

No. Q/PF/575/21/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 28th August, 2020

Advertisement for Engagement of a Consultant (Transport Engg.) in Development Partnership Administration-III (DPA-III) 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 **01 (one)** Consultant in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant (Transport Engineering) in DPA-III Division of Ministry of External Affairs
2.	Period of Consultancy	:	Initially for 02 (Two) years The contract could 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.
3.	Nature of Duties	:	The selected consultant will be required to work as Transport Engineering Consultant in the Ministry. The consultant shall act as single window for all building projects pertaining to DPA-III Division, MEA. Their duties will entail, but would not be limited to, the following: <ul style="list-style-type: none">• Advise/drafting/vetting related to tender documents, contract documents of infrastructure sectors such as Roads, Bridges, Railways etc.• Examination of specifications.• Drawing up feasibility reports and vetting of detailed project reports (DPR).• Drawing up tender documents.• Tender evaluation.• Technical aspects of project management.• Contract Management• Finalization of tenders including evaluation of bids,

			<ul style="list-style-type: none"> • Drafting of letters of Intent and purchase orders • To monitor implementation of infrastructure Civil Engineering projects of MEA in compliance with the tender parameters/DPR • Undertaking travel Domestic or abroad as deemed fit for fulfillment of duties of the consultant • From time to time, they may also be asked to undertake research on specific project issues. • The consultant would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the period of consultancy. • Any other responsibilities assigned by the Head of the Division.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/FSI), New Delhi • 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.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National • Applicants for the above position must have a Post Graduate engineering degree in Transport related fields from a recognized university in India or abroad. • Detailed knowledge of Transportation sector policy, advanced engineering and project management practices. • Age criteria 35-63 years. • Applicant should possess fluency in English. • Applicant should be computer savvy.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • 10 years of successful work experience in Transport infrastructure projects.

			<ul style="list-style-type: none"> • Previous experience in General Project Management or working as Project management Consultant in/for Government of India and familiarity with Government of India GFR/Manuals/Guidelines Experience in working with externally funded Projects.
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.10 lakh per annum and deduction of applicable taxes. • The employment will be strictly contractual and will not confer any other benefits to the selected candidate. • In case the Consultant is required to travel domestically or abroad as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per- diem costs, on par with Under Secretary in the Ministry. • The selected consultant is required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
8	How to apply	:	<ul style="list-style-type: none"> • Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I. • The envelope containing the applicants' details as mentioned above should be clearly labeled "Application for the post of Consultant (Transport Engineering) in DPA-III Division of Ministry of External Affairs" and addressed to: <p style="text-align: center;"> Shri S. L. Mallik Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, Jawaharlal Nehru Bhawan 23-D, Janpath, New Delhi-110 011. </p> <p>Note: Applications received through email will not be considered.</p> <ul style="list-style-type: none"> • The applications should include a detailed bio-data listing the educational qualifications of the candidate and 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

		<p>onwards) should be included.</p> <ul style="list-style-type: none">• References from past employers may be included, but are not mandatory.• The application should include the contact details of the candidate, including residential address, email ID and land line and mobile numbers.• Ministry of External Affairs will review the applications, and will short list 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 to the shortlisted candidates suitability.• 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 final selection will be based on their performance at the interview and suitability for the post.• The decision of the Government on selection of candidates will be final.
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The last date for receiving applications is **21st September 2020 (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 POST OF CONSULTANT (TRANSPORT ENGINEERING) IN DPA-III DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

Paste your
passport size
photo here

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. 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

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

9. Languages known:

10. Details of previous Consultancy, if any :

11. 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.

12. Remarks, if any :

(Signature of candidate)

Address:

Date: