South Asian Regional Standards Organization (SARSO)
(A Specialized Body of SAARC)
Dhaka, Bangladesh

SARSO/GSS Recruitment /03/2020/ 2147 04-03-2020

Vacancy Announcement
Category: General Service Staff (GSS)

Applications are invited from the citizens of Bangladesh for filling up the following vacant posts.

Designation & No. of post along with level	Salary and allowances	Qualifications, Experience and Age
Senior Finance Officer 1(one) post. GSS - I	Pay Scale: US$ 241-6x5-271 (EB) 9x5-316 (EB) House Rent Allowance: 50% of basic pay Conveyance Allowance: US$ 50.00 Medical Allowance: US$ 50.00 Children Education Assistance: As per rule Festival Allowance: One month basic pay per annum Others: As per SAARC Harmonized Rules.	M.Com/MBA with at least 2 (two) years relevant experience in line with the job requirements. Competent to handle financial matters independently using computer software, such as budgetary control, fund release, maintaining accounts and finance in Tally software, desk monitoring and audit. Experience in financial management of foreign/donor agency and large government enterprise will be of added advantage. Computer literacy is a must. Should be capable of preparing Annual Budget, claim of contributions from the Member States, preparing the relevant document for presenting in the Governing Board. Capable of providing the relevant financial matters/documents to the Regional Audit Team and reply to the queries, should have good knowledge in foreign currency dealing. Age: Maximum 35 years as of 31st March 2020.
MIS Officer 1(one) post. GSS - I	Pay Scale: US$ 241-6x5-271 (EB) 9x5-316 (EB) House Rent Allowance: 50% of basic pay Conveyance Allowance: US$ 50.00 Medical Allowance: US$ 50.00 Children Education Assistance: As per rule Festival Allowance: One month basic pay per annum Others: As per SAARC Harmonized Rules.	MS/M.Sc. in Computer Science/Computer Engineering/Electrical and Electronics with at least 2 (two) years' experience in system design, programming, installation, operation, maintenance of data base system, LAN, WAN and website management in programs. Knowledge in Apache Server, PHP, ASP. NET, MySQL, CSS/HTML etc. will be of added advantage. Preparation of computer aided presentation materials, report writing and communication with audience in discussion forum, meetings and training classes are the key prerequisites. Age: Maximum 35 years as of 31st March 2020.
Office Assistant 1 (One) post GSS – II	Pay Scale: US$ 185-6x5- 215 (EB) 7x5-250(EB) House Rent Allowance: 50% of basic pay Conveyance Allowance: US$ 40.00 Medical Allowance: US$ 40.00 Children Education Assistance: As per rule Festival Allowance: One month basic pay per annum Others: As per SAARC Harmonized Rules.	Graduate with minimum 3 (three) years relevant work experience and good speed in typing. Should have skill and ability to prepare official correspondences/documents independently. Must be conversant with and having practical experience in MS Office (Word, Power Point, Access and Excel). Age: Maximum 40 years as of 31st March 2020.

For more details, please visit www. sarso.org.bd or www.sarso.org

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Conditions:

01. Application must be made in English along with complete "Curriculum Vitae" stating name, father's name, present and permanent address, date of birth, nationality, qualifications and experiences with all supporting documents, along with clearly indicating post against which the application is made, **duly attested shall have** to reach the **Director General, SARSO Secretariat** through e-mail at dg@sarso.org and dg@sarso.org.bd with a copy by e-mail to SAARC Secretariat, Kathmandu at dirind@saarc-sec.org and SAARC Division, Ministry of Foreign Affairs, Dhaka at assaarc@mofa.gov.bd **by 7th April 2020.**

02. Application must be addressed to the Director General, South Asian Regional Standards Organization (SARSO) at 116/A, Tejgaon Industrial Area, Dhaka-1208.

03. Two copies of recent passport size photographs duly attested and character certificate from a First Class Gazetted Officer must be submitted along with the application.

04. Selection will be made as per applicable criteria of the SAARC Secretariat.

05. Only short-listed candidates will be contacted for test/interview.

06. No. T.A. and D.A. will be paid for appearing in the test/interview

07. Age and qualification may be relaxed for highly experienced candidates from the Governments/Semi-governments/ Autonomous organizations.

08. The candidates who are in service shall apply through proper channel.

09. The appointment would be made subject to satisfactory police verification report.

SARSO SECRETARIAT SAARC DHAKA

E. Devendar
Director General