



ORGANISATION  
AFRICAINNE-ASIATIQUE POUR LE  
DÉVELOPPEMENT RURAL

AFRICAN-ASIAN  
RURAL DEVELOPMENT  
ORGANIZATION

المنظمة  
الأفريقية الآسيوية  
للتنمية الريفية

*Cooperation for Sustainable Development*

OFFICE OF THE  
SECRETARY GENERAL

مكتب  
الأمين العام

No.No.AARDO/SG/Appt/2023/07  
05 January 2023

H.E. the Minister of Agriculture, Water Resources,  
Sanitation and Food Security  
Government of Burkina Faso  
Ouagadougou, BURKINA FASO

**Subject: Filling up the post of Secretary General of  
African-Asian Rural Development Organization (AARDO)**

Excellency,

I wish to bring to Your Excellency's kind notice that, the tenure of the present incumbent to the post of Secretary General of African-Asian Rural Development Organization (AARDO) is up to 02 September 2023. To fill the post, the Executive Committee, in its 75<sup>th</sup> Session held in New Delhi, India, on 29 Nov - 01 Dec 2022, had approved the Terms and Conditions, along with timeline, for the appointment of new Secretary General (Annexure-I).

Accordingly, nominations are being invited for the post of Secretary General, AARDO, from all the full members of AARDO, as per Rule 270 of Rules of Procedure of AARDO.

I wish to further inform Your Excellency that appointment of the Secretary General of AARDO is governed under the relevant Article VIII (1), (9) (a) and (9) (c) of the Constitution of AARDO and Rules 268 (a) and (b), 269, 270, 272, 272 (a) and (b) of the Rules of Procedure of AARDO. The full text of Articles/clauses of the Constitution and Rules of Procedure is reproduced at Annexure-II. Moreover, Your Excellency may wish to note that in the previous/preceding exercise of filling up the post of Secretary General, countries having arrears of over two years were not given consideration.

In case Excellency's esteemed Government is keen to nominate a candidate for the post of Secretary General, the candidate must satisfy the requirements of the post, as indicated in the attached Terms and Conditions.

Your Excellency may kindly ensure that the nomination, in identical duplicate, reaches the Secretary General, African-Asian Rural Development Organization (AARDO) in a sealed cover marked 'Confidential – Nomination for the post of Secretary General of African-Asian Rural Development Organization' on or before 20<sup>th</sup> March 2023. Nomination received after 20<sup>th</sup> March 2023 or received through e-mail, fax, etc., would not be considered.

(An autonomous inter-governmental organization established in 1962)

2, State Guest Houses Complex, Chanakyapuri, New Delhi 110 021, INDIA  
Phones: (91-11) 24100475/26115936/26877783/26877784; Fax : 26115937  
E-mail : aardohq@aardo.org; Website : <http://www.aardo.org>

The detailed curriculum vitae of the candidate should be supported by attested photocopies of documents such as, date of birth proof, qualifications, experience, etc. A list of research and published works, medical fitness certificate from accredited medical institution/hospital, and any other relevant document, also be enclosed, along with the nomination. The proforma for sending the nominations and format of Curriculum Vitae are enclosed as Annexure-III and Annexure – IV, respectively.

All the received nominations in the AARDO Secretariat would be placed before the appointing authority for the post i.e. the 76<sup>th</sup> Session of the Executive Committee scheduled to be held in Lusaka, Zambia sometime during the last week of June 2023.

Kindly accept, Excellency, the renewed assurances of my highest consideration.

Sincerely,



Dr. Manoj Nardeosingh  
Secretary General

*Encls:*

- Annexure I - Terms and Conditions of Service for new Secretary General, AARDO, along with time frame.*
- Annexure II - Relevant Articles/Clauses of the Constitution and Rules of Procedure.*
- Annexure III - Format for nomination of the post of Secretary General, AARDO.*
- Annexure IV - Format of Curriculum Vitae for the Post of Secretary General, AARDO.*

Copy to:

The Permanent Secretary  
Ministry of Agriculture, Water Resources, Sanitation and Food Security  
Government of Burkina Faso  
Ouagadougou, BURKINA FASO

☞ H.E. the Ambassador Extraordinary and Plenipotentiary  
of Burkina Faso to India  
New Delhi, India

## TERMS & CONDITIONS OF SERVICE FOR NEW SECRETARY GENERAL

### **Duties and Responsibilities:**

The Secretary General, who is the Chief Executive, will carry out the policies and programmes of the Organization as per the Constitution and guidelines given by the AARDO Conference, the Executive Committee and other competent bodies of AARDO from time to time. He/she is responsible for developing and maintaining suitable contacts at the highest level in members and prospective member countries, UN bodies and other international/regional organizations. Besides, being head of the Organization, the Secretary General will maintain constant liaison with the heads of diplomatic missions located in New Delhi, India. In addition, the duties attached to the position require negotiating and signing various agreements including Memorandum of Understanding (MoU) on behalf of the Organization with the governments and/or the international/regional bodies. The Secretary General will represent the Organization at international meetings, seminars, conferences, etc.

### **I. Duration of the post**

1. The duration of the office of the Secretary General shall be four (4) years subject to a maximum of two terms. On completion of the first tenure of four (4) years, the incumbent Secretary General may contest for a second term of four (4) years in open competition provided that the total tenure shall not be more than eight (8) years. The duty station of the Secretary General shall be AARDO headquarters currently at Chanakyapuri, New Delhi, India.

### **II. Salary and Grade**

2. The Pay scale of the Secretary General would be US \$ 5500-200-7100 (US Dollars Five Thousand five hundred increasing by an annual increment of US Dollars two hundred and raising up to maximum of US Dollars seven thousand and one hundred). The pay scale is subject to upward revision depending on the financial health of AARDO.

### **III. Gratuity**

3. The Gratuity would be governed by the gratuity rules in force in AARDO Secretariat from time to time. The existing rates are one month's salary for each completed year of service for payment of gratuity.

10. In case of illness on official tour or on official duty, medical expenses would be reimbursed as per provisions of the Staff Rules of AARDO.

### **VIII. Conveyance**

11. The Secretary General shall have at his/her disposal, both for his/her official as well as personal use, two (2) cars with driver, owned and completely maintained by the Organization. The expenditure on fuel would, however, be limited to two thousand (2,000) litres per year. For taking the car outside headquarters for personal holiday, the cost would be borne by the Secretary General.

### **IX. Official Travel**

12. As per Article VII of the Staff Rules of AARDO, Secretary General is entitled to the following:

For joining post (from abroad) and at the time of relinquishing the post from country of residence of duty station and back and Leave Travel Concession (LTC)

- i) One business class air ticket each for self, spouse and two economy class air tickets for a maximum of two children, in case spouse and children follow within six (6) months of the joining of the post by the Secretary General;
- ii) Excess Baggage Allowance up to two metric tonnes or 26 cubic meters by surface or sea routes.

For General Travel (outside India)

- i) One business class air ticket
- ii) Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is US \$ 150/- (US Dollars one hundred fifty only) per day of stay. Hotel accommodation will be provided by AARDO or host Government/Institution.

For General Travel (within India)

- i) One business class air ticket
- ii) Daily Subsistence Allowance (DSA) as applicable under the Staff Rules of AARDO from time to time. The current rate of DSA is Rs.1,200 (Rupees one thousand two hundred) per day of stay (and entitled for a suite).

**X. Earned Leave, Home Leave Travel, Education Grant, etc.**

**XI. Age, Qualifications, Experience, Health Fitness, etc.**

**Age:** The candidate should be 45 years of age or above on the date of the letter inviting nominations for the post.

**Academic Qualifications:**

- a. The candidate should have post-graduate academic qualification in Agriculture/Rural Development, Economics or Social Sciences or any relevant specialization from a university of repute or its equivalent.
- b. The candidate should have excellent command over written and spoken English as it is the working language of the Organization. Knowledge of other official language(s), namely, Arabic or French, would be an advantage. He/she should be computer literate.

