

Q/PF/575/42/2019
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 04th August, 2021

Advertisement for Engagement of a Consultant in Policy Planning and Research (PP&R) Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **01 (One)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Position	:	Consultant in the Ministry of External Affairs Headquarters, New Delhi.
2.	Period of Consultancy	:	Initially for 01 (one) year The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Nature of Duties	:	<ul style="list-style-type: none">• The Consultant will be required to work as International Relations Communication Expert in Policy Planning and Research Division of the Ministry.• Their duties will entail preparation of briefs, publicity outputs, and generate content for specific geographical or thematic areas relevant to foreign policy formulation, and providing knowledge based inputs for the same.• He/She will be required to attend important seminars and conferences relevant to the work of the Policy Planning and Research Division, and submit report on them.• Prepare speeches, statements, and preparation on specific foreign policy related issues.• The Consultant would be required to train the regular staff of the Ministry with a view to transferring knowledge and skills during the period of consultancy.• Any other responsibility given by the Head of the Division.

4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi. • Depending upon the precise nature of duties assigned to the consultant from time to time, he/she may be given office space within the premises of the Ministry of External Affairs or may be asked to work from their own premises and submit periodical reports to the Ministry.
5.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National. • Graduate from a recognized university in India or abroad. • Extra credit will be given for specialized domain knowledge/evidence of original thinking/experience of original thinking/evidence of content writing – speeches, presentations, reports/experience of work in a reputed university, publication, print and audio visual media house, Communication and Public Relations Agency, Think-Tank or Research Organization in the area of International Affairs. • Age should be between 40-55 years. • Evidence of wide ranging experience in Writing and Presentation skill.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience in the Ministry. • Knowledge of Foreign Languages. • Exposure to International Think Tank/University.
7.	Remuneration Entitlements	& :	<ul style="list-style-type: none"> • The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.10 lakh per annum and deduction of applicable taxes. • The consultancy fees shall be paid in Indian Rupees. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. • The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other available benefits available to the regular employees of the Ministry.

			<ul style="list-style-type: none"> • No HRA shall be admissible. • The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise during the term of engagement with this Ministry. • Paid leave of absence may be allowed to the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. • In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
8.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • The applicants should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise. • Documents/certificates in support of educational qualifications, experience etc. should be attached with the application. • References from past employers may be included.

		<ul style="list-style-type: none">• The envelope containing the applicants' details as mentioned above should be clearly labeled Application for the post of Consultant in PP&R Division of Ministry of External Affairs” and sent to: Under Secretary (PF/PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110011 <p>Note: Applications received through email will not be considered.</p> <ul style="list-style-type: none">• Ministry of External Affairs will review the applications and short list the candidates it considers suitable for interview. The short-listed candidates will be intimated by email.• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.• Applicants will have to make their own arrangements to reach the place of interview.• No TA/DA will be payable by the Ministry to Applicants for attending interview.• The final selection will be based on their performance at the interview.• The decision of the Government regarding selection of candidates will be final.
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The last date for receiving applications is **4th September 2021 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

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ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN PP&R DIVISION OF THE
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your passport
size photo here

1. Name of the Position :

1. Name :

2. Father's Name/Husband's Name :

3. Date of Birth :

4. Gender :

5. Educational Qualifications :

6. Mobile No. :

7. Email ID :

8. Address for Communication :

9. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

10. Details of courses/ training programs attended, if any:

11. Languages known:

12. Details of previous Consultancy, if any :

13. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet, if need be.

14. Remarks, if any :

(Signature of candidate)

Date: