

SAARC Agriculture Centre (SAC)

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

VACANCY ANNOUNCEMENT

Category: GSS

Post	:	Driver
Number of Position	:	1 (One)
Age	:	Maximum 30 (thirty) years
Duty Station	:	Dhaka, Bangladesh
Closing Date	:	4 th October 2018
Duration	:	1 year probationary period

Qualification and Experience:

Class eight pass and at least 5 (five) years experience. Should have good knowledge in vehicle's spare parts. Good understand in English is must.

Brief Job Description:

Undertake journeys in the allotted vehicle as instructed by the Administration. Post the Log Book daily and obtain initials of officers using vehicles preferably at end of each trip, both private and official. Submit Log Book daily to Administration for examination / authentication of entries and noting of mileage on account of private journeys. Check water/ engine oil/ battery acid/ tier pressure and clean vehicle daily and wash vehicle at least once a week. Timely fuelling of vehicle and bringing to the notice of Administration promptly and repairs/ servicing necessary to ensure smooth running of vehicle. To ensure security of vehicle and any luggage at all times. To drive carefully and observe local traffic laws.

Fully support to the support service section & assist to the Administrative Officer.

Salary and other Allowances:

1. Salary Scale	US \$ 143-5x5-168 (EB) 6x5-198(EB) US \$ 218-7x5-253 (EB) 8x5-293(EB) US \$ 323-9x5-368 (EB) 11x5-423
2. House Rent Allowance	50% of basic salary per month.
3. Conveyance Allowance	US \$ 40.00 per month.
4. Medical Allowance	US \$ 40.00 per month.
5. Children Education Assistance	US \$ 500.00 per year per child (Max. 2 child)
6. Festival Allowance	Equivalent to one month's basic per annum.
7. Other	As per SAARC Harmonized Rules.

General Information (s):

Application in English with complete "Curriculum Vitae" with two copies of recent passport size photographs, photocopies of all certificates and other documents are submitted to Director, SAARC Agriculture Centre, BARC Campus, Farmgate, Dhaka - 1215 within **4th October 2018**.

Selection will be made as per approved criteria by a SAARC level selection committee constituted by the SAARC Secretariat. Interview letters may not be issued to under qualified and inexperienced candidates.

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

Canvassing of any form will disqualify the candidature.

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