

**Q/PF/575/14/2022**  
**Ministry of External Affairs**  
**(PF Section)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 14<sup>th</sup> October, 2024**

**Advertisement for Engagement of a Consultant in Multilateral Economic Relations**  
**(MER) Division of the Ministry of External Affairs (MEA)**

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 MER Division of the 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>• To assist Officers in MER Division in various issues related to Multilateral Economic Relations (Multilateral Groupings, Multilateral Development Banks, Multilateral Trading System, International Economic and Financial Situation, Intellectual Property Rights issues, North-South &amp; South-South Cooperation etc.)</li><li>• To regularly monitor information relevant to MER Division and provide knowledge-based inputs for the same.</li><li>• To carry out research in various aspects of issues handled by MER Division.</li><li>• To prepare briefs, reports, and generate content in areas related to MER Division and provide knowledge-based inputs for the same.</li><li>• To prepare Concepts Notes, Issue Notes, Presentations, Interventions, Position Papers, Speeches, Statements etc.</li><li>• To summarize and analyse published material relevant to multilateral economic relations.</li></ul>

			<ul style="list-style-type: none"> <li>• To attend meetings, seminars, events, etc. Relevant to the work of MER Division, and submit records as well as analytical reports on them.</li> <li>• To provide research assistance in inter-agency matters concerned with other Divisions of the Ministry and other Line Ministries.</li> <li>• To train the regular staff of the Ministry with a view to transferring knowledge and skills during the period of consultancy.</li> <li>• The duties will entail working across various time zones.</li> <li>• Any other responsibilities given by Head of Division from time to time.</li> </ul>
4.	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, SSB, Akbar Bhawan/SSIFS), New Delhi.
5.	Qualifications/ Essential Criteria		<ul style="list-style-type: none"> <li>• The Applicant should be an Indian national.</li> <li>• Applicant must possess Masters in Economic / Political Science / International Relations (with a specialization in Trade/ Economics / International Trade and Intellectual Property Rights-related matters).</li> <li>• Applicant must have strong written and spoken communications skills and presentation skills in English.</li> <li>• Extra credit will be given for specialized domain knowledge in Multilateral Development Banks /Multilateral Trading System / Intellectual Property Issues.</li> <li>• Applicant must be proficient in the use of computers (word, Excel, Power Point etc.)</li> <li>• Applicant should not be more than 40 years of age as on 01.09.2024. and should be of sound health.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• M. Phil./ Ph.D on related issue is desirable.</li> <li>• Experience in creation of Excel/CRM databases.</li> <li>• Previous experience in MEA.</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 Rs. 10 lakh per annum and deduction of applicable taxes. The amount of</li> </ul>

			<p>consultancy fee so fixed shall remain unchanged during the term of engagement.</p> <ul style="list-style-type: none"> <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 to 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, as per Ministry's guidelines.</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>
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 for the Ministry of External Affairs as per proforma at</li> </ul>

		<p style="text-align: center;"><b>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>• Applications along with supporting documents can be submitted to the Ministry through either of the following modes:</li><li>• OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant in MER Division of Ministry of External Affairs”. This is to be sent to the following address.</li></ul> <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> <ul style="list-style-type: none"><li>• ONLINE MODE:- Through email with the subject clearly mentioning 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: <a href="mailto:aopfsec@mea.gov.in">aopfsec@mea.gov.in</a>.</li><li>• Incomplete application and those received without supporting documents will be summarily rejected.</li><li>• Ministry of External Affairs will review the applications and shortlist the candidates for interview. The shortlisted 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 decision of the Government regarding selection of candidate will be final.</li></ul>
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The last date for receiving applications is **01<sup>st</sup> November, 2024**. 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 POSITION OF CONSULTANT FOR THE MER  
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. Gender :
4. Nationality :
5. Father's Name :
6. Marital Status :
7. Spouse's Name :
8. Date of Birth :
9. Educational Qualifications :

*(Please enclose supporting documents /  
certificates in respect of all the qualifications)*

10. Mobile No. :
11. Email ID :
12. Address for Communication :

13. Details of employment in chronological order, if applicable. *(Please enclose supporting documents, if space below is insufficient enclose a separate sheet)*

Department/ Institution/ Organisation	Position held	From	To	Emoluments	Nature of duties performed

14. Languages known :

15. Details of courses/ training programmes attended, if any: :

16. Details of previous Consultancy, if any :

17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a CV or separate sheet, if need be.

18. Remarks, if any :

(Signature of Candidate)

Date: