



Government of Nepal
Ministry of Agriculture, Forests and Environment
Singha Darbar, Kathmandu

शिव प्रसाद रेग्मी
सहसचिव

VACANCY ANNOUNCEMENT

Position: Executive Director
Nepal Agricultural Research Council (NARC)
Publication Date: 2083/4/28

The Government of Nepal, through the Ministry of Agriculture, Forests and Environment, hereby invites qualified candidates to submit application for the position of Executive Director of the NARC. Prospective candidates are requested to submit all pertinent documents within fifteen (15) days from the initial publication date of this announcement. If the deadline of application falls on a public holiday, the application can be submitted on the next day within office hour.

Advertisement No.	Name of Agency	Position
01/2083/84	Nepal Agricultural Research Council	Executive Director

1. Executive Functions and Responsibilities:

The functions and responsibilities of Executive Director shall be in accordance with Nepal Agricultural Research Council Act, 2048 (with amendments) and its accompanying regulations, serving as the primary administrative and research authority of this esteemed national institution.

2. Candidate Eligibility:

Qualified applicants must fulfill the following professional criteria:

- Possess a minimum of a Master's Degree in a relevant discipline of agricultural and allied sciences from an academic institution formally recognized by the Government of Nepal.
- Currently hold the position of Senior Scientist (designated as S3 or above position) within any agricultural and allied science division under the purview of NARC.
- Demonstrate a distinguished career trajectory with a minimum of ten (10) years of substantive experience in agricultural research.
- Proof of research publications in agriculture and allied sciences.

3. Application Submission:

Applicants must submit the following documents in a sealed and signed envelope:

➤ **Completed Application Form:** Clearly filled out with all required information.

➤ **Business Plan (Two sets of hard copies):**

- A comprehensive Strategic Vision and Business Plan (maximum 5,000 words) Presenting original, innovative, and realistic (farmer friendly) strategies for transforming NARC into an excellent agricultural, livestock and fisheries research organization.
- Should demonstrate how NARC will contribute to the national vision of "Food Security, commercialization and sustainable agriculture".
- Must address, but is not limited to Agricultural research in Nepal: Current status and future scenarios (including pandemic impacts, climate change, federalism and natural resource utilization).
- SWOT analysis of NARC.
- Collaboration with national/international agriculture research institution.
- Key problems/challenges in NARC's agricultural research and proposed solutions.



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- **Research Publications:** Self-attested copies of scientific research publications related to agricultural or allied sciences.
- **Academic Credentials:** Self-attested copies of all academic qualifications mentioned in CV.
- **Employment Verification:** Official proof of employment at NARC including service period, position and class endorsed by NARC.
- **Electronic Presentation:** Time duration of PowerPoint Presentation based on Strategic Vision and Business Plan will be maximum 20 minutes.
- Date and venue of Presentation will be informed later.
- Applicants must submit their electronic presentation on a pen drive to the Board/Corporation Desk one hour before their presentation scheduled time.

4. Application Submission Instructions

- **Submission Address:** The Board/Corporation Desk of Administration Section, Ministry of Agriculture, Forests and Environment, Singha Durbar, Kathmandu, Nepal.
- **Document Organization:**
 - All documents must be submitted in a main sealed envelope.
 - Within the main envelope, include 3 separate sealed envelopes.
 - Hard copies (two sets) and a pen drive (containing electronic copies) of Strategic Vision and Business Plan (clearly labeled).
 - Publications (clearly labeled).
 - Remaining documents (clearly labeled).

6. Certificate Requirements:

- Equivalence certificates for degrees from foreign academic institutions must be submitted along with application.
- Candidates who have completed their study from Nepalese universities but have not received the original transcript should submit provisional certificates and mark sheets along with application.
- Documents received after the deadline will not be entertained.

7. **Application Fee:** NRS 3,000 (Three thousand only) must be deposited in Rastriya Banijya Bank Ltd, Revenue Account Number: 1000100200010000, Office Code No.: 312003501, Revenue Title No.: 14224. The original deposit voucher must be submitted along with the application.

8. **Application Form:** Available at the concerned desk of Ministry of Agriculture, Forests and Environment. Can also be downloaded from www.moafe.gov.np