

Q/PF/575/54/2019
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 12th March, 2021

Advertisement for Engagement of Consultants for Indo-Pacific (IP) 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 **02 (Two)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant (ASEAN)

Number of positions: 01 (one)

1.	Nature of Duties	:	The Consultant will be required to perform the following duties: <ul style="list-style-type: none">• ASEAN related projects. ASEAN & EAS related events and activities and follow-up thereof; including conferences, seminars, workshops and other events hosted in India.• Work related to MGC (Mekong Ganga Cooperation), CLMV projects.• Matters relating to ASEAN India Fund (AIF), ASEAN India Science & Technology Development Fund, ASEAN India Green Fund.• ACMECS and AEPC related activities.• Budget and Financial matters of the Division.• Any other responsibilities given by the Head of the Division.
----	------------------	---	--

Name of the Position: Consultant (IORA)

Number of positions: 01 (one)

1.	Nature of Duties	:	<p>The Consultant will be required to perform the following duties:</p> <ul style="list-style-type: none">• Coordination for Indian Initiative under IORA (Indian Ocean Rim Association), IOC & IOTC.• Implementation of activities under IORA Special Fund.• IORA Training programmes, IORA events, activities & projects, follow up thereof.• Background research work related to IORA,IOC etc. as required from time to time.• ASEM, MGC events and activities and follow up.• To assist in making various logistical arrangements of High-level events and their follow up works including settlements of bills.• To assist in the work relating to new initiative/projects to be launched by Indo-Pacific Division.• Any other responsibilities given by the Head of the Division.
----	------------------	---	--

COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Applicants should be an Indian national.• Applicant should be a retired official (US/DS level) of Ministry of External Affairs or retired official of same rank from other Ministries of Government of India.• Applicant must be a Graduate or Post Graduate.• Previous experience of handling project implementation/ Development Partnership Administration, International cooperation, multilateral
----	---------------------------------------	---	---

			<p>grouping and budget related matters.</p> <ul style="list-style-type: none"> • Applicants must be proficient in usage of computer. • Age should not be more than 63 years as on last date of the submission of application and he/she should be physically fit to perform the assigned duties.
1.	Period of Consultancy	:	<p>Initially for 01 (one) year</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>
4.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration would be as per Government of India norms. • The remuneration in case of officials retired from Short Service Commission, the remuneration package will be commensurate with the experience and profile of the selected candidate, subject to maximum of Rs. 10 Lakh per annum and deduction of applicable taxes. • The employment 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 available benefits available to the regular employees of the Ministry. • In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • Those selected are required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.

5..	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfill the eligibility 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 IP Division of Ministry of External Affairs” and sent to: <p style="margin-left: 40px;">Under Secretary (PF/PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110011</p> <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. • 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 and his/her suitability for the post.
-----	--------------	---	---

			<ul style="list-style-type: none">• The decision of the Government regarding selection of candidates will be final.
--	--	--	---

The last date for receiving applications is **5th April 2021 (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 IP 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. Date of Retirement, Post and Department from which retired (if applicable)::
(Pl. attach a copy of Retirement Order and PPO & last pay slip)

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

13. Languages known with level of proficiency:

14. Details of previous Consultancy, if any :

15. 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.

16. Remarks, if any :

(Signature of candidate)

Date: