

No. Q/PF/575/25/2021
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 19th August, 2021

Advertisement for Consultant for Nalanda University (PP&R Division)

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up one (1) position of Consultant for Nalanda University (PP&R Division) in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant for Nalanda University (PP&R Division) 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. Unauthorised absence may lead to termination of the engagement.
3.	Nature of Duties	:	<ul style="list-style-type: none">• The Selected consultant will be required to work related to the Constitution of the Governing Board, selection of Chancellor and Vice-Chancellor.• Work related to MEA participation in the Governing Board, Finance Committee, Building and Works Committee.• Approvals and promulgation of legislation, delegated legislation of the University, including the Nalanda University Act, Statutes, Ordinances and Regulations.• Financial approvals, including Cabinet approval, for expenditure related to Nalanda University.• Inter-agency process relating to the University involving other Ministries and departments of the Government of India and Government of Bihar.• Matters related to Inter Governmental MOU on Nalanda University, Headquarters Agreement.• Parliament questions, laying of reports, Standing Committee recommendations.

			<ul style="list-style-type: none"> • RTI, complaints, etc. • Any other responsibilities assigned by the Head of Division.
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 have worked in the Ministry of External Affairs on a regular basis. • Applicants should have retired from Ministry of External Affairs at the level of Deputy Secretary/Under Secretary. • Experience in MEA headquarters in financial and/or administrative sections • Age should be less than 63 years.
6.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The consultancy fees shall be paid in Indian Rupees. The amount of remuneration so fixed shall remain unchanged for the term of contract. No increment and dearness allowance shall be allowed during the term of contract. • Deduction of mandatory taxes will be applicable. • 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 Travelling Allowance (TA)/ Daily Allowance (DA) as per normal rules applicable to any serving officer of an equivalent rank in the Ministry i.e. equivalent rank at the time of retirement.

