

ANNOUNCEMENT OF VACANCY

Post : **Head, Synoptic & Theoretical Division (02 Posts)**
Duty Station : Dhaka, Bangladesh
Closing Date : 10 May 2010
Duration : 03 (Three) years

QUALIFICATION AND EXPERIENCE :

Post Graduate Degree from a recognized University in Meteorology/ Applied Mathematics/ Physics with at least 10 years wide ranging experience in Tropical Meteorology. The candidate must have experience in the establishment and organization of Meteorology Networks and data processing, with knowledge in computer programming. Application should have publication in peer Reviewed Journal(s).

TERMS OF REFERENCE :

Shall assist the Director, SMRC in all activities, shall have initiative, originality of ideas, ability to conduct research independently and to organize and supervise research programmes.

LANGUAGE :

Excellent knowledge of English is essential.

ALLOWENCE, FACILITIES AND BENEFITS :

1	Living Allowance (As per SAARC Practice if selected, the application should be on deputation and his / her salary should be protected by the sending Government)	US\$ 1,144.00 only (50% in US Dollar & 50% in Taka)
2	House Rent Ceiling	US\$ 592.00 Per month (100% in Taka)
3	One time Lump Sum Furnishing Grant	US\$ 2000.00 (100% in Taka)
4	Children's Education Allowance (for 2 children from the age of 05-21 and reimbursement of 75% shall be made on presentation of actual receipt from the concerned educational institutions)	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 upto Grade XII/A-level.
5	Medical Coverage Allowance	Full Medical coverage for which an annual ceiling of US\$ 1,500.00 (100% in Taka) including 80% reimbursement of hospitalization charges per family will be provided on production of receipt.
6	Home Leave Allowance	A return economy class air ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Applications in prescribed form (Available in the SAARC Division of Foreign/ External Affairs, Ministries of SAARC Member States) duly filled in by the applicant and recommended by the competent authorities (if required) should reach the Director, SAARC Meteorological Research Centre (SMRC), Plot No. E-4/C, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh not later than **10 May 2010**. The short listed candidates will be required to appear for interview by the Selection Committee, the travel and per-diem for the short listed candidates would be borne by the Centre.

ANNOUNCEMENT OF VACANCY

Post : **Scientist, Synoptic & Theoretical Division (03 Posts)**
Duty Station : Dhaka, Bangladesh
Closing Date : 10 May 2010
Duration : 03 (Three) years

QUALIFICATION AND EXPERIENCE :

Post Graduate Degree from a recognized University in Meteorology/ Applied Mathematics/ Physics with at least 10 years wide ranging experience in Tropical Meteorology. The candidate must have experience in the establishment and organization of Meteorology Networks and data processing, with knowledge in computer programming. Application should have publication in peer Reviewed Journal(s).

TERMS OF REFERENCE :

Shall assist the Director, SMRC in all activities, shall have initiative, originality of ideas, ability to conduct research independently and to organize and supervise research programmes.

LANGUAGE :

Excellent knowledge of English is essential.

ALLOWENCE, FACILITIES AND BENEFITS :

1	Living Allowance (As per SAARC Practice if selected, the application should be on deputation and his / her salary should be protected by the sending Government)	US\$ 994.00 only (50% in US Dollar & 50% in Taka)
2	House Rent Ceiling	US\$ 569.00 Per month (100% in Taka)
3	One time Lump Sum Furnishing Grant	US\$ 2000.00 (100% in Taka)
4	Children's Education Allowance (for 2 children from the age of 05-21 and reimbursement of 75% shall be made on presentation of actual receipt from the concerned educational institutions)	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 upto Grade XII/A-level.
5	Medical Coverage Allowance	Full Medical coverage for which an annual ceiling of US\$ 1,500.00 (100% in Taka) including 80% reimbursement of hospitalization charges per family will be provided on production of receipt.
6	Home Leave Allowance	A return economy class air ticket for self, spouse and two children once in 3 years after completion of 18 months of continuous service at the Centre.

Applications in prescribed form (Available in the SAARC Division of Foreign/ External Affairs, Ministries of SAARC Member States) duly filled in by the applicant and recommended by the competent authorities (if required) should reach the Director, SAARC Meteorological Research Centre (SMRC), Plot No. E-4/C, Agargaon Administrative Area, Sher-E-Bangla Nagar, Dhaka-1207, Bangladesh not later than **10 May 2010**. The short listed candidates will be required to appear for interview by the Selection Committee, the travel and per-diem for the short listed candidates would be borne by the Centre.



SAARC Meteorological Research Centre (SMRC)

Plot No. E-4/C, Agargaon Administrative Area
Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh

Ref. :.....

Date:

Application form for the post of

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.			
1.	Name (As per Certificate) :	Affix Photograph Here.	
2.	Present Address :		
3.	Mailing Address (If separate from present address):		
4.	Permanent Address :		
5.	(A) Place of Birth:	(B) Date of Birth & Age	
		Day	Month
6.	(A) Citizenship at Birth :	(B) Present Citizenship:	
7.	Sex (Check) : <input type="checkbox"/> Male <input type="checkbox"/> Female		
8.	Marital Status (Check):		
	<input type="checkbox"/> Married <input type="checkbox"/> Single <input type="checkbox"/> Widowed <input type="checkbox"/> Divorced <input type="checkbox"/> Separated		

9.	Have you any dependents? <input type="checkbox"/> Yes <input type="checkbox"/> No. It the answet is "Yes" give following information:	
	Name	Date of Birth
		Relationship

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

Yes No.

If 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 (Please enclose supporting documents):

A. General Education: University / College Level

Name	Degree/ Diploma	Year	Main Subject(s)

B. Professional Education in

Name and Place of Institute	Degree/ Diploma	Year	Fields of study

13. State your Professional competence in the post applied for (Please enclose supporting documents):

14. Language Proficiency (Check) :

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

15. Experience in International/Regional Organizations (Please enclose supporting documents) :

Name and Address	Position	From- To	Nature of work

16. List of Professionals societies and activities in Civic, Public or International affairs (Please attach separate sheets, if required) :

17. List of Professional publications (Please attach separate sheets, if required):

18. **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. Include service in the armed forces.

A.

Dates		Salaries per annual (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
Name of Employer			Total Tax	Number & Kind of employees supervised by you: Officer - Non Officer -
Address of Employer			Not salary	Reason for leaving, if applicable
Description of your work :				

B.

Dates		Salaries per annual (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
Name of Employer			Total Tax	Number & Kind of employees supervised by you: Officer - Non Officer -
Address of Employer			Not salary	Reason for leaving, if applicable
Description of your work :				

C.

Dates		Salaries per annual (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
Name of Employer			Total Tax	Number & Kind of employees supervised by you: Officer - Non Officer -
Address of Employer			Not salary	Reason for leaving, if applicable
Description of your work :				

D.

Dates		Salaries per annual (Excl. Allowances)		Exact title of your post
		Starting	Present	
From	To			
Name of Employer			Total Tax	Number & Kind of employees supervised by you: Officer - Non Officer -
Address of Employer			Not salary	Reason for leaving, if applicable
Description of your work :				

19. Have you any objections to making inquires of your present employer?

Yes No.

20. **References** : List three persons not related to you who are familiar with your character and qualifications:

Full Name	Full Address	Occupation

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.

23. In the event of your being selected, how much notice would you need before taking up appointment?

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 if an appointment has been accepted. I do also certify that if appointed I will complete my full term of service with SAARC Meteorological Research Centre (SMRC).

Date:

Signature:

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

RECOMMENDATION OF THE CANDIDATES EMPLOYER
(IF REQUIRED)

I do hereby certify that Dr./ Mr./Ms./Mrs.
..... of
.....
shall be released on deputation to join the SAARC Meteorological Research Centre
(SMRC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as
.....

Date:

Signature :

Name :

Designation :

Address :

Office Seal

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.....

RECOMMENDATION OF THE CONCERNED MINISTRY (IF REQUIRED)

I do hereby certify that Dr./ Mr./Ms./Mrs.
..... of the Ministry of
.....
shall be released on deputation to join the SAARC Meteorological Research Centre
(SMRC), Dhaka, Bangladesh as per stipulated date if he/she is appointed as
.....

Date:

Signature :

Name :

Designation :

Address :

Office Seal

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