

No. Q/PF/575/42/2019
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the February 27th, 2020

Advertisement for Consultant in PP&R Division

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up posts of Consultants [minimum 06 (six) in number] in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant in Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 02 (Two) years The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	:	<ul style="list-style-type: none">• The Selected consultants will be required to work as domain expert in the Policy Planning and Research Division of the Ministry• Their duties will entail regular monitoring of specific geographical or thematic areas relevant to foreign policy formulation, and providing knowledge-based inputs for the same.• They will be required to summarize and analyse published material in the area assigned to them, as it appears in media or academic journals.• They will also be required to attend important seminars and conferences relevant to the work of the Policy Planning & Research Division, and submit report on them.• From time to time, they may also be asked to undertake research on specific foreign policy related issue and draft documents.• The Consultants would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the period of Consultancy.

4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi • Depending on 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 periodic reports to the Ministry.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicants should be an Indian national. • Graduate from a recognised university in India or abroad. • Extra credit will be given for specialized domain knowledge/ evidence of original thinking/ experience of work in a reputed university, publication, think-tank or research organisation in the area of international affairs. • Writing/ presentation skills. • Age should be between 25-40 years.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience in this Ministry. • Knowledge of Foreign Languages • Exposure to international think tanks/ universities
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration package will be commensurate with the qualification, past experience and profile of the selected candidate subject to maximum of Rs.10 lakh per annum. • The employment will be strictly contractual, and will not confer any other benefits to the selected candidate. • In case the Consultant is required to travel domestically or abroad as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per- diem costs, at par with an Under Secretary level Officer in the Ministry. • The Consultant would be permitted to conduct independent research work for his/her or for any other organisation with prior permission of the Ministry. However, any publications by them would need a disclaimer disassociating the Government of India from any views or conclusions. • Those selected are required to enter into a contract with the Ministry in a prescribed format w.e.f. from

			the actual date of engagement as Consultant.
7.	How to apply	:	<ul style="list-style-type: none"> • Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I. • The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the post of Consultant in PP&R Division in Ministry of External Affairs" and addressed to: <p style="margin-left: 40px;">Shri S L Mallik Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, JLN Bhawan New Delhi 110 011.</p> <p>Note: Applications received through email will not be considered.</p> • The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise. • References from past employers may be included. • The application should include the contact details of the candidate, including residential address, email ID and land line and mobile numbers. • Ministry of External Affairs will review the applications, and will short list candidates it considers suitable. The short-listed candidates will be called for an interview in the Ministry. • The date, time and venue of the interview will be conveyed to the shortlisted candidates suitably. • Candidates will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the Ministry to attend the interview. • The final selection will be based on their performance at the interview and suitability for the post. • The decision of the Government on selection of candidates will be final.

The last date for receiving applications is **09th March 2020 (1700 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

8. Details of courses/ training programmes attended, if any:

9. Languages known :

10. Details of previous Consultancy, if any :

11. 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.

12. Remarks, if any :

(Signature of candidate)

Address:

Date: