

ISRO HEADQUARTERS

Personal

MINI MEMO

IMMEDIATE

To:

Chairman, ISRO

- ① Chairman may pl. see the vacancies announced by IMMARSAT. Flag A, B show the positions ^{for} which I could suit. June/Sept 80 appear too early. Last date of Application (to go to Delhi) is 1 May 1980.
- ② Since the situation is complex, may I request Chairman's advice. Rajou P. discuss
Raja

FROM :

DATE :

28/4/80

28/4

MOST IMMEDIATE

No. X 13011/6/80-CC
Government of India (Bharat Sarkar)
Ministry of Communications (Sanchar Mantralaya)

Sanchar Bhavan, 20 Ashoka Road,
New Delhi-110001.

OFFICE MEMORANDUM

Subject:- Vacancies in the Directorate of International
Maritime Satellite Organisation (INMARSAT).

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The undersigned is directed to forward herewith a copy of a letter from the Director General, International Maritime Satellite Organisation, London, together with its enclosures, asking for suitable candidatures for the following posts in the INMARSAT Directorate:-

1. Rapporteur, Administration & Finance Division (No. 80/11)
2. Technical Staff (Communications), Technical & Operations Division (Nos. ~~18~~ 80/18-21)
3. Technical Staff (Operations Planning), Technical & Operations Division (No. 80/22&23).

It is requested that the posts may please be circulated and nominations of suitable candidates, if any, with full particulars, in duplicate, forwarded to this Ministry, immediately and in any case not later than 1st May, 1980. Applications received after that date will not be considered.

R.R. Mand
(R.R. Mand)
Desk Officer
Tel. 380849.

- To
1. The Director General, Overseas Communications Service, Bombay.
 2. The Director General, P&T Deptt., STG-I Section, New Delhi.
 3. The WPC Wing, Min. of Communications, New Delhi.
 4. The Chairman-cum-Managing Director, H.T.Ltd., Madras.
 5. The Chairman-cum-Managing Director, I.T.I Ltd., Bangalore
 6. The Deptt. of Atomic Energy, Bombay.
 7. The Deptt. of Space, New Delhi.
 8. The Deptt. of Electronics, Vigyan Bhavan Annex, New Delhi.
 9. The Min. of Tourism and Civil Aviation, New Delhi.
 10. The Secretary, Indian Telecom. Service Association, Room No. 1203, Sanchar Bhavan, 20 Ashoka Road, New Delhi.

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Scientific Deptt. Office

Recd	7184
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INTERNATIONAL MARITIME SATELLITE ORGANISATION.

21 March, 1980

Mr. T. Kora,
Min. of Communications,
Govt. of India,
Sanchar Bhavan,
New Delhi.

India

Dear Mr. Kora,

Further to my earlier ~~letter~~ ^{letter} sending vacancy notice No.'s 80/1-10, I now have pleasure in enclosing further vacancy notices for the following posts:-

Vacancy
Notice No.

80/11 Rapporteur, Administration & Finance Division.

80/18-21 Technical Staff (Communications) Technical &
Operations Division.

80/22-23 Technical Staff (Operations Planning), Technical
and Operations Division.

In accordance with the provisions of Staff Regulations, the Notices are being sent to all Parties and Signatories and are being advertised outside the Organisation.

I would be grateful if you would kindly bring these Notices to the attention of any persons who may be interested.

2 copies of our personal history form are also enclosed. More copies will be sent if required but the form may be reproduced if you wish.

Sd/-
Olof Lundberg,
Director General.

INTERNATIONAL MARITIME SATELLITE ORGANISATION

VACANCY NO: 80/11.

POST: Rapporteur,
Administration & Finance Division.

DUTY STATION: London, England.

GRADE AND SALARY RANGE: P 3/P4. The range for the starting salary will be £ 9,342 to £ 17,000 free of tax. The actual grade and starting salary will depend on the qualifications and experience of the candidate selected and whether he or she is recruited locally or internationally.

NATURE OF APPOINTMENT: Regular contract.

PROBATIONARY PERIOD: One Year.

PRINCIPAL DUTIES: Under the supervision of the Conference and General Services Manager:

- to act as rapporteur at all meetings of the Assembly and Council of the Organisation and the Advisory Committees on Technical and Operational matters and on Finance and Market Planning, and at other meetings.
- drafting background papers and briefs for such meetings; attending meeting and taking written records of all deliberations and decisions; preparing draft summary records, reports and communiqués; editing papers produced by the Directorate or participants; preparation of final reports and records after the meetings.
- acting as Secretary to the Council in place of the Conference & General Services Manager, and acting as Secretary to other meetings when required; providing information on rules of procedure.
- performing other functions relating to the servicing and conduct of meetings and undertaking conference or general service tasks of any other kind which may be required between meetings.

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MINIMUM QUALIFICATIONS
& EXPERIENCE:

- Wide experience and proven ability in acting as rapporteur at meetings and conferences of an international organisation familiarly with the conduct and servicing of international conferences.

- Familiarity with national and inter-governmental activities in the field of telecommunications or the aerospace of electronics industries.

- Excellent command of the English language.

COMMENCEMENT OF
DUTIES.

As soon as possible.

APPLICATIONS:

Applications, addressed to the Director General should be made on INMARSAT Personal History forms, obtainable from the Inmarsat Dte., and should be sent under confidential cover to:

Director of Adm. & Finance Division,
INMARSAT,
Market Towers,
1, Nine Elms Lane,
LONDON - S.W. 8 & N.Q

Closing Date:

Applications should reach the Directorate by 15 May 1980.

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VACANCIES NO'S: 80/18-21 (3 to 4 Positions)

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POST:

Technical Staff (Communications)
Technical & Operations Division.

DUTY STATION:

London, England.

GRADE AND SALARY RANGE: P3/P5

The range for the starting salary will be £ 9,342 - £ 20,000 free of tax. The actual grade and starting salary will depend on the qualifications and experience of each candidate selected and whether he or she is recruited locally or internationally.

NATURE OF APPOINTMENT: Regular Contract.

PROBATIONARY PERIOD: One Year.

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PRIMARY FUNCTION: INMARSAT is a new international organisation established for the purpose of improving maritime communications by the use of Satellites, and which will operate on a commercial basis.

3 or 4 Engineers are required with various combinations of skills relating to the principal duties set out below. Engineers with some of these skills are encouraged to apply. From these applications a selection will be made to assemble a small team having all required skills.

This team will have a broad range of responsibilities in the communications area and its members will have scope for initiative and innovation. The team will report directly to the Director of the Technical & Operations Division.

PRINCIPAL DUTIES:

a) Communications Link Analysis.

Analysis will be required to predict the link performance using practical values of performance parameters for all system elements, for each type of transmission offered.

b) Interference Analysis.

Calculation of the interference levels in the INMARSAT system caused by signals from adjacent satellite systems and interference levels in other systems caused by INMARSAT signals will be required both for the initial establishment of INMARSAT service and subsequently when any new communications satellite system requires orbit locations near INMARSAT in the three ocean regions.

c) Intersystem Coordination.

Coordination with other agencies on intersystem interference will be a key element in obtaining satisfactory maritime communications over the coverage areas of interest of INMARSAT. Negotiating skills as well as knowledge of communications hardware design will play an important role in this effort.

d) Earth Station Engineering.

The knowledge of earth station design and performance characteristics will be required for both Coast Earth Stations and Ship Earth Stations. An engineer with these skills will participate in developing specifications for earth station standards, acceptance criteria, system access controls, and system operation plans.

e) Network Control Planning.

The planning of network control for the demand access features of the INMARSAT System will require abilities in communications and automated switching systems. Early preparation of specifications for equipments of this type is contemplated.

f) Space Segment Communications.

The knowledge of the design and performance characteristics of space segment communications equipment will be required as an input to space segment lease contract negotiations, intersystem coordination, operations planning and evaluation of systems performance. This knowledge must include fixed service as well as maritime communication systems.

MINIMUM
QUALIFICATIONS
AND EXPERIENCE.

- University Degree or equivalent in one or more of the above areas of competence.

- Five to ten years experience in several of the above areas.

- Excellent command of the English language.

ADDITIONAL
DESIRABLE
QUALIFICATIONS:

- Post Graduate degree or equivalent research experience.

- Familiarity with the telecommunications industry and satellite communications.

COMMENCE OF
DUTIES:

- Positions 80/18 and 80/19 from June, 1980-

- Positions 80/20 and 80/21 from September, 1980.

APPLICATIONS:

Applications addressed to the Director General should be made on INMARSAT Personal History forms, obtainable from the INMARSAT Dte., and should be sent under confidential cover to:-

Director of Admn. & Finance Division,
INMARSAT,
Market Towers,
1, Nine Elms Lane,
London S.W. 8 5 N.Q.

CLOSING DATE:

Applications for positions 80/18 and 80/19 should reach the Dte. by 20th April, 1980 and for positions 80/20 and 80/21 by 30 June 1980.

VACANCIES NO'S: 80/22 and 80/23 (1 or 2 positions)

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POST: Technical Staff (Operations Planning
Technical & Operations Division.

DUTY STATION: London, England.

GRADE AND
SALARY RANGE: P3/P5
The range for the starting salary will be £ 9,342 - 20,000 free of tax. The actual grade and starting salary will depend on the qualifications and experience of each candidate selected and whether he or she is recruited locally or internationally.

NATURE OF
APPOINTMENT: Regular Contract.

PROBATIONARY PERIOD: One Year.

PRIMARY FUNCTION: INMARSAT is a new international organisation established for the purpose of improving maritime communications by the use of satellites, and which will operate on a commercial basis.

Officers filling these posts will be primarily responsible for planning of operations of INMARSAT's first operational systems. They will report directly to the Director of the Technical & Operations Division and will be part of a small team with scope for individual initiative and innovation.

PRINCIPAL DUTIES: Operations Planning.

Planning for the operational techniques necessary for a three ocean region maritime communications system will be required at an early date. The ability to develop the overall system concept, define the various operating elements and plan the operational interconnects will be necessary to identify the total content of the INMARSAT system. Estimates of manpower for each element will be required. Evaluation of the alternative methods for operation, i.e. by using INMARSAT staff or contracting out will, be required.

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MINIMUM
QUALIFICATIONS
AND EXPERIENCE:

- University Degree or equivalent in the above areas of competence.
- Five to ten years of experience in the operations of Satellite Communications systems and/or International Telecommunications networks.
- Excellent command of the English language.

COMMENCEMENT OF DUTIES:

- Position 80/22 from June, 1980.
- Position 80/23 from September, 1980.

APPLICATIONS

Applications, addressed to the Director General should be made on INMARSAT Personal History forms, obtainable from the INMARSAT Directorate, and should be sent under confidential cover to:

Director of Administration & Finance
Division, INMARSAT,
Market Towers,
1, Nine Elms Lane,
London.

CLOSING DATE:

Applications for position 80/22 should reach the Directorate by 20 April, 1980 and for position 80/23 by 30 June 1980.

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SUMMARY OF CERTAIN CONDITIONS (IN ADDITION TO SALARY)
APPLICABLE TO STAFF IN THE INMARSAT DIRECTORATE

Cost of Living Adjustment.

Consideration is being given to the possibility of adjustments to salary being made to take into account cost of living movements in the light of any changes in the United Kingdom retail price index.

Travel & related expenses

The costs of travel on appointment and separation for a staff member on a regular contract and his eligible dependents will be paid, together with the cost of removal of the staff member's personal and household effects.

Installation Grant

For staff members not already residing in or near London, a grant will be made at daily rates of UN per diems for 30 days after arrival plus one half of such rate for a spouse and one quarter for each child.

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Housing

A staff member who is not residing in or near London at the time of appointment may be given housing assistance, on certain conditions and subject to limits, for the purchase of accommodation, by way of a loan or subsidised interest. A rent allowance may also be paid to such a staff member for up to one year after commencement of duties or until purchase of accommodation, whichever is earlier, though not whilst the installation grant is being paid.

Education Allowance.

For a staff member who is regarded as an international recruit an allowance of 75% of the costs of attendance of children at schools or universities will be paid under certain conditions, subject to a maximum reimbursement of £ 300 per child per year. Boarding costs are not reimbursable.

Health Insurance & Compensation for illness and accident attributable to service.

Arrangements may be made to offer all staff members the benefit of a private health insurance scheme (possibly on a contributory basis). Compensation will be paid for illness and accident attributable to service at rates to be fixed.

Leave

- Annual leave

30 working days per year on full salary for staff in the professional and higher grades and 25 working days per year for other staff.

- Sick leave & maternity leave.

Sick leave and maternity leave will be given on full salary for periods to be prescribed.

- Home leave

A staff member who is regarded as an international recruit will be entitled, once in every two years to visit, with his eligible dependents the place of his recognized home at the expense of IIMARSAT.

Pension Fund

Staff members on Regular Contracts will become participants in IIMARSAT's staff retirement pension fund involving contribution by the staff member of 6½ per cent of his pensionable (gross) remuneration, with the Organisation contributing approximately 13 per cent.

Note: These conditions are provisional only and may be modified prior to definitive adoption by the Organisation.