

No. Q/PF/575/9/2015
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan, Janpath
New Delhi, the 29th June, 2015

Advertisement for Consultants

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

1.	Name of the Post	:	Consultants in Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially 03(three) 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. 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"><input type="checkbox"/> The selected Consultants will be required to work as International Relations Expert in the Policy Planning and Research Division of the Ministry.<input type="checkbox"/> 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.<input type="checkbox"/> They will be required to summarize and analyse published material in the areas assigned to them, as it appears in media or academic journals.<input type="checkbox"/> They will also be required to attend important seminars and conferences relevant to the work of the Policy Planning Division, and submit reports

			<p>on them.</p> <ul style="list-style-type: none"> <input type="checkbox"/> From time to time, they may also be asked to undertake historical research on specific foreign policy related issues.
4.	Job Location	:	<p>Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan/ Patiala House/ ISIL Building), New Delhi</p> <p>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.</p>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <input type="checkbox"/> Applicant should be Indian national <input type="checkbox"/> Applicants for the above positions must have an MPhil degree in International Relations from a recognised university in India or abroad. <input type="checkbox"/> Extra credit will be given for a Doctoral qualification, and for experience of work in a reputed university, publication, think-tank or research organisation in the area of foreign policy or international affairs.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <input type="checkbox"/> Previous experience of handling issues relating to International Cooperation/ Foreign Trade in GoI. <input type="checkbox"/> Knowledge of Foreign Languages, if any.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <input type="checkbox"/> The Consultant will be paid an all-inclusive mutually agreed upon monthly remuneration, depending on qualifications, past experience, and his/her performance in the interview. <input type="checkbox"/> The employment will be strictly contractual, and will not confer any other benefits to the selected

			<p>candidates.</p> <ul style="list-style-type: none"> <input type="checkbox"/> 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, on par with Group-A officers of the Ministry. <input type="checkbox"/> The Consultant would be permitted to conduct independent research work for themselves or for any other organisation, during their engagement with the Ministry. However, any publications by them would need a disclaimer disassociating the Government of India from any views or conclusions. <input type="checkbox"/> Those selected are required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of appointment as Consultant.
8.	How to apply	:	<ul style="list-style-type: none"> <input type="checkbox"/> Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma given in two separate envelopes - Annexure I and Annexure II. <input type="checkbox"/> Annexure I will give all details as mentioned therein, except the “Remuneration & Perks” expected per month from the MEA. <input type="checkbox"/> Annexure II will be submitted in a separate envelope which will only contain the personal particulars of the applicant as mentioned in the format and include Remuneration & Perk expected from the MEA. <input type="checkbox"/> The <u>two envelopes</u> containing the applicants’ details as mentioned above should be clearly labelled “Application for the post of Consultant in Policy Planning & Research Division, MEA” and addressed to:

Shri Sibi George
Joint Secretary (Administration)
Ministry of External Affairs
Room No. 149C, South Block
New Delhi 110 011

- The applications should include a detailed bio-data listing the educational qualifications of the candidate, their areas of expertise, details of publications in peer reviewed journals (if any,) and any prior work experience. Self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards) should be included.
- References from past employers may be included, but are not mandatory.
- The application should state the candidate's initial expectation of monthly remuneration.
- The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.
- Ministry of External Affairs will review the applications, and will shortlist 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 in the Interview call letter.
- 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 sealed cover containing the "remuneration & perks" expected will be opened in respect of only those applicants whose name is shortlisted and selected in the first round after

			<p>interview.</p> <ul style="list-style-type: none"><input type="checkbox"/> The final selection will be based on their performance at the interview and on the basis of the information provided on - Remuneration & Perks expected.<input type="checkbox"/> The decision of the Government on selection of candidates will be final.
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The last date for receiving applications is July 15, 2015. 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.

ANNEXURE-I

Paste your passport size photo here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

- Name :
- Date of Birth :
- Gender :
- Educational Qualifications:
- Mobile No. :
- Email ID :
- Details of employment in the 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

- Details of courses/ training programmes attended, if any:

- Details of publication, if any:
- Languages known :
- Details of previous Consultancy, if any:
- 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
:
- Remarks :

(Signature of candidate)

Address:

Date:

ANNEXURE-II

**(To be submitted separately in a sealed cover giving expected
remuneration & perks)**

Paste your passport size photo here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

- Name :
- Date of Birth :
- Gender :
- Educational Qualifications:
- Mobile No. :
- Email ID :
- Expected Remuneration & Perks:
- Remarks :

(Signature of candidate)

Address:

Date: