

No. Q/PF/575/01/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the January 9, 2020

Advertisement for Consultant

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of a Consultant in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant(Communication) in Ministry of External Affairs, Headquarters, New Delhi
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. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	:	The selected Candidate will be required to work as Consultant in the Ministry and assist the PP&R Division as per the allotted tasks. The broad nature of duties would include communications and analysis pertaining to digital/social media as well as print and visual media, analysing and creating content for the same, preparing topical reports, liaising with publications and media outlets. The incumbent should work independently under the supervision of AS (PP&R).
4.	Job Location	:	Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi.

5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • The applicant should possess Post Graduate degree/Post Graduate diploma or above in any discipline. • He/She should be within the age-limit of 30-45 years. • He/She should have a prior experience of minimum 5 years work. • Experience in the communications field including social and digital media. • Applicant must also be computer savvy. • Applicant should possess fluency in English and Hindi.
6.	Remuneration &Entitlements	:	<ul style="list-style-type: none"> • The remuneration would be Rs. 8,40,000/- per annum. • 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 travel, accommodation and per-diem costs. • The selected candidate 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.
7.	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 labelled “Application for the post of Consultant (Communication) in PP&R Division of the Ministry of External Affairs ” and addressed to: Shri S. L. Mallik Under Secretary (PF/Admin) Ministry of External Affairs Room No. 4085, Jawaharlal Nehru Bhawan 23-D, Janpath, New Delhi 110 011 • The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise. • References from past employers may be included. • The applications should include the contact details

			<p>of the candidate, including residential address, email ID and land line and mobile numbers.</p> <ul style="list-style-type: none">• 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.• It may be noted that interviews for the shortlisted candidates would take place on <u>24 January 2020</u> in the Ministry of External Affairs, New Delhi. Further details to the shortlisted candidates will be conveyed on <u>23 January 2020</u>.• 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.• The decision of the Government on selection of candidates will be final.
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The last date for receiving applications is **22 January 2020 by 1700 hrs**. Applications received after the closing date/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.

Interested candidates may note that the selected candidate would be required to join duty **immediately**.

Paste your passport size photo here

**APPLICATION PROFORMA FOR THE POST OF
CONSULTANT(COMMUNICATION) IN THE
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

- Name :
- Date of Birth :
- Gender :
- Educational Qualifications:
- Mobile No. (mandatory) :
- Email ID (mandatory):
- Details of employment/work experience 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

