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Air HQ
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Dte Pers
Dhaka Cantt

BAA

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03 Apr 12

UN MSN/DEPUTATION ABROAD POLICY : BAF AIRMEN, MODC (AIR) AND CIV PERS

Refs:

- A. Air HQ/17239/Mng/Vol-4/43A dt 12 Sep 07.
- B. Air HQ/17239/Mng/Vol-4/21A dt 23 May 06.

1. **Introduction.** Every yr a good no of BAF airmen/MODC (Air)/civ pers are being depl in UN msn/deputation abroad. The accurate and timely selection of airmen, MODC(Air) and civ pers are very important and sensitive both from svc and indl pt of view. To accomplish this task a comprehensive policy is reqd. This ltr outlines the selection procedure of airmen/MODC (Air)/civ pers for depl to UN msn/deputation abroad.

2. Selection of BAF airmen and MODC (Air) for UN msn/deputation abroad will be done as per the criteria/procedure enumerated below.

a. General Criteria for Airmen and MODC (Air)

(1) Airmen and MODC (Air) having disciplinary entries in the conduct sheet concerning insubordination (under AF Act Sec 37 and 40), disobedience {under AF Act Sec 41, 42 and 42(e)}, desertion (under AF Act Sec 38), offences under AF Act Sec 43,44,46,52 and 66(e)(even if any of the above offences is framed under any other relevant Sec of AF Act) and for offences of moral turpitude {here, moral turpitude incl sexual exploitation and abuses (SEA), financial misappropriation, illegal gratification etc} will not be considered for UN msn/deputation abroad for the pd mentioned below:

Ser No	Type of Disciplinary Entries on the Grounds Mentioned Above	For the period
(a)	Letter of Displeasure	01 yr
(b)	Black Ink Entry	02 yr
(c)	Red Ink Entry	03 yr
(d)	Punishment awarded through DCM/GCM	04 yr

However, the severity of the charges brought against the indl would be reviewed for reconsideration in every occasion of selection at the appropriate level.

(2) Pers not having minimum one yr and three yrs plus svc from the dt of depl for UN msn and deputation abroad respectively will not be considered for selection.

(3) Pers under disposal of any BOI/SOE/CM will not be called for interview/selection, if there is any strong evidence that he is likely to be blamed for the offences mentioned in para 2a (1) or for which he might be inflicted with severe punishment.

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- (4) Application for more than one job title is not permissible. But where criteria for job title is similar for a trade, there pers shall be called in order irrespective of their application subj to fulfilling other conditions.
- (5) Must have reqd med fitness.
- (6) The experience for different job shall be reckoned up to the last dt of fwd application to BAF RO (as per RO ltr).
3. Trade wise selection criteria of BAF airmen/MODC(Air) pers depl in UN msn with Aviation Unit and Air Field Services Unit, MONUSCO are shown as anx 'A' and anx 'B' to this ltr respectively.

Selection Criteria for Airmen

4. While selecting an airman for UN msn/deputation abroad the fol criteria will also be considered in addition to general criteria mentioned in para 2.a above:

a. Last 5 yr (for Cpl and below 3 yr) minimum avg score of ACR:

Need to be corrected
(1) For Sgt and above - 39 and above. 36.11

(2) For Cpl and LAC (Adv passed) - 38 and above. 17.59

b. Airmen depl abroad for deputation/On Site Proj Dev/ To Oversee the Overhauling or any duties other than course for a pd of 06 months or more will be ineligible for selection. However, for second and subsequent times, airmen may be detailed if there is no suitable candidate for such duties in the trade or all of them have done such duties earlier.

c. Airmen depl for Course/Trg abroad in connection with an ac/eqpt will not be sent for UN msn/deputation abroad after completion of the course within the period as mentioned below:

Ser No	Duration of Course/Trg	Within the period
(1)	From 03 months to 06 months	01 yr
(2)	06 months and above	02 yr

However, on return from Course/Trg abroad for above mentioned duration an airman will serve at particular type of ac/eqpt on which he received Course/Trg for minimum 01 yr.

d. MTO/MTOF must have at least MT cat 'C'

e. Airmen who are 'RTU/failed' from 'S' trades (other than med grp and professional course) will be ineligible.

f. Airmen may be selected with imm ne lower rank. In this regard an undertaking cert is to be furnished by the concerned pers to BAF RO.

g. Reqr qual and experience as specified by UN auth are to be considered as addl criteria for selection of JCO Staff Offr (SO).

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BAF RO will ask Bases/Units to fwd the names of eligible candidates as per anx "C" to this ltr. BAF RO will prepare a consolidated list and fwd to Air HQ (Dte Pers) as per proforma att as anx "D" to this ltr according to sr and at the ratio as shown against the fol trades :

a.	Sec Asst(GD)	1:6
b.	Sec Asst(Accts)	1:6
c.	Sup Asst/Log Asst	1:6
d.	MTO/MTOF	1:6
e.	Any trade for the post where com skill and driving is compulsory	1:6
f.	Rest of the trades	1:3 (for 01 vac) 1:2 (for more than 01 vac)

6. After conducting reqr tests (Com, Driving, etc) as applicable for Sec Asst (GD), Sec Asst (A), **Sup Asst/Log Asst**, Pro and **MTO/MTOF** trades, only 03 x names of qual airmen against one vac and for more than one vac 02 X names of qual airmen will be called for interview or placed to 'Overseas Depl Selection Board' basing on sr. Test on com will be of 100 mk where 50 mk will be in theory & 50 mk in practical and 50% mk will be considered as qual for both. Test of different veh will be conducted for **MTO/MTOF**/other trades as per policy. The result of com test and MT dvr test shall be considered as qual/not qual and the result of qual pers both in com and MT dvr test will remain valid for six months from the date of test.

7. An 'Overseas Depl Selection Board' consisting of fol members under the chairmanship of ACAS (A) will be assembled at Air HQ for the selection of Airmen and MODC(Air):

a.	D Pers	:	Member
b.	DAI	:	Member
c.	Spl Director	:	Member
d.	OC RO	:	Member
e.	Contingent/Unit Cdr	:	Member (for the selection of particular contingent/unit pers only)
f.	Any other member (if reqr)	:	Member
g.	DDP (P&D/Mng)	:	Secy

8. Dte Pers will make the final merit list as per proforma att as anx 'F' to this ltr, adding and deducting the pt mentioned in para-10 a & b.

9. In addition for selecting JCO Staff Offr (SO) an interview board consisting of fol members under the chairmanship of ACAS (A) will be assembled at Air HQ :

a.	D Pers	:	Member
b.	DAI	:	Member
c.	Spl Director (if reqr)	:	Member
d.	Any other member (if reqr)	:	Member
e.	DDP (P&D/Mng)	:	Secy

10. The board will assess the airmen on the qualities mentioned in the proforma att as anx 'E' to this ltr. Dte Pers will make the final merit list and place before the Interview Board as per proforma att as anx 'F' to this ltr, adding and deducting the fol pt as applicable:

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a. Pt to be added.

- (1) Score of written/practical exam (if applicable).
(2) 50% score of last 5 yr (for Cpl & below 3 yr) avg ACR.
(3) Mk obtained in the career courses (Basic, Adv & ST and PET for aircrew) are to be brought to a scale of 100 and 25% of it's avg mk to be added.
(4) Avg mk obtained (out of 25) in the interview board only for selection of JCO Staff Offr (as per proforma as anx 'E').
(5) 2 pt for MT Cat 'A' and 1 pt for MT Cat 'B' for MTO/MTOFs only.
(6) 3 pt for each svc yr... For each subsequent month pt @ 0.250 will be added. Svc of 15 days and more will be considered as one month. ✓
(7) 3 pt for COAS commendation cert and 1 pt for each subsequent commendation cert.
(8) 0.5 pt for each ltr of apprc but max 1 pt will be added.
(9) 1 pt for those who are left with less than 2 yr svc.
(10) After cal of final result, if it is seen that the difference between the two pers is within 1 mk, then the sr pers will be given preference for selection (only entry sr). This preference will be applicable only for selection in UN msn/deputation abroad.
- DBP, BUP etc / Best of them
Only be added
one/*

b. Pt to be deducted

- (1) 4 pt for each red ink entry during last five yr.
(2) 2 pt for each black ink entry during last five yr.
(3) 1 pt for each ltr of displeasure during last five yr.
(4) 2 pt will be deducted for an accident within last 3 yr if the indl MTO/MTOF is found to be blamed. But indl should not be penalized twice when he is having an entry in his sheet roll for the same accident.
- Committed by Gen/Gen*

Selection Criteria for MODC (Air)

11. While selecting MODC(Air) pers for UN msn the fol criteria will also be considered in addition to general criteria mentioned in para 2.a above:

a. Last 5 yr minimum avg score of ACR:

<i>Needs to be corrected</i>	(1) For L/Cpl (MODC) & below	: 18 and above
	(2) For Cpl (MODC)	: 33 and above
	(3) For Sgt (MODC) & above	: 39 and above

b. MODC (Air) depr abroad for any duties earlier for a pd of 06 months or more in his svc career will be ineligible for selection.

12. BAF RO will ask Bases/Units to fwd the names of eligible candidates as per anx "C" of this ltr. BAF RO will fwd the list of eligible MODC (Air) pers to Air HQ (Dte Pers) as per proforma as anx "G", according to sr and at the ratio of 1:3 for one vac and for more than one vac at the ratio of 1:2.

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3. Dte Pers will make the final merit list and place it before the board as per proforma att as anx 'H' to this ltr, adding and deducting the fol pt as applicable:

a. Pt to be added

- (1) Score of written/practical test (if applicable).
(2) 50% score of last 5 yr avg ACR
(3) Mk obtained in the career courses is to be brought to a scale of 100 and 25% of the avg mk to be added.
See para 10(b)
(4) 3 pt for each svc yr. For each subsequent month pt @ 0.250 will be added. Svc of 15 days and more will be considered as one month.
(5) 3 pt for COAS commendation cert and 1 pt for each subsequent commendation cert.
(6) 0.5 pt for each ltr of apprc but max 1 pt will be added.
(7) 1 pt for those who are left with less than 2 yr svc.
(8) After cal of final result, if it is seen that the difference between the two pers is within 1 mk, then the sr pers will be given preference for selection (only entry sr). This preference will be applicable only for selection in UN msn.

b. Pt to be deducted

- Commend*
(1) 4 pt for each red ink entry during the last five yr.
(2) 2 pt for each black ink entry during the last five yr
(3) 1 pt for each Ltr of Displeasure during last five yr.

14. Selection of civ emp for UN msn will be done as per the criteria/procedure enumerated below:

a. General Criteria for BAF Civ Emp

- (1) Must not have any major punishment during svc career as per Civilian Employees in Defence Services (Classification, Control and Appeal) Rules, 1961. (AFO 40-3).
(2) Must not have any punishment concerning moral turpitude, financial embezzlement, theft, accepting bribe, leave without pay for total 60 days or more and misuse/willful loss/damage of svc property.
(3) Must not have any police criminal records/not under suspension.
(4) Pers under disposal of any BOI will not be called for interview/selection, if there is any strong evidence that he is likely to be blamed for the offences mentioned in para-14, sub para- a (2) or for which he might be inflicted with severe punishment.
(5) Application for more than one job title is not permissible. But where the criteria for job title is similar for a trade, civ pers shall be called in order of sr irrespective of their application subj to fulfilling other conditions.

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(6) The experience for different job title shall be reckoned up to the of fwd application to Air HQ (Dte Pers) as per the ltr issued by DDP (Civ).

(7) Age should be below 52 (fifty two) yr for MTD and 50 (fifty) yr for others on the last dt of fwd applications to Air HQ (Dte Pers) as per the ltr issued by DDP (Civ).

(8) Must have reqd med fitness.

(9) Must have completed minimum 8 (eight) yr of svc.

(10) Practical test to be taken for Laundryman.

Selection Criteria for BAF Civ Emp

15. Criteria for selection of civ emp for UN msn will be as fol:

a. Last 5 (five) yr avg ACR 60 (sixty) & above for Non-Tech and 30 (thirty) & above for Tech gp (except Class-IV emp).

b. A civ emp depl abroad for any duties earlier for a pd of 06 (six) months or more will be ineligible for selection.

c. MTD must have at least MT cat C.

d. MTD for the vac of ambulance driver and veh operator should have minimum 01 (one) yr and 700 KMs continuous practical driving experience on common user veh with minimum current MT cat C. They are to qual practical dvr test on common user veh before the interview/selection board.

e. MTD for the vac of maint sp flt should have minimum 09 (nine) months and 70 (seventy) hours continuous practical driving experience on spl veh (Refuelier, Towing Tractor, Fork lifter, Crash Tender etc) with minimum current MT cat C and veh before the interview/selection board.

f. 'Cook' should have at least 3 (three) yr practical experience within last 5 (five) yr in any Mess (Offrs' Mess/Sgts' Mess/Airmen Mess/MODC Mess/Trainees Mess/Cadets' Mess/Rects' Mess) or any auth Govt Offr's Qtr (entitled) or any perm estb mess auth locally (i.e. MODC mess of Air House).

Or,

Total 10 (ten) yr practical experience (experience in auth canteens are acceptable) and current 01 (one) yr in the above-mentioned mess/qtr.

g. 'Mess Waiter' should have at least 3 (three) yr practical experience within last 5 (five) yr in any Mess (Offrs' Mess/Sgts' Mess/Cadets' Mess or any auth Govt Offr's Qtr).

Or,

Total 10 (ten) yr practical experience (experience in auth canteens are acceptable) and current 01 (one) yr in the above-mentioned mess/qtr or COAS sect.

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h. 'Washer Up' should have at least 2 (two) yr practical experience within last 5 (five) yr in any Mess (Offrs' Mess/Sgts' Mess/Airmen Mess/MODC Mess/Trainees Mess/Cadets' Mess/Rects' Mess) or perm estb mess auth locally or Govt Offr's Qtr.

Or,

Total 10 (ten) yr practical experience (experience in auth canteens are acceptable) and current 01 (one) yr in the above-mentioned mess/qtr or COAS sect.

j. 'Barber' should have at least 2 (two) yr practical experience in any base/unit of BAF.

16. DDP (Civ) will ask bases/units to fwd the names of eligible candidates as per proforma att as anx J to this ltr. On receipt of the same, DDP(civ) will prepare a consolidated list as per proforma att as anx K to this ltr at the ratio 1: 3 for one vac and for more than one vac at the ratio of 1:2 except MTD. For MTD, the ratio will be 1:6 and test on different veh will be conducted as per policy. Finally 3 X names of ellgible pers for one vac and for more than one vac at the ratio of 1:2 will be placed before 'Overseas Depl Selection Board' based on sr. The result of MT dvr test shall be considered as qual/not qual and MT dvr test will remain valid for six months from the date of test.

17. An 'Overseas Depl Selection Board' consisting of fol members under the chairmanship of ACAS (A) will be assembled at Air HQ for the selection of BAF Civ Class-III emp:

a.	D Pers	:	Member
b.	DAI	:	Member
c.	Spl Director	:	Member
d.	Contingent/Unit Cdr	:	Member (for the selection of particular contingent/unit pers only)
e.	Any other member (if reqd)	:	Member
f.	DDP(Civ)/ADP(Civ)	:	Secy

18. DDP (Civ) will make the final merit list and place before the Overseas Depl Selection Board as per proforma att as anx L to this ltr, adding and deducting the pt mentioned in para 20 (a & b).

19. An interview board consisting of fol members under the chairmanship of D Pers will be assembled at Air HQ for the selection of Civ Class-IV emp:

a.	DDP (P&D/Mng)	:	Member
b.	Rep of DAI	:	Member
c.	Rep of Spl dte	:	Member
d.	Any other member (if reqd)	:	Member
e.	DDP (Civ)/ADP (Civ)	:	Secy

20. The board will assess the eligible pers on the qualities mentioned in the proforma att as anx M to this ltr. DDP (Civ) will make the final merit list as per proforma att as anx N to this ltr after adding and deducting the fol pt as applicable:

a. Pt to be added.

- (1) 1½ pt for each svc yr. For each subsequent month pt @ 0.125 will be added. Svc of 15 days and more will be considered as one month.
- (2) Score of written/practical test (if applicable).
- (3) 50% score of last 5 (five) yrs avg ACR (if applicable).

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- (4) Average mk obtained (out of 25) in the interview board for selected Class-IV emp (as per proforma as anx M).
- (5) 3 (three) pt for COAS commendation cert and 1 (one) pt for each subsequent commendation cert.
- (6) 0.5 pt for each Ltr of Apprc but max 1 (one) pt will be added.
- (7) After cal of final result, if it is observed that the difference between the two pers is within 1 pt, then the sr pers will be given preference for selection (not applicable for the same batch). This preference will be applicable for selection in UN msn.

b. Pt to be deducted

- (1) 2 pt for each minor penalty during last 05 (five) yr of svc.
- (2) 1 pt for each Ltr of Wng during last 05 (five) yr of svc.
- (3) 2 pt for an accident within last 3 (three) yrs if the indl MTD is found to be blamed. But indl should not be penalized twice when he is having an entry in his svc book for the same accident..

21. The COAS reserves the discretion of sending an indl in the vac of MTO/MTOF/MTD and Class-IV emp for each msn.

22. This supersedes Air HQ/17239/Mng/Vol-4/55A dt 03 Apr 08, Air HQ/17239/Mng/Vol-4/65A dt 31 Mar 09, Air HQ/17239/Mng/Vol-04/69A dt 03 Aug 09, Air HQ/17239/Mng/Vol-4/72A dt 27 Sep 09 and Air HQ/17239/Mng/Vol-5/4A dt 30 May 10.

Encl: As stated

Distr:

Extl:

Act:

BAF BSR

BAF KTL

BAF MTR

BAF PKP

BAF ZHR

BAF CXB

BAF RO

Internal:

Act:

Dte Plans

Air HQ (U) - Req to intimate all concerned incl the Unit/Sqn under your admin con/sp.
DDP Civ


MAJ AL-AMEEN TALUKDER
Gp Capt
For ACAS (A)


Req to intimate all concerned incl the Unit/Sqn under your admin con/sp.