

**No. Q/PF/575/30/2017**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the October 18, 2019**

**Advertisement for Consultant**

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

1.	Name of the Post	:	<b>Consultant in Ministry of External Affairs Headquarters, New Delhi</b>
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"><li>• The selected Consultants will be required to work in the centre of Contemporary China Studies (CCCS) in the Ministry.</li><li>• Their duties will entail regular monitoring of information relevant to foreign policy formulation, and providing knowledge-based inputs for the same.</li><li>• They will be required to summarize and analyse published material in the areas assigned to them, as it appears in media or academic journals.</li><li>• They will also be required to attend important seminars and conferences relevant to the work of Ministry, and submit reports on them.</li><li>• From time to time, they may also be asked to undertake research on specific foreign policy related issues.</li></ul>
4.	Job Location	:	Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhawan/FSI), New Delhi.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"><li>• The applicant should be an Indian National.</li><li>• Applicant must be a graduate or higher degree in Economics and/or International Relations.</li></ul>

6.	Desirable Criteria		<ul style="list-style-type: none"> <li>• Knowledge of Chinese language is not mandatory, but extra credit will be given for knowledge of Chinese language.</li> <li>• Previous experience of handling issues relating to International Relations.</li> <li>• Extra credit will be given for experience of work in a reputed university, publication, think-tank or research organisation in the area of foreign policy or international affairs.</li> </ul>
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• 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.</li> <li>• The employment will be strictly contractual, and will not confer any other benefits to the selected candidates.</li> <li>• In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will take care of their travel, accommodation and per-diem costs.</li> <li>• The Consultant would be permitted to conduct independent research work for themselves 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.</li> <li>• 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.</li> </ul>
9.	How to apply	:	<ul style="list-style-type: none"> <li>• Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labelled "<b>Application for the post of Consultant in Ministry of External Affairs in CCCS Division</b>" and addressed to:   <b>Shri S.L.Mallik</b>  <b>Under Secretary (PF/Admin)</b>  <b>Ministry of External Affairs</b>  <b>Room No. 4071, JNB</b>  <b>New Delhi 110 011</b> </li> </ul> <p><b>Note :- Application form received through e-mail will not be considered.</b></p> <ul style="list-style-type: none"> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• References from past employers may be included.</li> <li>• The applications should include the contact</li> </ul>

		<p>details of the candidate, including residential address, email ID and land line and mobile numbers.</p> <ul style="list-style-type: none"><li>• Ministry of External Affairs will review the applications, and will short list candidates it considers suitable. <b>The short-listed candidates will be called for an interview in the Ministry.</b></li><li>• The date, time and venue of the interview will be conveyed in the Interview call letter.</li><li>• Candidates will have to make their own arrangements to reach the place of interview.</li><li>• No TA/DA will be payable by the Ministry to attend the interview.</li><li>• The final selection will be based on their performance at the interview.</li><li>• The decision of the Government on selection of candidates will be final.</li></ul>
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The last date for receiving applications is **10 November, 2019**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

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passport size  
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**APPLICATION PROFORMA FOR THE POST OF CONSULTANT  
MINISTRY OF EXTERNAL AFFAIRS IN CCCS DIVISION, NEW DELHI**

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

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

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: