

Government of India
Ministry of External Affairs
Technical Cooperation Division

DEPUTATION OF EXPERT FROM INDIA UNDER THE
INDIAN TECHNICAL AND ECONOMIC COOPERATION (ITEC)
PROGRAMME

APPLICATION FORM

Name of the host country		
Designation of the proposed Expert		
Period of deputation	From	To
	dd/mm/yy	dd/mm/yy

Part – I
TO BE FILLED BY HOST GOVERNMENT

1	Description of the project.¹		
2	Aims and objectives to be achieved through the proposed deputation of the Expert		
3	Description of staff to be attached with the Expert on the project.		
4	Place of deployment, address and telephone number.	Place	
		Address	
		Telephone:	
		Fax :	
		Email :	

¹ (Please attach separate sheets if space is not enough; also attach detailed documentation (including statistics) regarding present status and future plans.)

Part – II

SPECIFICATIONS FOR THE POST²

5	Duties of the Expert (Job description)	
6	Educational/Technical Qualifications required	
7	Work Experience required	
8	Field of Specialization – (Type of material, equipment and machinery etc. with which the Expert is expected to be familiar)	

² [Please attach separate sheet(s), if space is not enough in these columns]

Part – III

UNDERTAKING TO BE GIVEN BY THE HOST GOVERNMENT

The Host Government hereby undertakes:

- To provide furnished accommodation suitable for the Expert and members of his family;
- To pay subsistence allowance to the Expert while on internal tour away from Headquarters;
- To incur expenditure on internal travel or provide transport to the Expert on official tour/duty;
- To grant leave to the Expert as admissible;
- To extend free hospital and medical treatment to the Expert and members of his family;
- 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;
- To exempt the Expert from paying income-tax;
- To indemnify the Expert in respect of damages suffered/awarded against him for actions performed in the course of official duty; and
- If extension of deputation period by any time exceeding three months was 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.

Date :
Place :

Authorized Signatory
Seal

Part – IV

CERTIFICATE TO BE GIVEN BY THE INDIAN MISSION

1. The ITEC Expert form has been personally scrutinized by the officer-in-charge of ITEC work in consultation with HOM.
2. The Form is complete [in triplicate] in respect of answers to all questions and is accompanied by required documentation and details of the project for which the Expert is required.
3. The deputation of the Expert is required for the exact period of days/months/years. The period of deputation has been discussed with the host Government which considers it adequate and no extension would be necessary.
4. 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, level of educational facilities available for Expert's children (including medium of instructions), hospital and medical facilities available, availability of food items locally and to be brought from India, currency and its exchange rate, mode of payment to the Expert and remittance facility to India.
5. 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. The host Government will provide secretarial assistance to the Expert, where required.
7. A note on assessment of expected benefits to the host Government.
8. The proposed deputation does/does not form part of Joint Commission meeting held on _____ / agreement signed on _____.

**Signature and Seal of
Officer-in-charge of ITEC
in the Mission
Telephone No :
(Off.)
(Res.)**

**Remarks/Recommendations
of HOM/HOP.**

Date :

**Signature
(Seal – HOM/HOP)**

DEPUTATION OF INDIAN EXPERT ABROAD – GUIDELINES FOR SUBMISSION OF FORM

- ❖ The Form, in triplicate, are required to be submitted to Technical Cooperation Division of Ministry of External Affairs, New Delhi.
- ❖ All the columns in the Form are required to be filled in and signed by the Authorized Signatory with seal, wherever required, and submitted with necessary documentations. Incomplete Form will not be entertained.
- ❖ Each request for deputation of expert is required to be submitted in separate Form.
- ❖ The host Government is required to furnish in detail the “Specifications for the Post’ in Part-II of the Form and also specify the period of deputation.
- ❖ The Indian Mission is required to apprise the host Government about the terms and conditions of the deputation of Expert.