

No. Q/PF/575/75/2024 -I
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan
New Delhi - 110011

Advertisement for engagement of 01 (One) Consultant for Overseas Employment & Protector General of Emigrants (OE&PGE) 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.	Name of the Postition	:	Consultant in OE&PGE Division of MEA.
2.	Period of Consultancy	:	Initially for 01 (One) year 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">• To analyse and advice on grievances of illegal recruiting agents on eMigrate portal.• To analyse and advice on complaints and issues of migrants.• To assist officials of the Division in preparation of Emigration Manual on various emigration related issues.• To generate content for social media outreach.• To coordinate with multiple stakeholders involved in overseas employment and migration such as Recruiting Agents, Protector of Emigrants, Ministry of Home Affairs, Ministry of Labour, Ministry of Skill Development and Entrepreneurship, State Governments etc.• To assist officials of the Division work related to coordination with the State Governments, MHA regarding unregistered, illegal, fake agents, cheating cases on Migrants.• Compilation of Data of EC & ECNR Category.• Any other task 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 / Sushma Swaraj Bhawan/Patiala House/ISIL Building/Akbar Bhawan), New Delhi.
5.	Qualifications/	:	<ul style="list-style-type: none">• The Applicant should only be an Indian national.

	Essential Criteria		<ul style="list-style-type: none"> • Applicant should have a Graduate Degree from a reputed recognized institution from India or abroad. • Applicant should be from the pool of retired GoI officials with a minimum Pay level of 11. • Proficiency in use of Computer (Word, Excel, Power point etc.) and well versed in English Written and Oral Communication. • Applicant should possess minimum of five (05) years of work experience in Government Ministries / Departments. • Applicant should not be more than 62 years as on the last date of submission of application .
6.	Desired Qualification	:	<ul style="list-style-type: none"> • Good working knowledge of dealing with public related matters and coordinating with other arms of Government. • Preference for experienced in working in Government Ministries / Departments.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration package will be as per prevailing GoI norms. 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 candidates. • 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 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. • 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

		<p>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.</p> <ul style="list-style-type: none"> • 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.
8.	How to apply :	<ul style="list-style-type: none"> • 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 OE & PGE 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. 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.

			<ul style="list-style-type: none">• 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 **1st April, 2025 (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 POSITION OF CONSULTANT FOR THE OE&PGE
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. Relevant documents related to retirement from Government Service (PPO etc.):
19. Remarks, if any :

(Signature of Candidate)
Date: