solicited.

Sincerely Yours,

(Dr. Md. Harunur Rashid)  
Director

**Enclosed:**

1. Vacancy Announcement
2. Prescribed Application Form