

Q/PF/575/19/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 09th December, 2020

Advertisement for Engagement of Consultants in Centre of Contemporary China Studies
(CCCS) 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 **09 (Nine)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant (Economic)

Number of positions: 02 (two)

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Applicant should be an Indian National.• Applicant must have a graduate or higher degree in Economics.• Age should not be more than 40 years.
2.	Desirable Criteria	:	<ul style="list-style-type: none">• Previous work experience of handling issues relating to economics, especially related to China.• Knowledge of Chinese language is not mandatory, but extra credit may be given for working or higher knowledge of Chinese language.• Relevant publications/writings in reputed journals/periodicals.

Name of the Position: Consultant (Chinese Language)

Number of positions: 03 (three)

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Applicant should be an Indian National.• Applicant must have a graduate or higher degree in any field with an advanced translation level knowledge of Chinese language (preferably HSK6 equivalent or above).• Age should not be more than 40 years.
2.	Desirable Criteria	:	<ul style="list-style-type: none">• Extra credit may be given if the candidate has a background in or work experience in handling foreign policy/international relations related work.• Relevant publications/writings in reputed journals/periodicals.

Name of the Position: Consultant (International Relations)

Number of positions: 04 (four)

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Applicant should be an Indian National.• Applicant must have a graduate or higher degree in International Relations or similar field.• Age should not be more than 40 years.
2.	Desirable Criteria	:	<ul style="list-style-type: none">• Previous work experience of handling issues relating to International relations and Foreign Policy, especially related to China.• Previous work experience in a reputed university, publication, think-tank or research organization in the area of foreign policy, international affairs or China

			<p>related issues.</p> <ul style="list-style-type: none"> • Knowledge of Chinese language is not mandatory, but extra credit may be given for working or higher knowledge of Chinese language. • Relevant publications/writings in reputed journals/periodicals.
--	--	--	--

COMMON CRITERIA FOR ALL THE POSITIONS

1.	Period of Consultancy	:	<p>Initially for 02 (two) years</p> <p>The contract can 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.</p>
2.	Job Location	:	<p>Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.</p>
3.	Nature of Duties	:	<ul style="list-style-type: none"> • The selected Consultants will be required to work in the Centre of Contemporary China Studies (CCCS) in the Ministry. • Their duties will entail regular monitoring of information relevant to foreign policy formulation, and providing knowledge-based inputs for the same. • They will be required to summarize and analyze published material in the areas assigned to them, as it appears in media or academic journals. • They will be required to undertake translation projects of news reports and other material. • They will also be required to attend important seminars, meetings and conferences relevant to the work of Ministry, and submit reports on them. • From time to time, they may also be asked to undertake research on specific foreign policy related

			issues.
4.	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. • Deduction of mandatory taxes will be applicable. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. • In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • 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.
5..	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • The envelope containing the applicants' details as mentioned above should be clearly labeled Application for the post of Consultant in CCCS Division of Ministry of External Affairs" and sent to: Under Secretary (PF/PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110011 <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.

		<ul style="list-style-type: none">• References from past employers may be included.• The applications 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 short list the candidates it considers suitable for interview. The short-listed candidates will be intimated by email.• 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 final selection will be based on their performance at the interview.• The decision of the Government regarding selection of candidates will be final.
--	--	--

The last date for receiving applications is **29th December 2020 (1730 hrs)**. 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.

* * * * *

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN CCCS DIVISION
OF THE
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your
passport size
photo here

1. Name of the Position applied for :

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/ Organization	Post held	From	To	Emoluments	Nature of duties performed

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

12. Languages known with level of proficiency:

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: