

## **Hiring of Consultant in XPD Division**

The Technical Evaluation Committee in the Ministry of External Affairs has evaluated the “technical bids” of the applicants applied for the post of Consultant in XPD Division in this Ministry, on November 7, 2017. The “financial bids” of the applicants will be opened on November 10, 2017 (Friday) at 1400 Hrs. in Room No. 143, A-Wing, First Floor, Ministry of External Affairs, Shastri Bhavan, New Delhi, in presence of the applicants. The final selection will be based on 70% weightage for the technical criteria, and 30% weightage for the financial bid, as per the provision under General Financial Rules, 2017. The remuneration for the Consultant will be calculated as last drawn salary – pension subject to the ceiling of Rs. 10,00,000/- per annum – taxes, which is the remuneration prescribed under the policy of engaging the Consultant by the Ministry of External Affairs, Government of India.

November 9, 2017

\*\*\*\*\*



## MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

### Invitation of Bids to engage the services of a Consultant for Public Diplomacy and Public Outreach Work

The External Publicity & Public Diplomacy (XPD) Division of the Ministry of External Affairs invites bids under “two bids system” from well qualified retired/retiring Government/PSU officials for appointment as Consultant on contract basis for helping XPD Division in MEA in handling Public Diplomacy and Public Outreach Work. The appointment will be for two years subject to the review of the first year performance.

2. The applicant is required to undertake the following tasks/activities, but not limited to:

(i) Liaise with prominent academic institutions in India for conducting MEA’s distinguished lecture series, and to initiate other public diplomacy activities to generate awareness about India’s Foreign Policy amongst the general public especially youth.

(ii) Special assignments related to publication of information material for events such as “World Hindi Conference”, “International Day of Yoga”, “Pravasi Bharatiya Divas”, etc.

(iii) Dealing with special publications/projects, and bringing out e-books on VVIP’s visits abroad.

(iv) Coordinating with Parliament & Coordination Division & MHA towards facilitation of participants for events like Jaipur Literature Festival, Hindustan Times Leadership Summit, and other literary events etc.

#### 3. Eligibility Criterion

- (i) A graduate in any stream from a recognized university..
- (ii) The applicant must have at least 3 years of experience in dealing with activities like educational exchange programmes for scholars and students; visitor programmes; language training; cultural events & exchanges; radio & television broadcasting, etc.
- (iii) Preference will be given to the people who have prior knowledge of work in similar fields in Para 2.
- (v) Applicants shall provide evidence to the Competent Authority in MEA about their capabilities and resourcefulness to carry out the scope of work effectively. They are required to submit the following documents:

- (a) CV along with testimonials;
- (b) Attested copies of certificates of academic qualification;
- (c) Samples of previous work;
- (d) Xerox copy of Aadhar/PAN card.

#### 4. Submission & Opening of Applications

Interested applicants may send their applications in the prescribed proforma (copy enclosed). They are also required to send their bids in two separate sealed envelopes. The first envelope marked as “Technical Bid” should contain details of the experience, and the second envelope marked as “Financial Bid” should indicate the lump sum fulltime consultancy charges acceptable to him/her. Both the envelopes should be kept inside another sealed cover marked as “Bid for Consultancy for External Publicity & Public Diplomacy Division in the Ministry of External Affairs” and sent by Speed Post/Hand to The Deputy Secretary (XPD), External Publicity & Public Diplomacy Division, Ministry of External Affairs, Room No. 148, A Wing, Shastri Bhawan, Dr. Rajendra Prasad Road, New Delhi. The deadline for receipt of the bids is **01.11.2017**, and the “technical bids” will be opened at **15:00 Hrs. on 03.11.2017**. Bids received after the deadline or received by e-mail/fax will be summarily rejected.

5. Technical bids are important for the purpose of evaluation. The financial bids of only those applicants will be taken into account whose technical bids meet the evaluation criterion.

6. Ministry of External Affairs reserves the right to reject one or all of the bids received in response to this invitation, and decision in this regard shall be final and binding upon all.

New Delhi  
26.10.2017

(Dr. Amit Telang)  
Deputy Secretary (XPD)  
External Publicity & Public Diplomacy Division  
Ministry of External Affairs  
Room No. 148, A Wing, Shastri Bhawan, New Delhi  
Tel: 23383316

**Ministry of External Affairs**  
**External Publicity and Public Diplomacy Division**  
\*\*\*\*\*

**PROFORMA OF APPLICATION**

Latest Passport size Photo to be affixed.

Name :

Nationality :

Whether any family member :  
holds foreign nationality, if  
yes, details thereof:

Address for correspondence :

Contact No. :

E-mail address :

Date of Birth :

Educational Qualification :  
(Starting from Matriculation  
onwards)

Sl. No.	Name of Board/ University/Institute	Examination passed	Year of passing	Division obtained with percentage	Subjects
---------	-------------------------------------	--------------------	-----------------	-----------------------------------	----------

Course presently pursuing, :  
the University/Institute and  
its duration

Projects undertaken, if any :

Details of Experience :

Why do you want to join XPD :  
Division (not exceeding 50  
Words)

I certify that the above information furnished by me is true to the best of my knowledge.

Place

Signature.....

Date

Name.....