**Experience:**

- a. The candidate should have sufficient experience in various fields covered under agricultural/rural development, out of which at least the last 10 years of service should be in a senior decision/policy making position in government/university/institutes.
- b. The candidate should have relevant exposure with the functioning of international/ regional organizations and having published articles/papers/studies in reputed journals, international symposia, seminars, workshops, etc., (Copies of such papers should be submitted along with the application).

**Medical Certification:**

17. The candidate should be physically and mentally fit to work in the Organization. The nominee should submit a recent medical fitness certificate from an accredited medical institution/hospital. The elected candidate will be required to undergo medical examination as per the United Nations or other International Organizations' health standards/guidelines.

**Relevant Articles/Clauses of the Constitution and the Rules of Procedure  
relating to the appointment of the Secretary General, AARDO**

**CONSTITUTION**

**Article VIII (1)** The Secretary General shall be appointed by the Executive Committee, on such terms and conditions as it may lay down from time to time, by inviting nominations from the members. The appointment of the Secretary General shall be ratified by the next General Session of the AARDO Conference.

**Article VIII(9)(a)** The duration of the post of Secretary General shall be four (4) years, subject to a maximum of two terms. On completion of the first tenure, the incumbent Secretary General may contest for a second term of four (4) years in open competition provided that his/her tenure shall not be more than eight (8) years.

**Article VIII(9)(c)** The Secretary General and the Deputy/Assistant Secretary General should not be from the same continent.

**RULES OF PROCEDURE**

**Rule 268 (a)** The Secretary General shall be appointed by the Executive Committee on such terms and conditions as it may lay down from time to time.

**Rule 268 (b)** The appointment made by the Executive Committee shall be ratified by the AARDO Conference at its regular session which immediately follows the appointment.

No.

Date:

**FORMAT**  
**FOR THE NOMINATION OF SECRETARY GENERAL OF**  
**AFRICAN-ASIAN RURAL DEVELOPMENT ORGANIZATION (AARDO)**

The Government of \_\_\_\_\_

nominates (Name) \_\_\_\_\_

Designation \_\_\_\_\_

for the above post.

The particulars of the candidate are attached. (Two identical copies)

Signature \_\_\_\_\_

Name \_\_\_\_\_

Designation \_\_\_\_\_

Country \_\_\_\_\_

(SEAL)

## Format of Curriculum Vitae for the Post of Secretary General, AARDO

1. Name (Dr/Mr/Ms) (As indicated in Passport) \_\_\_\_\_

2. Date of Birth (DD\_MM\_YYYY) (Age as on 05.01.2023) \_\_\_\_ Years \_\_\_\_ Months

3. Marital Status and Number of Children \_\_\_\_\_

4. Gender \_\_\_\_\_

5. Nationality \_\_\_\_\_

Photo

6. Official Address

i) Street Address \_\_\_\_\_

ii) City \_\_\_\_\_

iii) State/Province \_\_\_\_\_

iv) Pin/Zip Code \_\_\_\_\_

v) Country \_\_\_\_\_

7. Permanent Address

i) Street Address \_\_\_\_\_

ii) City \_\_\_\_\_

iii) State/Province \_\_\_\_\_

iv) Pin/Zip Code \_\_\_\_\_

v) Country \_\_\_\_\_

8. Contact Number (Please specify country and city code)

i. Tel.(office) \_\_\_\_\_

ii. Mobile/Handset Number \_\_\_\_\_

9. Educational Qualifications

	Name of the University/Institution	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Year of Passing	Major Subjects
Bachelors				
Masters				
Ph.D.				
Others, (please specify)				
Professional Qualification including training				