

**NOTICE INVITING E-TENDER**

**Subject: ADVERTISEMENT FOR FACULTY AT FOREIGN SERVICE INSTITUTE,  
MINISTRY OF EXTERNAL AFFAIRS,  
BABA GANG NATH MARG, OLD JNU CAMPUS, NEW DELHI - 110067**

On behalf of the President of India, The Foreign Service Institute (FSI), Ministry of External Affairs invites **application in the prescribed proforma** for the post of faculty at Foreign Service Institute, Ministry of External Affairs, Baba Gang Nath Marg, Old JNU Campus, New Delhi-110067 as per details given in the tender documents.

Tender No. Q/FSI-Admn/578/04/2017-III		Dated: 12.01.2018
Important Dates		
Date of publishing	12.01.2018 (1000 hrs)	
Bid Document Download Start Date	12.01.2018 (1000 hrs)	
Clarification Start Date	13.01.2018 (1000 hrs)	
Clarification End Date	19.01.2018 (1700 hrs)	
Bid Submission Start Date	13.01.2018 (1000 hrs)	
Bid Submission End Date	12.03.2018 (1100 hrs)	
Date of Bid Opening	13.03.2018 (1500 hrs)	

2. Interested applicants may submit applications as per proforma at Annex I. The envelope should be clearly labelled "Application for the post of faculty at Foreign Service Institute" and addressed to Ms. Manisha Swami, Deputy Secretary (FSI), Foreign Service Institute, Ministry of External Affairs, Room No. 001, New Delhi - 110067.

3. The Competent Authority reserves the right to reject any or all the applications without assigning any reason and the decision of the competent authority of the Ministry shall be final and binding.



(Manisha Swami)  
Deputy Secretary (FSI)  
Tel: 26170248

मनीषा स्वामी/Manisha Swami  
उप सचिव (एफ एस आई) एवं डीडीओ  
Deputy Secretary (FSI) & DDO  
विदेश सेवा संस्थान/Foreign Service Institute  
विदेश मंत्रालय/Ministry of External Affairs  
नई दिल्ली/New Delhi

**Government of India  
Ministry of External Affairs  
Foreign Service Institute**

New Delhi, the 11<sup>th</sup> January, 2018

**Advertisement for faculty at Foreign Service Institute, New Delhi.**

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up faculty posts at Foreign Service Institute in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	Faculty at Foreign Service Institute, New Delhi
2.	Period of Contract	6 months to 2 years  The contract could be extended further depending on assessment of performance and mutual willingness. The contract can be terminated by either side at any time, by giving one month's notice.
3.	Nature of Duties	<ul style="list-style-type: none"><li>• Delivering lectures as part of the various training programmes at FSI.</li><li>• Developing and modifying training curriculum for various training programs at FSI.</li><li>• Preparation of policy and research papers.</li></ul>
4.	Job Location	Foreign Service Institute, New Delhi.
5.	Qualifications/ Essential Criteria	<ul style="list-style-type: none"><li>• Applicant should be an Indian national</li><li>• Applicants for the above positions must have Ph.D degree in International Relations/Political Science/History/Management/Economics/International Law or related fields from a recognised University.</li><li>• Applicant should have minimum 10 years of experience in teaching or conducting research.</li></ul>

6.	Desirable Criteria	<p>a) Previous experience of handling issues relating to International Cooperation/ Foreign Trade in Government of India.</p> <p>b) Knowledge of Foreign Languages, if any.</p> <p>c) Experience of work in a reputed university, publication, think-tank or research organisation in the area of foreign policy or international affairs.</p>
7.	Remuneration & Entitlements	<ul style="list-style-type: none"> <li>• The remuneration package will be commensurate with a Director level officer in the Government of India.</li> <li>• The employment will be strictly contractual, and will not confer any other benefits to the selected candidates.</li> <li>• In case the faculty are required to travel domestically the Ministry will take care of their travel, accommodation and per-diem costs, on par with a Director in the Ministry.</li> <li>• Selected candidate will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of appointment.</li> </ul>
8.	How to apply	<ul style="list-style-type: none"> <li>• Interested applicants may submit applications 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 faculty at Foreign Service Institute</b>" and addressed to: <p style="margin-left: 20px;"> <b>Ms. Manisha Swami</b>  <b>Deputy Secretary (FSI)</b>  <b>Foreign Service Institute</b>  <b>Ministry of External Affairs</b>  <b>Room No. 001, FSI</b>  <b>New Delhi 110 067</b>  <b>Tel.: 26170248</b>  <b>E-mail: usfsi@mea.gov.in</b> </p> </li> <li>• The application should include a detailed bio-</li> </ul>

		<p>data listing the educational qualifications of the candidate, areas of expertise, details of publications in peer reviewed journals (if any), any prior work experience, self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards).</p> <ul style="list-style-type: none"><li>• References from past employers may be included, but are not mandatory.</li><li>• The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.</li><li>• Ministry of External Affairs will review the applications and shortlist candidates. <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/intimation.</li><li>• Candidates will be required 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 decision of the Ministry of External Affairs, Government of India on selection of candidates will be final and no correspondence on this subject will be entertained.</li></ul>
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The last date for receiving applications is 12<sup>th</sup> March, 2018. 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.

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**APPLICATION PROFORMA FOR FACULTY**  
**MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your passport  
size photo here

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. Details of publication, if any :
10. Languages known :
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 :

(Signature of candidate)

Address:

Date: