

No. Q/PF/575/52/2021
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 10th October, 2025

Advertisement for engagement of a Consultant for Rapid Response Cell (RRC) 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 (MEA), New Delhi, as per details given below:

1.	Advertisement no.	:	No. Q/PF/575/52/2021
2.	Name of the Position	:	Consultant in RRC Division.
3.	Period of Consultancy	:	01 (One) year. The contract can be extended further depending on assessment of performance, mutual willingness and 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.
4.	Nature of Duties	:	• Procurement of medicines & medical equipments. • Coordinate with territorial Divisions and analyse the received HADR requests. Assessing the indent of items requested in the form of assistance. • Advise on requirements regarding regulatory approvals for supply of medical equipments to beneficiary country. • Preparation of Generalized Technical specifications of Medical Devices, Medicines and other items to be donated by Government of India as Humanitarian Assistance & Disaster Relief. • Preparing of proposals for procurement, for approval of Competent Authority. • Formulation of tender documents for procurement and transportation of medicines and surgical items. • Float tender on GeM/Central Public Procurement (CPP) Portal. • Monitoring the process and complete execution of projects. • Coordination with concerned stakeholders viz other Ministries and HADR vendors and Liaison for statutory clearances and export of consignment at Export-Import Ports and duty free clearances at the host nation.

			• Post Contract management. • Coordinating HADR material being sent abroad viz (i) Essential items (Food, ration or packaged water, clothing, blankets, tents, sanitary items, daily use and other general items) and (ii) medical items (medicines, vaccines, medical consumables and medical equipment). • All day to day matters pertaining to above & any other responsibilities assigned by the Head of the Division.
5.	Job Location	:	• Ministry of External Affairs (South Block/Jawaharlal Nehru Bhawan/Sushma Swaraj Bhawan/Shastri Bhawan/Patiala House/ISIL Building/CCS Building), New Delhi.
6.	Qualifications/ Essential Criteria	:	• The applicant should only be an Indian national. • The applicant should have academic qualification of Masters' Degree in Pharmaceutical Sciences/Life Sciences with minimum 4-5 years' experience in dealing with procurement/distribution/management of medicines, medical equipment and other health related items in private/government set-ups. • The applicant should be in the age group of 23-55 years as on the last date of submission of application.
7.	Desirable Criteria	:	• The applicant is desired to have expertise in not only Pharmaceuticals but in procurement/management/distribution of medicine and other health related items related to the humanitarian assistance provided by Government of India to its partner countries, following different regulatory and drug safety standards.
8.	Remuneration & Entitlements	:	• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs. 12 lakh per annum and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidate. • 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. • No HRA shall be admissible. • 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 holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or

			otherwise in government or private sector or in any other organization of any kind during the term of engagement with this Ministry. • 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. • 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. • 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.
9.	How to apply	:	• 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 Annexure I. • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be submitted to the Ministry through either of the following modes: • OFFLINE MODE:- By registered post in an envelope labelled as "Application for the position of Consultant in RRC Division of Ministry of External Affairs". This is to be sent to the following address. Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011 • ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted along with Annexure I. The email is to be sent to the following email address: aopfsec@mea.gov.in • Ministry of External Affairs will review the applications

			and shortlist the candidates for interview / written test. The shortlisted candidates will be intimated by email. • Incomplete application and those received without supporting documents will be summarily rejected. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants. • Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the Ministry to Applicants for attending interview. • The decision of the Government regarding selection of candidate will be final.
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The **last date for receiving applications is 3rd November, 2025 (1730 Hrs)**. Applications received after the closing date and time 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 POSITION OF CONSULTANT FOR THE RRC
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Advertisement no. :
2. Name of the position :
3. Name :
4. Gender :
5. Nationality :
6. Father's Name :
7. Marital Status :
8. Spouse's Name :
9. Date of Birth :
10. Educational Qualifications :
*(Please enclose supporting documents /
certificates in respect of all the qualifications)*
11. Email ID :
12. Mobile No. :
13. Address for Communication :
14. 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

15. Languages known :

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

17. Details of previous Consultancy, if any :

18. 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.

19. Remarks, if any :

(Signature of Candidate)
Date: