



SAARC Tuberculosis and HIV/AIDS Centre (STC)
Thimi, Bhaktapur, Kathmandu, Nepal

APPLICATION FORM FOR THE POST OF EPIDEMIOLOGIST

Photograph

INSTURCTIONS: 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 Certificates)

2. Present Address (with Telephones, Fax, Emails, Mobile No. etc)

3. Mailing Address (if separate from present Address)

4. Permanent Address

5. (a) Place of Birth

(b) Date of Birth

Day Month Year

6. (a) Citizenship at Birth

(b) Present Citizenship

7. Sex (Check): Male Female

8. Marital Status (Check):

Married Single Widowed Divorced Separated

9. Have you any dependants? Yes No

If the answer is "Yes" give following information:

Name	Date of Birth	Relationship

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

Yes No

If the 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 with copies of Certificates**

A. General Education: University/College Level

Name and Place	Degree/Diploma	Year	Main Subject(s)

12. B. Professional Education/Experience

General Education: University/College Level

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

13. State your professional competence in the field of Tuberculosis and HIV/AIDS (including surveillance, epidemiology, and research).

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, if served in more than two organization.*

Date: _____	Salaries per annum (Excl...Allowances)	Exact title of your post
From _____	Starting Present	
To (Present) _____		

Name of Supervisor	Allowances, etc	Duty Station
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Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work

Date: _____	Salaries per annum (Excl. Allowances)	Exact title of your Post
From _____	Starting	Present
To (Present) _____		

Name of Supervisor	Allowances. etc	Duty Station
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Name of Employer	Total Tax	Number & Kind of employees supervised by you
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Address of Employer	Net Salary	Reason for leaving If applicable
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Description of your work

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

20. References: List three persons not related to you who are familiar with your Character and qualification.

Full Name & Designation	Full Address also Tel, Fax/Email	Occupation/ Designation

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.

I certify that the statements made by me in the foregoing items are true, complete, correct to the best of my knowledge and belief. I understand that any false statement 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.

Date: _____

Place: _____

Signature: _____



SAARC Tuberculosis and HIV/AIDS Centre (STAC)
Kathmandu
VACANCY ANNOUNCEMENT

Reference: Recruitment of Professional Staff for the Posts of Epidemiologist at the SAARC Tuberculosis and HIV/AIDS Centre

Post : Epidemiologist - One Post

Period : Three years (Through Proper Channel)

Minimum

Qualifications:

- a) Medical Graduation, M.B.B.S.
- b) Post Graduation/Master Degree in Epidemiology or in Public Health.

Experiences :

- a) At least 5 years experience in infectious diseases Surveillance or epidemiological research.
- b) And at least 2 years experience in tuberculosis or/ and HIV/AIDS surveillance or epidemiological research
- c) Experience in research design, planning and implementation.
- d) Experience in database design, data management and data analysis.
- e) Experience with database and statistical analysis software.
- f) Experience in statistical modeling considered as an asset.
- g) Experience in training considered as an asset.

Job Description

- a) To design and manage a database for housing epidemiological data on tuberculosis and HIV/AIDS.
- b) To collect epidemiological data on Tuberculosis and HIV/AIDS in the Member States.
- c) To monitor, maintain and evaluate the statistical data on Tuberculosis and HIV/AIDS
- d) To update all relevant statistical data on Tuberculosis and HIV/AIDS.
- e) To prepare research and surveillance protocols, reports and papers for publication.
- f) To organise and deliver training to various levels of professional staff on Tuberculosis and HIV/AIDS epidemiology.
- g) To provide technical support to other professionals at the SAARC Regional Tuberculosis Centre and collaborating institutions.

Salary, Allowances and other entitlement of above Professional Staff

(Effective from 1st March, 2009 as per Revised salary and allowances of the SAARC Regional Centres)

I. Salary

The sending Member Government shall continue to pay salaries of the Professional Staff and shall bear all costs associated with the joining and return passage of the Professional Staff and of their accompanying entitled family members and transportation of personal effects including packing, handling and insurance charges in accordance with their respective rules and regulations.

II. Allowances and other entitlements; Professional Staff entitled to the following allowance out of the Institutional Cost Budget of the STAC

- a) **Daily Allowance in lieu of House Rent Allowance:** In the absence of residential accommodation on first arrival, the professional staff shall be entitled to Daily Allowance as per the rates applicable to the Centre concerned up to a maximum of 21 days from the date of arrival. An accompanying spouse and up to two of the dependent children below the age of 21 years will get 50 percent of Daily Allowance. Professional Staff recruited from the Host Government shall not be entitled to Daily Allowance.
- b) **Furnishing:** A one time lump-sum furnishing/settlement grant of US\$ 2000.00 (Two Thousand US dollar) only.
- c) **Living Allowances;** would be US\$ 973.00 (Nine Hundred seventy three dollar only) per month. 50% of the Living Allowance of the Professional Staff shall be paid in US dollars and the remaining 50% shall be paid in local currency.
- d) **Residential accommodation;** shall be entitled to unfurnished accommodation within the rental ceiling US\$ 509.00 (Five Hundred nine only) in equivalent local currency. These rates are applicable in case of new leases and leases to be renewed. All lease agreements pertaining to the residences of the Professional Staff shall be signed by the Centre with the Lessors and payment of House Rent shall be made directly by the Centre to the Lessors.
- e) **Children Education Allowance;** 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 per child for a maximum of two children between the age of 5 to 21 years i.e. children upto Grade XII/A-level. Payment of such charges shall be made directly to the Educational Institution or reimbursement would be made on presentation of actual receipts from the concerned educational institutions. This allowance will not be admissible in respect of children undergoing graduate/post graduate education and for correspondence courses, private tuitions, vocational training or an apprenticeship and part- time or evening education.
- f) **Medical Facilities;** entitled to reimbursement of actual expenses on medical treatment for self, spouse and dependent children subject to an annual ceiling of US\$ 1,500.00

- including 80% reimbursement of hospitalization charges. No reimbursement shall be made for medicines purchased without doctor's prescriptions and on optical frames/glasses/lenses, dental treatments like- dentures, scaling, and surgeries for the purposes of beautification, health care products and health foods.
- g) **Home Leave Passage;** entitled to Home Leave Passage for Economy Class for self, spouse and two dependent children once in their tenure and only after completing 18 months of continuous service. No daily allowance or any expenditure on account of stop-overs and transfer charges from and to airport shall be entitled.
 - h) **Telephone;** entitled to use of a telephone at his/her residence except for private long distance calls within and outside respective host Country. A monthly ceiling of US\$ 20.00 (Twenty US dollar only) will be applicable for the residence phone. Such ceiling shall not include monthly rent.
 - i) **Emergency Passage:** appointed from Member States other than the host country may be given emergency passage once in their entire term, in case of death of an immediate family member (spouse, parents, children and spouse's parents) of the official.
 - j) **Death on Duty:** In case of death of an official the next-of-kin of the deceased may be granted an ex-gratia payment an equivalent to three month's basic salary of the official as an immediate relief.

Detail information on appointment procedures, terms & conditions etc. is available at the SAARC Division, Ministry of Foreign/External Affairs, Member States of SAARC. **The duly filled Application FORM & supporting documents with the recommendation of competent authorities should reach the Director of the SAARC Tuberculosis and HIV/AIDS Centre, Thimi, Bhaktapur, P.O.Box No. 9517, Kathmandu, Nepal through the Ministry of Foreign/External Affairs of the respective Member State not later than 15 December, 2009.**