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**Ministry of External Affairs  
PSP Division, PMU Section**

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**Detailed Advertisement:**

The PSP Division, Ministry of External Affairs, New Delhi invites application from interested candidates on contractual basis (Full Time) for the following position:-

**1. Managers ( Sr. Consultant) – Field Assessment.**

**Number of Position: 1**

**Educational Qualification:** Master in Business Administration (MBA)/PGDM from a recognized Institution/University.

**The Candidate should have following key Skills:**

- Worked as a team leader
- Managed Large IT/ITES Projects, e-Governance Applications
- Project Monitoring
- Customer Service Operations
- Service Levels Review and Monitoring
- Good analytical and problem-solving approached
- Identify and resolve project issues
- Prepare project status reports

**Other Skills:**

- Leadership abilities
- Experience managing a large project
- Excellent organization skills
- Analytical, Goal-oriented work style

**Experience Required:** The candidate should have minimum 7 years of experience in overseeing the implementation of technology/tools utilized in the project/field with the aim of enhancing operational effectiveness. Identification of filed operational solutions that will improve productivity is also part of his responsibilities. She also oversees the implementation of best practices in the filed that are likely to make the overall productivity and better service delivery experience. The field assessment consultant builds long-term relationships with the field office personnel as well as other managers, including the operations manager. S/he creates and tracks the core metrics necessary to drive the advancement of field operational activities. Previous project management experience, particularly in filed operations, is essential. As a field assessment consultant should be able to use application/MIS in improving business processes.

**CTC:** Based of candidate's qualification, existing remuneration and overall experience, the CTC offered would be Rs. 11 Lakhs p.a.

**Other Conditions:**

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**Selection Procedure:-** Selection would be by way of short listing and Personal Interview to be held at Delhi on a suitable date(to be informed in due course) before the Selection Committee. The Ministry will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidate to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.

**How to Apply:**

- a. Duly filled in application (in English), as per the performa available on the Ministry's website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent, so as to reach the PMU(HR), PSP Division, Ministry of External Affairs, PMU, Patiala House Annexe, Tilak Marg-110001 and also share their signed and scanned application on email id [dpo.ops@mea.gov.in](mailto:dpo.ops@mea.gov.in); [dirpsp@mea.gov.in](mailto:dirpsp@mea.gov.in) within 21 days from the date of publication of this advertisement. The envelope containing the application should bear the superscription "Application for the post of 'Sr. Consultant-SLA Monitoring and ' Sr. Consultant-Field Assessment.'
- b. Applications should be accompanied by self-attested copies of relevant certificate(s)/documents, in support of proof of identity, address, age, educational qualification (educational certificates /mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photo copies/scanned copies of relevant certificate(s)/documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.

**Others:**

- i. Candidates, called for interview will not be paid any travelling expenses.
- ii. Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.

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- iii. Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.
  - iv. In case, it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is/are detected even after the appointment, his/her services will be liable to be terminated forthwith.
  - v. Decisions of the Ministry in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Ministry in this regard. Canvassing in any form will lead to disqualification of candidature.