

No. Q/PF/575/71/2023
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, 15th December, 2023

Advertisement for engagement of Consultant for DPA-IV Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **02 (two)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Post	:	Consultant in DPA-IV Division of 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. Unauthorized absence may lead to termination of the engagement.
3.	Nature of Duties	:	<ul style="list-style-type: none">• Project Assessment and preparation of Detailed Project Report (DPR) on Cultural and Heritage Development projects such as excavations, restoration and preservation, museology related works, iconography survey etc.• Follow up work for execution of the projects which, inter-alia include budgeting, tendering, monitoring and coordination with different departments/agencies of Govt. of India, various territorial divisions of Ministry of External Affairs, Indian Missions/Posts abroad, International organisations etc.• Maintain documentation of completed and on-going projects as well as mapping the potential projects for identification of future projects and create a vision document, with a view to develop institutional memory.• To assist in making various logistical arrangements for High-level events and their follow-up works.• To undertake promotional and publicity related functions to publicize the works and projects through films, documentaries, social media campaign etc.

			<ul style="list-style-type: none"> • Training of regular staff with a view to transferring the knowledge and skills during the period of consultancy. • To Conceptualise and prepare projects for possible implementation abroad and pertaining to museology, exhibitions, curation, intangible heritage, natural heritage and any such related areas under which projects are being carried out by the Ministry of Culture. • To carry out necessary computer based designing, DTP and social media creatives pertaining to works carried out by MEA. • Any 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 / Sushma Swaraj Bhawan/Patala House/ISIL Building/Akbar Bhavan), New Delhi.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • The applicant should be an Indian National. • She/he should possess Post Graduate Degree/Post Graduate Diploma or above in Archaeology and/or Conservation or Museology or Engineering Degree in Civil/Structural Engineering/Architecture. • 10 years experience in heritage development projects such as excavations, restoration and preservation, museology related works, iconography survey. • Proven track record of designing/DTP/social media carried out as part of preceding 10 years of work experience (soft copies of work samples to be provided). • Age Criteria 35-60 years. • Applicant should possess fluency in English.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Prior experience in general project management or working as a Project Management Consultant. • Formal qualifications/certification pertaining to design/DTP/social media creative work. • Applicant should be computer savvy.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs. 8.40 lakh per annum and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. • The engagement will be strictly contractual and will not confer any other benefits to the selected

			<p>candidates.</p> <ul style="list-style-type: none"> • The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry. • No HRA shall be admissible. • The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise during the term of engagement with this Ministry. • Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made. • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, at par with Under Secretary in the Ministry. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.
8.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be

		<p>submitted to the Ministry through either of the following modes:</p> <ul style="list-style-type: none">• OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant in DPA-IV Division of Ministry of External Affairs”. This is to be sent to the following address. Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011• ONLINE MODE:- Through email with the subject clearly mentioned the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: aopfsec@mea.gov.in.• Ministry of External Affairs will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email.• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.• Applicants will have to make their own arrangements to reach the place of interview.• No TA/DA will be payable by the Ministry to Applicants for attending interview.• The final selection will be based on their performance at the interview.• The decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is **04th January, 2024 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE DPA-IV
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Father's Name/ Husband's Name :
4. Date of Birth :
5. Gender :
6. Educational Qualifications :
7. Mobile No. :
8. Email ID :
9. Address for Communication :
10. 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

11. Details of courses/ training programmes attended, if any:
12. Languages known :

13. Details of previous Consultancy, if any :

14. 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.

15. Remarks, if any :

(Signature of Candidate)

Date: