

Q/PF/575/01/2025
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan
New Delhi, the 19th May, 2025

Advertisement for engagement of a Senior Consultant in Centre for Contemporary China Studies (CCCS) Division of the Ministry of External Affairs (MEA)

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **01 (One)** Senior Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the position	:	Senior Consultant (Research) in CCCS Division.
2.	Period of Consultancy	:	Initially for 02 (two) years 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.
3.	Nature of Duties	:	<ul style="list-style-type: none">• The selected Senior Consultant will be required to work in the Centre of Contemporary China Studies (CCCS) in the Ministry.• The duties of Senior Consultant will entail regular monitoring of information relevant to foreign Policy formulation, and providing knowledge-based inputs for the same.• The Senior Consultant will be required to oversee and guide the preparation of research material and reports.• The Senior Consultant may be required to undertake special research projects.• The Senior Consultant may be required to attend important seminars, meetings and conferences relevant to the work of Ministry, and submit reports on them.• The Senior Consultant would be required to oversee inter-vertical coordination.• The Senior Consultant will be required to oversee functioning of the consultants working at the CCCS.
4.	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, SSB, Akbar Bhawan), New Delhi.
5.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• The applicant must be an Indian national.

			<ul style="list-style-type: none"> • The applicant should be a retired officer of the rank of Major General or equivalent and above (armed forces background) or of the rank of Joint Secretary or above (civilian background). He should have experience of working on China and China-related issues while in service. • The applicant should not be more than 63 years of age as on the last date of submission of application and he/she should be in good health.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Broad-based knowledge of China and the Chinese system, including Chinese history, politics, culture, economy, society and China's relations with other parts of the world. • Preferably first-hand experience of engaging with the Chinese system. • Experience of serving in China. • Knowledge of Chinese language. • Experience in understanding and guiding research work, preferably in an academic setting.
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. No increment and dearness allowance shall be allowed during the term of contract. • Deduction of mandatory taxes will be applicable. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. • The Senior 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 Senior 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 to the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave

		<p>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.</p> <ul style="list-style-type: none"> • In case the Senior 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 Senior Consultant.
8.	How to apply	<p>:</p> <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. • 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 Senior Consultant (Research) in CCCS 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 • The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise. • The application 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 shortlist the candidates for interview / written test. The

		<p>shortlisted candidates will be intimated by email.</p> <ul style="list-style-type: none"> • 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.
--	--	--

The **last date for receiving applications is 13th June, 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 POST OF SENIOR CONSULTANT (RESEARCH)
IN CCCS DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Nationality :
4. Marital Status :
5. Father's Name/ Husband's Name :
6. Date of Birth :
7. Gender :
8. Educational Qualifications :

*(Please enclose supporting documents /
certificates in respect of all the qualifications)*

9. Mobile No. :
10. Email ID :
11. Address for Communication :

12. Details of employment 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

13. Languages known with level of proficiency :
14. Details of courses/ training programmes attended, if any :
15. Details of previous Consultancy, if any :
16. Date of retirement from Government Service, Post and Department from which retired
(Please attach a copy of retirement order and PPO):
17. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet or CV, if need be.
18. Remarks, if any :

(Signature of Candidate)
Date: