

**No. Q/PF/575/41/2023**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, 07<sup>th</sup> June, 2023**

**Advertisement for engagement of a Consultant for Cash Branch 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 **01 (one)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Post	:	<b>Consultant in Ministry of External Affairs Headquarters, New Delhi</b>
2.	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 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"><li>• Data entry from Pay Bill Registers in respect of all employees at headquarters.</li><li>• Compilation, verification and conversion of TDS data into RPU file software, online filing of income-tax returns (monthly return 24G and quarterly returns 24Q and 26Q) in respect of approximately 2500 Officers/Officials deployed at headquarters and six Missions/Posts abroad.</li><li>• Data entry, compilation, verification and conversion of TDS data into RPU file Online filing of quarterly TDS returns of about 400 non-salary payments.</li><li>• Correction of TDS data already uploaded. It involves – regular checking of Income-Tax website for errors, downloading justification reports released by Income-tax Department, registration of request for retrieval of the relevant file, uploading revised data on Income-tax website, tracking of acceptance/rejection of the correction.</li><li>• Data entry, compilation of data and online filing of Annexure II for each employee deployed at</li></ul>

			<p>headquarters and six Missions/Posts abroad, on the Income-tax website, in the fourth quarter of each financial year.</p> <ul style="list-style-type: none"> <li>• Downloading Form 16 (Part A and Part B) for salary payments and Form 16A in respect of non-salary payments, from Income-tax website, at the end of the financial year. Segregation of Forms 16A and 16B, designation-wise and sharing the same with the concerned Cash Branch.</li> <li>• Settling outstanding demands in respect of Income-tax.</li> <li>• Uploading monthly GST R7 return on GST portal in respect of payments to suppliers. Downloading GST Certificates from GST Portal.</li> <li>• Work related to allotment of TAN and AIN for newly opened Mission which includes liaison and follow-up with Income-tax authorities and PROTEAN (formerly NSDL).</li> <li>• Imparting on job training related to the above-mentioned work, to the designated officer/ official of the Ministry.</li> <li>• Any other work related to the above, as assigned by the concerned officer(s).</li> </ul>
4.	Job Location	:	<ul style="list-style-type: none"> <li>• Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Sushma Swaraj Bhawan/Patiala House/ISIL Building/Akbar Bhavan), New Delhi.</li> </ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <li>• The Applicant should be an Indian national.</li> <li>• Minimum educational qualification: Graduation</li> <li>• Minimum work experience: 5 years of work experience in the field of Income-tax and GST related work.</li> <li>• Preference will be given to individual with experience in similar job in Central Government's Ministry.</li> <li>• Candidate should be in the age group of 30-45 years as on the last date of submission of application.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Excellent proficiency in English and Hindi.</li> <li>• Proficient in MS office.</li> </ul>

7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of <b>Rs. 48,000/- per month</b> and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>• 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.</li> <li>• No HRA shall be admissible.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> <li>• 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.</li> </ul>
8.	How to apply	:	<ul style="list-style-type: none"> <li>• The applicants who fulfil the eligibility criteria may submit application indicating their interest in working</li> </ul>

		<p>for the Ministry of External Affairs as <b>per proforma at Annexure I.</b></p> <ul style="list-style-type: none"> <li>• Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labelled <b>“Application for the position of Consultant in Cash Branch of Ministry of External Affairs”</b> and sent to: <p style="text-align: center;"><b>Under Secretary (PF&amp;PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011</b></p> <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 for attending interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Government regarding selection of candidate will be final.</li> </ul> </li> </ul>
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The last date for receiving applications is **21<sup>st</sup> June, 2023 (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.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE CASH  
BRANCH 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: