

भारतीय विमानपत्तन प्राधिकरण
कार्मिक निदेशालय
ई0एच0अनुभाग

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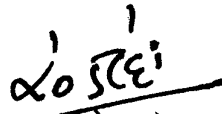
दिनांक 16.11.2009

अन्तर कार्यालय टिप्पणी

विषय:- Deputation of Expert in the Field of Aerodrome Maintenance and Airport Emergency planning and Response for a period of six months to Seychelles under ITEC programme of this Ministry.

नागर विमानन मंत्रालय के पत्र संख्या AV.12028/01/2009-A दिनांक 03.11.2009 के उपरोक्त विषय पर भारतीय विमानपत्तन प्राधिकरण में कार्यरत अधिकारियों के लिए प्रतिनियुक्ति के आधार पर कार्य करने के लिए आवेदन मांगे गए हैं ।

इच्छुक अधिकारी अगर आवेदन करना चाहते हैं तो ई0एच0 अनुभाग में अपना BIO-DATA through proper channel भिजवा सकते हैं। सम्पूर्ण जानकारी के लिए AAI Website में देखी जा सकती है ।


(राजू दुरेहा)

संयुक्त महाप्रबंधक (कार्मिक)

सभी विभागाध्यक्ष
सूचना पट्ट

No.AV.12028/01/2009-A
Government of India
Ministry of Civil Aviation
["A" - Section]

" Block, Rajiv Gandhi Bhavan,
New Delhi - 110003
Date : 3rd November, 2009

To

1. Directorate General of Civil Aviation,
(Kind Attn.: Dr. Nasim Zaidi, DG)
Opposite Safdarjung Airport,
New Delhi - 110003.
2. Bureau of Civil Aviation Security
(Kind Attn.: Shri R.R.P.N. Sahi, COSCA)
Janpath
New Delhi
3. Airports Authority of India Limited
(Kind Attn.: Shri V.P. Agrawal, Chairman)
Rajiv Gandhi Bhavan
New Delhi.

Subject : Deputation of Expert in the field of Aerodrome Maintenance and Airport Emergency Planning and Response for a period of six months to Seychelles under ITEC programme of this Ministry.

Sir,

I am directed to forward herewith a copy of letter No.B.2311/20/2009 dated 27th October, 2009 received from Ministry of External Affairs on the above subject for your information and necessary action.

Yours faithfully,


(N. Radhakrishnan)
Under Secretary to the Government of India
Tel. 24629323
Fax : 24610375

Encl.: As above.

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GOVERNMENT OF INDIA
MINISTRY OF EXTERNAL AFFAIRS

017-21933
03/11/09

भारत सरकार
विदेश मंत्रालय, नई दिल्ली

No.B.2311/20/2009

October 27, 2009

New Delhi the _____ 200

No. Shri Prashant Sukul,
Joint Secretary,
Ministry of Civil Aviation,
Rajiv Gandhi Bhavan,
Safdarjung Airport,
New Delhi.

Subject: - Deputation of Expert in the field of Aerodrome
Maintenance and Airport Emergency Planning and Response
for a period of six months to Seychelles under
ITEC programme of this Ministry.

Sir,

I am directed to say that the High Commission of India,
Victoria (Mahe) has been approached by the Government of Seychelles
for deputation of an expert each in the field of **Aerodrome Maintenance**
and **Airport Emergency Planning and Response** for a period of six month
under Indian Technical & Economic Cooperation (ITEC) Programme of
this Ministry. Duly completed ITEC forms giving details of job
requirements, aims and objectives, experience and
educational/technical qualifications are enclosed.

2. The period of deputation will be six months from the date of
assumption of charge in the new assignment by the expert. During the
deputation period, the expert will be entitled to the following:

- Basic Pay, dearness allowance, interim relief, CCA,
HRA etc which he would have drawn in his post in
India but for the period of deputation,
- DA in US \$ per day as admissible to the
officer of his rank fixed by the Ministry of
External Affairs from time to time,
- To carry upto 100 kgs (as accompanied baggage)
inclusive of the free allowance given by air company
and inclusive of official records.
- Accommodation, medical facilities and local
transport for official purposes will be provided
by the receiving Government.

3. It is requested that a list of suitable officers in the desired
field may kindly be forwarded to this Ministry for consideration.

Yours sincerely,

(Chander Bhan)

Under Secretary (TC II)

PARTICULARS OF ITEC EXPERT

[For use of TC Division only]

This portion will be detached from the main ITEC Expert form and kept in the TC Division for record

{To be filled in by the officer responsible for the ITEC work in the High Commission/Embassy of India}

1. Name of the Host country: *Seychelles*
2. Name of Employer and field/area in which the Indian Expert's services are to be requisitioned: *Govt. of Seychelles - Aerodrome Maintenance*
3. Name/designation and official address including telephone number of the Head of office where Expert will work: *Seychelles Civil Aviation Authority, General Manager, Seychelles International Airport, Victoria*
4. Actual place of deployment, address and telephone number *(Tel: +248-384012/13)*
5. Duration of the deputation period: *Six months*
6. Remarks/observations of the HOM/HOP: *Recorded - [Signature]*

Note: Indian Missions must satisfy themselves, before forwarding the forms that:

I. Three copies of the form are sent to concerned officer in MEA (TC Division);

II. The form does not lack any information and is accompanied by details and documentation of the project. Since Ministry has to assign priority and take final decision on the proposal based on these details, it is essential to provide data on statistical/technological plans, staff requirements, expansion programme and printed documentation for consideration of the Ministry;

III. The host Government should be apprised of the obligatory terms of deputation and its commitment to afford requisite facilities to the Expert are reflected in Part III of the form;

IV. Every request is forwarded in separate form as each proposal is to be processed in individual personal file;

V. The host Government gives complete details of Expert's duties and qualifications required, since selection of suitable Expert will be based on the details in Column 1, 2 & 3 of Part II only;

VI. Incomplete forms will be returned to the Mission since it is not possible to initiate selection procedure without complete details.

Date: *22.6.09*
Station: *Victoria*

Signature and Seal of the
Officer in charge of ITEC work in the Mission

Name:

cc. Chakrapani

Telephone Numbers { *+248-610306*
{Residence: *+248-610312*

(क. चक्रपाणि)
(K. CHAKRAPANI)
असि (पोस्ट)/Asst. (PS)
भारत का हाई कमिश्नर
High Commission of India
विक्टोरिया (सेयशेल)
Victoria (Seychelles)

ITEC EXPERT FORM

TC DIVISION
MINISTRY OF EXTERNAL AFFAIRS
GOVERNMENT OF INDIA

Proposal for deputation of an expert from India under the Indian technical and economic cooperation (ITEC) programme

Name of the host country : SEYCHELLES

Designation of the proposed : AERODROME MAINTENANCE

Exact period of deputation: : SIX MONTHS

PART-I

{Please attach separate sheet(s) if space is not enough in these columns.}

1. Description of the project. (Please attach detailed documentation containing statistics, place in cultural/economic/political milieu, present status and future plans)

The Seychelles International Airport was opened in the early 1970s. Throughout the almost 40 years of operations several expansion and enhancement projects have been implemented both to modernize facilities and to cope with ever increasing demand. These facilities require a high level of maintenance.

The Airport Management Division which is the division within the SCAA responsible for Aerodrome Maintenance has limitations in human capabilities in that particular area of responsibility. There is therefore a necessity to outsource expertise to assist in boosting up the present capabilities.

The plan is that the expert will assist in identifying weaknesses and setting up the right framework, legal and administrative for the necessary resource to be in place for the ongoing process of aerodrome maintenance.

2. Aims and objectives to be achieved through the proposed deputation of the Expert.

- **Develop the Aerodrome Maintenance Program for the Seychelles International Airport and Praslin Domestic Airport.**
- **Provide training and guidance for capacity building**
- **Assist our airports to fully meet the ICAO requirements**
- **Formulate long term plan for Aerodrome Maintenance**
- **Assist in formulating major projects related to aerodrome maintenance**

3. Description of under-study, counterpart staff who will be attached with the Expert on the said project.

The project will be under the oversight of the General Manager Airport Management. An officer will be designated to shadow the expert. There will also be a few officers who will be called to work closely to the expert.

Actual place of deployment, address and telephone number.

Seychelles International Airport, P.O Box 181, Mahe, Seychelles.

+248 - 384012 | 13

PART - II

Specifications for the Post

[Please attach separate sheet(s), if spare is not enough in these columns]

1. Duties of the Expert (Job description):

- **Provide training and guidance to develop HR capacity in the areas of Aerodrome Maintenance**

- **Conduct a thorough assessment of present aerodrome facilities and provide feedback and recommendations pertaining to aerodrome maintenance**
- **Assist in re-organizing the Aerodrome Maintenance Section**
- **Assist in putting in place an efficient Aerodrome Maintenance programme**
- **Assist in identifying the various needs relating to Aerodrome Maintenance**

2. Experience and Educational/Technical Qualifications required:

- **At least 10 years experience in the field of aerodrome maintenance.**
- **Engineering background**
- **Project Management experience**
- **Knowledge in construction industry**
- **Instructional skills**
- **Strong leadership skills**
- **Computer skills**
- **Very good presentation skills**

3. Description of Specialisation/type of material, equipment and machinery etc. with which Expert is expected to be familiar.

Pavements, structures, machinery, specialized equipment, construction materials

PART - III

Undertaking to be given by the Host Government

The Host Government hereby undertakes:

1. To provide furnished accommodation suitable for the Expert and members of his family;
2. To pay subsistence allowance to the Expert while on internal tour away from Headquarters;
3. To incur expenditure on internal travel or provide transport to the Expert on official tour/duty;
4. To grant leave to the Expert as admissible;
5. To extend free hospital and medical treatment to the Expert and members of his family;
6. To exempt the Expert and members of his family from payment of customs duty on their personal effects when imported on first arrival within reasonable period;
7. To exempt the Expert from paying income-tax;
8. To indemnify the Expert in respect of damages suffered/awarded against him for actions performed in the course of official duty; and

9. If extension of deputation period by any time exceeding three months were sought by the host Government, the cost of terminal passage transportation of baggage, Children Holiday Passage (restricted to two children) and return Home Leave Fares of expert and entitled members of his family would be borne by the host Government.

ANNA DURUP
GENERAL MANAGER
HUMAN RESOURCES AND ADMIN.



PART - IV

CERTIFICATE TO BE GIVEN BY THE MISSION

1. That the ITEC Expert form has been personally scrutinized by the officer-in-charge of ITEC work in consultation with HOM.
2. That the Form is complete [in triplicate] in respect of answers to all questions and is accompanied by adequate documentation and details of the project for which the Expert is required.
3. That the deputation of the Expert is required for the exact period of ___ years. The period of deputation has been discussed with the host Government who consider it adequate and no further extension would be necessary.
4. That a note has been attached containing details of exact location of the place of Expert's deployment, its distance from the capital city, climate conditions, requirement of dress and clothing, medium of instructions and level of educational facilities available for Expert's children, hospital and medical facilities available, details of type of food items available locally and to be brought from India currently, its exchange rate, mode of payment to the Expert, and remittance facility to India.
5. That the host Government has been apprised of the terms and conditions, and have agreed to provide the requisite facilities to the Expert as per Part III of the form.
6. That the host Government will provide stenographic/typing assistance to the Expert, where required.
7. That a note on assessment on host Government's requirement of Expert's political, commercial, trade and technological and bilateral benefits that will result from Expert's deputation is attached. (This note should be countersigned by HOM).
8. That the proposed deputation does/does not form part of Joint Commission meeting held on _____ / agreement signed on _____.

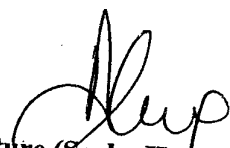
**Signature and seal of the
Officer-in-charge of ITEC
Work in the Mission:**

Telephone number - Office: +248-610306

Residence: +248-610312

K. Chakrapani
(के. चक्रपाणि)
(K. CHAKRAPANI)
जयपुरी (सियोल) / Antioche (FG)
नगरपालिका (सियोल) कम्प्लेक्स
High Commission of India
विक्टोरिया (सियोल)
Victoria (Seychelles)

Remarks/Recommendations of HOM/HOP.



Signature (Seal - HOM/HOP)
(Asit Kumar Nag)
High Commissioner of India
Victoria (Seychelles)