

**Q/PF/575/17/2020**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 23<sup>th</sup> November, 2020**

**Advertisement for Engagement of Two Consultants in HADR Cell of Development Partnership**  
**Administration -II (DPA-II) 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:

**FOR THE POSITION: ADVISOR (DEVELOPMENT POLICY AND AID) IN MINISTRY OF EXTERNAL AFFAIRS**

1.	Period of Consultancy	:	Initially for <b>01 (one) year</b>  The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice.
2.	Nature of Duties	:	<ul style="list-style-type: none"><li>• The consultant will be required to provide policy and administrative support to DPA-II Division in its mandated work, with a particular focus on improving development partnerships with other countries, provision of HADR and other forms of international cooperation.</li><li>• The consultant will be required to provide outputs in the form of policy papers from time to time on specific topics in this domain.</li><li>• The Consultant will be required to liaise with other HA/DR organizations at the national and international level.</li></ul>
3.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"><li>• Applicant should be an Indian National.</li><li>• M.Phil/equivalent degree in economics/international development or developmental studies</li><li>• Minimum of 05 years of experience as a consultant/program manager in international-scale</li></ul>

			<p>organizations in the field of development cooperation.</p> <ul style="list-style-type: none"> <li>• Proven experience in publishing policy papers/briefs especially in HA/DR work.</li> <li>• Age should not be more than 45 years.</li> </ul>
4.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Experience of deployment in a foreign location would be desirable.</li> <li>• Experience in procurement/logistics.</li> </ul>
5.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• <b>The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.10 lakh per annum and deduction of applicable taxes.</b></li> <li>• Deduction of mandatory taxes will be applicable.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>• In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry.</li> <li>• The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.</li> </ul>

**FOR THE POSITION: CONSULTANT (AID DELIVERY) IN MINISTRY OF EXTERNAL AFFAIRS**

1.	Period of Consultancy	:	<p>Initially for <b>01 (one) year</b></p> <p>The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice.</p>
2.	Nature of Duties	:	<ul style="list-style-type: none"> <li>• The consultant would be required to provide hands-on supervision to all aid-delivery processes being executed by DPA-II, including coordination with implementing agencies, airport and customs agencies, courier and logistic companies, manufacturers and suppliers and other</li> </ul>

			<p>ministries.</p> <ul style="list-style-type: none"> <li>The consultant would be required to provide inputs for establishing SoPs/MoUs and other similar back-end arrangements to ensure the smooth delivery of aid.</li> </ul>
3.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> <li>Applicant should be an Indian National.</li> <li>PG Diploma in Materials management/MBA specialization in Material management or equivalent post-graduate degree level qualification.</li> </ul> <p style="text-align: center;"><b>OR</b></p> <p>In case of retired service personnel (US/DS level), work experience in entities like Army Purchase Organization/Master General Ordnance/AFMSD or equivalent in other services; career in logistic/procurement in PSE/Govt. Entities.</p> <ul style="list-style-type: none"> <li>In case of non-government personnel age should not be more than 45 years.</li> <li>In case of retired service personnel age should not be more than 63 years of age as on the last date of submission of application and should be in good health for discharging his/her official duties effectively.</li> </ul>
4.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>05 years of experience in logistics or procurement activity in any firm/PSU/govt. Enterprise/customs clearing houses.</li> </ul>
5.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li><b>For candidates from open market or from any retired service personnel of Short Service Commission, the remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.10 lakh per annum and deduction of applicable taxes.</b></li> <li><b>For retired service personnel, the remuneration would be as per GFR norms as applicable to retired Government servants.</b></li> <li>Deduction of mandatory taxes will be applicable.</li> <li>The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> </ul>

		<ul style="list-style-type: none"> <li>• In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry.</li> <li>• The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.</li> </ul>
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### COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Job Location	:	<b>Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.</b>
2.	How to apply	:	<ul style="list-style-type: none"> <li>• The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as <b>per proforma at Annexure I.</b></li> <li>• Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled <b>Application for the post of Consultant in HADR Cell of DPA-II Division of Ministry of External Affairs</b> and sent to:   <b>Under Secretary (PF/PG)</b>  <b>Ministry of External Affairs,</b>  <b>Room No. 4071, Jawaharlal Nehru Bhawan,</b>  <b>23-D, Janpath, New Delhi 110011</b> </li> </ul> <p><b>Note: Applications received through email will not be considered.</b></p> <ul style="list-style-type: none"> <li>• Ministry of External Affairs will review the applications and short list the candidates it considers suitable for interview. The short-listed candidates will be intimated by email.</li> <li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li> <li>• Applicants will have to make their own arrangements to reach the place of interview.</li> <li>• No TA/DA will be payable by the Ministry to Applicants</li> </ul>

			<p>for attending interview.</p> <ul style="list-style-type: none"><li>• The final selection will be based on their performance at the interview.</li><li>• The decision of the Government regarding selection of candidates will be final.</li></ul>
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The last date for receiving applications is **14<sup>th</sup> December 2020 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN HADR CELL OF DPA-II  
DIVISION OF THE  
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your  
passport size  
photo here

1. Name of the Position applied for :
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/ Organization	Post held	From	To	Emoluments	Nature of duties performed


11. Details of courses/ training programs attended, if any:

12. Languages known:

13. Details of previous Consultancy, if any :

14. Date of Retirement, Post and Department from which retired (if applicable):  
(Pl. attach a copy of Retirement Order and PPO)

15. 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.

16. Remarks, if any :

(Signature of candidate)

Date: