



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



प.सं. २०८२/८३

च.नं. ROD/SAARC/6916

मिति:-२०८२/११/१२

श्री श्री संस्कृति, पर्यटन तथा नागरिक उड्ययन मन्त्रालय
सिंहदरबार, काठमाण्डौ।

विषय: Vacancy Announcement सम्बन्धमा।

काठमाडौंस्थित सार्क सचिवालयबाट लेखिएको Message No. 145 ADMIN 25, No. SAARC/Admin/SCC/2026, मिति 23 February 2026 को कूटनीतिक नोट मार्फत सार्कको क्षेत्रीय केन्द्रको रूपमा रहेको SAARC Cultural Centre (SCC) ले Deputy Director (Research) पदका लागि आवेदन माग 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 ।

स.स.द.नं.:..... १६६४.....
मिति:.....
श्री प्रशासन महाशाखा
श्री संस्कृति महाशाखा
श्री ना.उ. महाशाखा
श्री पर्यटन महाशाखा

(ममता रेग्मी)

शाखा अधिकृत

जि.सं. पत्राचार नं. ५४२९
GOMS मूल संख्या २०२१९९१९६
मिति:.....

११/१२

श्री प्रशासन,

सार्कजानके सुचय



SOUTH ASIAN ASSOCIATION
FOR REGIONAL COOPERATION
SECRETARIAT

Message No: 145 ADMN 25
No. SAARC/Admin/SCC/2026

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) presents its compliments to the Ministries of Foreign/External Affairs of all Member States and has the honour to convey that the SAARC Cultural Centre (SCC) would like to announce vacancy for the recruitment of Deputy Director (Research).

The Secretariat has further honour to request the esteemed Member States to take necessary measures for widest possible circulation of the advertisement, including the uploading on the websites of the following:

1. Ministry of Foreign/External Affairs;
2. Relevant Ministry (ies) and offices;
3. Relevant professional organizations/bodies/institutions; and
4. Relevant publicly accessible sites

A copy of the SCC's letter No. SCC/ADM/REC/Pro.S/2026/02 dated 06 February 2026 along with the vacancy announcement, details of qualification, experience, job description, application procedures, allowances and other entitlements and application form, is enclosed. Further details are available on SCC's website (www.saarcculture.org), and the deadline for submission of application is 10 April 2026.

The Secretariat of the South Asian Association for Regional Cooperation (SAARC) avails itself of this opportunity to renew to the Ministries of Foreign/External Affairs of all esteemed Member States of SAARC the assurances of its highest consideration.



Kathmandu, 23 February 2026

Ministries of Foreign/External Affairs,
(SAARC Division/Department)
Member States of SAARC

Post Box. 4222, Kathmandu, Nepal

Tel.: (977-1) 5321785

Email: saarc@saarc-sec.org. Website: <http://www.saarc-sec.org>



SAARC

SAARC CULTURAL CENTRE - SRI LANKA VACANCY ANNOUNCEMENT

The SAARC Cultural Centre (SCC), Colombo, Sri Lanka, is the Regional Centre for Art and Culture established by the South Asian Association for Regional Cooperation (SAARC). The Centre works to promote regional unity through cultural integration and inter-cultural dialogue, and contributes to the preservation, conservation, and protection of South Asia's cultural heritage within the framework of the SAARC Agenda for Culture.

The SAARC Cultural Centre invites applications from suitably qualified nationals of SAARC Member States for the following position:

DEPUTY DIRECTOR (RESEARCH)

Place of Posting : Colombo, Sri Lanka

Tenure of the Post : Three (03) years

Age Limit : Below 52 Years

Qualifications : Master's Degree or higher from a recognized university, preferably in Cultural Studies, Social Sciences, Humanities, Archaeology, Anthropology, or Aesthetic Studies.
Preference will be given to candidates with a PhD in Social Sciences or Humanities.

Experience : Minimum of fifteen (15) years of research experience in Culture, Art, or Social Sciences.
At least ten (10) years of experience at the level of Deputy Director or an equivalent position.
Proven track record in conceptualizing and developing research programmes.
Experience in designing and conducting participatory training workshops and seminars.
Ability to coordinate and manage research programmes independently.
Sound knowledge of computer applications and excellent written and verbal communication skills in English.

Summary of

Job Description : Planning and implementation of research programmes of the SAARC Cultural Centre.
Preparation of concept papers, schedules, monitoring, and reporting.
Supervision of staff engaged in research programmes.
Assistance to the Director in the preparation of publications.
Establishment and maintenance of effective working relationships with internal and external stakeholders.

Allowances and

Benefits : Living allowances - US \$ 1,580.70 per month
Residential Accommodation
Education Allowance for Children
Medical Allowance

Application Procedure:

Applicants who possess the requisite qualifications and experience should submit their applications together with copies of educational and professional qualifications, details of work experience, and the names and addresses of two (02) non-related referees. Candidates employed in Universities, Government Departments, Corporations, or Statutory Boards must apply through the Head of their respective institutions.

Applications should be forwarded to the Director (ESC), SAARC Secretariat, Kathmandu, Nepal, through the SAARC Divisions of the Ministries of Foreign Affairs of SAARC Member States, to reach the Director, SAARC Cultural Centre, No. 224, Baudhaloka Mawatha, Colombo 07, Sri Lanka, on or before 10 April 2026.

For further details please visit www.saarcculture.org

Any form of canvassing will result in automatic disqualification. The decision of the Selection Panel shall be final.

Director

SAARC Cultural Centre

No. 224, Baudhaloka Mawatha, Colombo 7.

Web: www.saarcculture.org,

Email: admin@saarcculture.org



SAARC CULTURAL CENTRE SRI LANKA

SOUTH ASIAN ASSOCIATION FOR REGIONAL
COOPERATION (SAARC)

06 February 2026

SCC/ADM/REC/Pro.S/2026/ 02

H.E. The Secretary General of SAARC
The SAARC Secretariat
Kathmandu
Nepal.

Your Excellency,

Attn: Director (Admin)

Request to Circulate the Advertisement of recruitment for the post of Deputy Director Research - SCC

The SAARC Cultural Centre (SCC) respectfully requests the kind assistance of the SAARC Secretariat to circulate the attached advertisement and application form for the recruitment of **Deputy Director (Research)** at the SAARC Cultural Centre among all SAARC Member States.

We would be grateful if the Secretariat could circulate the above-mentioned documents through the appropriate official channels at its earliest convenience.

Thank you for your continued cooperation and support.

Yours faithfully,

Dr. Kaushalya Kumarasinghe,
SAARC Cultural Centre
Colombo, Sri Lanka

- Enclosure- 1. Advertisement of the Recruitment of the Deputy Director (Research)- SCC
2. Application for the post of Deputy Director (Research) - SCC



SAARC Cultural Centre (SCC)
NO. 224, Baudhaloka Mawatha, Colombo. Sri Lanka

APPLICATION FORM

Name of the post -Deputy Director (Research)

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 Number):							
3. Mailing Address (If separate from present address):							
4. Permanent Address (with Tel./Cell. /E-mail Number):							
5. A) Place of Birth:							
5. B) Date of Birth:	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30px;">Day</td><td style="width: 30px;">Month</td><td style="width: 30px;">Year</td></tr><tr><td style="height: 20px;"></td><td></td><td></td></tr></table>	Day	Month	Year			
Day	Month	Year					
5. C) Age as on 20 th March 2026	<table border="1" style="display: inline-table; border-collapse: collapse;"><tr><td style="width: 30px;">Day</td><td style="width: 30px;">Month</td><td style="width: 30px;">Year</td></tr><tr><td style="height: 20px;"></td><td></td><td></td></tr></table>	Day	Month	Year			
Day	Month	Year					
6. (A) Citizenship at Birth:	6. (B) Present Citizenship:						
7. Sex (Check):	<table style="display: inline-table; border: none;"><tr><td style="border: 1px solid black; padding: 5px; margin-right: 20px;">Male</td><td style="border: 1px solid black; padding: 5px;">Female</td></tr></table>	Male	Female				
Male	Female						

8. Marital Status (Check):

 Married

 Single

 Widowed

 Divorced

 Separated

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 Degrees (Enclose true copies of supporting documents):

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

15. Employment Record: Starting with your present or most recent post, list in reverse order every employment during the last fifteen 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		Total 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		Total Tax	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		Total Tax	Number & kind of employees supervised by you:	
			Professional -	
			Other support staff -	
Description of your work:				

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

 Yes

 No

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.

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: _____

Recommendation by the employer

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

_____ of _____

shall be released on deputation to join the SAARC Cultural Centre (SCC), Colombo, Sri Lanka 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 Cultural Centre (SCC), Colombo, Sri Lanka (SCC), as per stipulated date if he/she is appointed as

Date: _____

Signature: _____

Name: _____

Address: _____

Officer Seal

