Deputy Director (T-III)

Ph: 051-9255326
Fax: 051-9255157
Email:
ro2@ncrd.gov.pk

F. No. 1(1)/2020-21/RO-II/AARDO-Apptts.
Government of Pakistan
Establishment Division
Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD)
Park Road, Chak Shahzad, Islamabad

****

Islamabad, September 09, 2026

OFFICE MEMORANDUM

Subject: Vacancy – Post of Secretary General (SG) of African-Asian Rural Development Organization (AARDO)

Akhtar Hameed Khan National Centre for Rural Development (AHKNCRD), an Attached Department of Establishment Division, is responsible for promoting the cause of rural development in Pakistan through its programmes of training and research. AHKNCRD is also the link institution of the Government of Pakistan to liaise with African-Asian Rural Development Organization (AARDO), an intergovernmental organization consisting of 36 members (full & associate) from Africa & Asia, and working for rural development and poverty alleviation mainly through human resource development and other activities in the two regions.

2. It is further stated that AARDO Secretariat, based in New Delhi, India, is headed by Secretary General (SG). The post of SG is to be filled for a four-year tenure (2027-2031), starting from September 03, 2027 and subject to a maximum of two terms, for which the nominations from the full member countries of AARDO (including Pakistan) are being invited by the AARDO Secretariat (terms and conditions are annexed at Annexure-I).

3. Therefore, nominations of interested / eligible candidates (**Civil Servants only**) to be recommended for filling up the said post are invited by this Department. The final list of nominations of the candidates from Pakistan would be deliberated upon by the designated Committee of the Establishment Division and the finally selected nomination will be submitted to AARDO Secretariat for subsequent election process.

4. It is hereby requested that nominations in *identical duplicate* of the relevant candidates enclosing the following documents and endorsed by relevant competent authority – may please be forwarded to the address given below latest by **October 10, 2026**:

- Curriculum vitae on the prescribed format (Annexure-II);
- Nomination form on the prescribed format (Annexure-III);
- Attested photocopies of:
  - 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(s).

Address:
Mr. Israr Mohammad Khan,
Director General, AHK National Centre for Rural Development (NCRD),
Park Road, Chak Shahzad, Islamabad,
Ph: 051-9255154; Fax: 051-9255157; Email: dg@ncrd.gov.pk, ahkncrd@gmail.com.

5. The nominations received incomplete or after the aforementioned deadline will not be entertained.

(Muhammad Ahsan Jamil)

Distribution List:

1. Secretary, Cabinet Division, Islamabad.
2. Secretary, Establishment Division, Islamabad.
3. Secretary, Ministry of Planning, Development and Special Initiatives, Islamabad.
4. Secretary, Ministry of National Food Security and Research, Islamabad.
5. Secretary, Poverty Alleviation & Social Safety Division, Islamabad.
6. Secretary, Ministry of Climate Change and Environmental Coordination, Islamabad.
7. Secretary, Ministry of Federal Education and Professional Training, Islamabad.
8. Secretary, Ministry of Economic Affairs, Islamabad.
9. Secretary, Ministry of Finance, Revenue & Economic Affairs, Islamabad.
10. Secretary, Ministry of Industries and Production, Islamabad.
11. Secretary, Ministry of Science and Technology, Islamabad.
12. Chief Secretaries of Provinces/Constituent Units (Punjab, Sindh, Khyber Pakhtunkhwa, Baluchistan, Azad Jammu & Kashmir, Gilgit-Baltistan).
13. Chairmen, Planning & Development Boards, Govt. of Punjab, Lahore & Govt. of Sindh, Karachi.
14. Secretaries, Planning & Development Depts., Govt. of Khyber Pakhtunkhawa, Peshawar; Govt. of Baluchistan, Quetta; Govt. of Azad Jammu & Kashmir, Muzaffarabad; and, Govt. of Gilgit-Baltistan, Gilgit.
15. Secretaries, Local Govt. & Rural Development Depts., Govt. of Punjab, Lahore; Govt. of Sindh, Karachi; Govt. of Khyber Pakhtunkhwa, Peshawar; Govt. of Baluchistan, Quetta; Govt. of AJ&K, Muzaffarabad; Govt. of Gilgit-Baltistan, Gilgit.
16. Secretaries, Agriculture Depts., Govt. of Punjab, Lahore; Govt. of Sindh, Karachi; Govt. of Khyber Pakhtunkhwa, Peshawar; Govt. of Baluchistan, Quetta; Govt. of AJ&K, Muzaffarabad; Govt. of Gilgit-Baltistan, Gilgit.

CC.

- Joint Secretary (Training), Establishment Division, Islamabad.
- Deputy Director (T-II), NCRD, to upload this OM on the NCRD website.

Annexure I

Terms & Conditions of Service

I Duties and Responsibilities

The Secretary General, who is the Chief Executive, is required to 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 also 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 is required to be in constant touch 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. He/she is also to represent the Organization at international meetings, seminars, conferences, etc.

II Duration of the post

2. 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.

III Salary and Grade

3. 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 rising up to maximum of US Dollars seven thousand and one hundred).

IV Gratuity

4. 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.

V Contributory Provident Fund

5. The Contributory Provident Fund would be governed by the contributory provident fund rules in force in AARDO Secretariat from time to time. The existing rate of contribution is ten (10%) percent of the basic salary by the incumbent to be matched equally by the Organization.

VI Representation Allowance

6. The Secretary General would be entitled to a monthly representation allowance of Rs. 5,000 (Rupees Five Thousand only). He/she shall be free to entertain or otherwise utilize it for official purposes at his/her discretion and for this he/she would not be required to furnish any certificate or receipt.

VII Residential Accommodation

7. A suitable furnished residential accommodation befitting the status of the Secretary General of an International Organization enjoying diplomatic status shall be provided by the Organization to a ceiling not exceeding 40% of his/her monthly salary. The ceiling on capital expenditure in furnishing the accommodation shall be limited to a maximum of 50% of the first year annual salary. In the event of renewal of office, the capital expenditure limit shall be brought down to ten (10) percent only. This ceiling shall include hiring and shifting accommodation costs, as well as expenses on maintenance and servicing of purchased capital items including their insurance.

8. The Organization would meet the expenses of the Secretary General on the consumption of electricity & water, landline telephone/internet at his/her residence and mobile with the upper limits as under:

- Electricity and water expenses — Rs.125,000 per year
- Landline telephone/internet at residence — Rs. 60,000 per year
- Mobile phone — US $ 800 per year

9. In addition, while on official tours abroad, charges on the telephone/mobile phone calls would be reimbursed by the Secretariat as per the actual bills.

VIII Medical Aid

10. The Secretary General would be entitled to medical aid for self, spouse and dependent children, subject to the limit provided in the Staff Rules of AARDO, drawable monthly or annually or as desired by the Secretary General. The current limit prescribed in the Staff Rules is Rs. 5,000 (Rupees five thousand only) per month.

11. 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.

IX Conveyance

12. 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.

X Official Travel

13. 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 tons 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).

XI Earned Leave, Home Leave Travel, Education Grant, etc.

14. Earned Leave, Home Leave Travel, Education Grant, etc. to the Secretary General is governed by the following provisions in the Staff Rules.

Earned Leave

15. As per Staff Rule No. 6.7.1, earned leave accrues to a full time employee at the rate of two and a half (2 ½) working days for each calendar month i.e. a maximum of 30 days in a year.

Leave Travel Concession

16. The relevant Staff Rules governing the Leave Travel Concession are as under:

Rule 6.12.1 Home leave is provided to the staff (Secretary general) in order to enable him/her to visit home country, with his/her family.

Rule 6.12.2 Internationally selected staff whose official station is outside the country of residence, as established on appointment, shall be entitled once in every year of service, to home leave to his country of residence. The first entitlement to home leave shall be after at least six months of service. The internationally selected staff can also avail LTC to any other country of their choice in lieu of the Home Leave, provided the travel expenses do not exceed the cost of travelling to their home country.

Internationally selected staff member belonging to the host country may be allowed recreation leave and travel, once in two years of his/her service, to a member country or another country of his/her choice, provided the travel expenses do not exceed the cost of travelling to the member country of the Organization.

Rule 6.12.3 Home leave entitlement shall consist of travel time, without charge to annual leave and return transportation at the Organization's expenses for the staff member and eligible dependents, between the official station and the place of residence in the home country, or any other place in the home country which does not involve greater expense to the Organization. It is a condition of eligibility for payment of the travel expenses involved that the staff member and his/her dependents spend a reasonable period of leave, not less than ten (10) days, in home leave status. The details are given in the Travel Rules – Article VII of the Staff Rules.

Education Grant

17. The reimbursement of education expenses for a maximum of two minor children is available under Staff Rule No. 5.9. The limit for education grant per child per annum is Rs. 40,000/- (Rupees Forty thousand only) per annum.

XII Age, Qualifications, Experience, etc.

Age: The candidate should be 45 years of age or above on the date of the letter, inviting nominations for the post. (Note: Rule 269 of Rules of Procedure of AARDO, sets an upper limit of 65 years for tenure of 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 preferably have relevant exposure to the functioning of international/regional organizations. Experience in co-ordinating, planning and implementing capacity building, knowledge dissemination, international symposia, seminars, workshops, and similar professional activities shall be considered preferable. Published articles, papers, or studies in reputed journals or professional forums would be desirable, and copies of such publications, if any, may be submitted along with the application.

Medical Certification:

18. 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 standard/guidelines.

Tentative Sequence of events (time frame) leading to the appointment of Secretary General, AARDO

1. Approval of the terms and conditions by the 79th Session of the Executive Committee on

↓ **< 12-15 May 2026**

2. Letters inviting nominations from full members to be issued by AARDO on or before

↓ **< 3 months from dt. of EC-79 (12 August 2026)**

3. Receipt of nominations in the AARDO Secretariat on or before

↓ **< 3 months from pt.2 date (12 November 2026)**

4. Compilation of the nominations in the AARDO Secretariat

↓ **1 month from pt.3 date (12 December 2026)**

5. Circulation of detailed Agenda Notes of the 80th Session of Executive Committee

↓ **> 45 days before commencement of EC-80**

6. Meeting of EC-80 to elect the new SG on or before

↓ **< dates to be finalized with host Government (April/May 2027)**

7. Issue of offer by the AARDO Secretariat

↓ **< 30 days after the conclusion of EC-80**

8. Assuming the office of the Secretary General by the new incumbent

↓ **03 September 2027**

9. Singing of Service Contract at AARDO Secretariat

↓ **< On assumption of duty**

Annexure II

Relevant clauses of the Constitution and Rules of Procedure relating to the appointment of the Secretary General, AARDO

CONSTITUION

Article VIII (1) The Secretary General shall be appointed by the Executive Committee, on such terms and conditions as may be laid 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 tenure of the post of Secretary General shall be four (4) years, subject to a maximum of two (2) terms or till the age of 65 years, whichever event occurs earlier. On completion of the first term, the incumbent Secretary General, if interested, may contest for a second term of four (4) years in open competition*, provided that his/her tenure shall not exceed eight (8) years.

* Open competition means only the nominees from the continent other than the current Secretary General's continent shall contest.

Article VIII (9) (c) The Secretary General and the Assistant Secretary General should not be from the same continent, as far as possible.

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.

Rule 269 The tenure of the post of the Secretary General shall be four (4) years, subject to a maximum of two (2) terms or till the age of 65 years, whichever event occurs earlier. On completion of the first tenure, the incumbent Secretary General, if interested, may contest for a second term of four (4) years in open competition* provided that his/her tenure shall not exceed eight (8) years.

*Open competition means only the nominees from the continent other than the current Secretary General's continent shall contest.

Rule 270 The post of the Secretary General shall be filled up as early as possible by calling nominations from the full members of the Organization.

Rule 272 The Executive Committee will make the appointment of a suitable candidate from amongst the nominations sponsored by the full members and for that purpose its meeting would be convened in due time. The necessary arrangements for this shall be made by the competent officer.

Rule 272 (a) If there is more than one candidate, the Executive Committee will make the appointment of the Secretary General by election through secret voting from amongst the valid nominations sponsored by the full members. The candidate securing simple majority (50%+1) of the members present and voting shall be appointed as Secretary General. In case of no majority, the candidate securing the least number of votes shall automatically be eliminated in the subsequent rounds. The nomination to the post of Secretary General by a member country will not be considered if the country has arrears of membership contribution for the last two years.

Rule 272 (b) The appointment to the posts of Secretary General and Assistant Secretary General should not be made from the same continent, as far as possible.

Annexure III

No. Date:

FORMAT
FOR THE NOMINATION OF SECRETARY GENERAL (SG) 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)

Annexure IV

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

Photo

1. **Name (Dr/Mr/Ms)** (As indicated in Passport)
   _____
2. **Date of Birth (DD__MM__YYYY____)** (Age as on xx.xx.xxxx) ____Years ____Months
3. **Marital Status and Number of Children** _____
4. **Gender** _____
5. **Nationality** _____

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				

10 Languages Skill (Please tick √)

	Excellent		Good		Average	
	O	W	O	W	O	W
English						
Arabic						
French						
Other Language (s) (Please specify)						

O = Oral; W = Writing

11 Employment Record

Experience (Total Number of Years): _____

Position	Exact Title of your post	Name of the Institution served	Duration from (DD-MM-YYYY) to (DD-MM-YYYY)	Nature of Work
Current Position				

Previous Position1				
Previous Position2				
Previous Position3				
Previous Position4				
Experience with International/Regional Organisations				

Note: Experience at senior decision/policy making level.

12 Computer Knowledge (Please tick √)

Certificate ☐ Diploma ☐ Working Knowledge ☐ Any other (Specify) _____

13 Published Work

Name of the Journal/ Magazines/Book	Title of the Article	Volume/ Number	Year	Number of pages	Name of the Publisher/ Agency

14 Supporting Documents (attested copies):

i) Date of birth
ii) Educational and Professional Qualifications
iii) Experience
iv) Published work
v) Medical fitness certificate from accredited medical hospital/ institution (original copy)