

**Q/PF/575/28/2022**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 12<sup>th</sup> May, 2022**

**Advertisement for Engagement of Consultants for G-20 Secretariat 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 **24 (Twenty Four)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

**Name of the Position: Specialists**  
**Number of Positions: 05 (Five)**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"><li>• Applicant should be an Indian National.</li><li>• Applicant should possess a Ph.D or higher qualification from a reputed Indian or International Institution/University in Development Cooperation/Development Partnership/International Relations/International Law/International Trade/Environment &amp; Climate or any other subject.</li><li>• At least twelve years of experience in handling multilateral work in UN agencies/International Organizations/International consultancy organizations/Government of India as a Researcher/Consultant, in relevant fields.</li><li>• Candidate should have experience of participating in international meetings involving international climate agenda/international development agenda/development cooperation/debate on sustainable development goals/international discussions on digital economy or emerging technologies.</li><li>• Candidates should possess good writing and analytical skills and have experience in policy making or advocacy. Experience in speech writing, analytical writing, and preparing negotiation strategy.</li></ul>
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			<ul style="list-style-type: none"> <li>• Should possess good speaking skills in English and any other foreign language.</li> <li>• Candidate should be proficient in computers.</li> <li>• Age upto 50 years and he/she should be in good health.</li> </ul>
2.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Experience of handling/providing consultancy on G20 related issues.</li> </ul>
3.	Nature of Duties		<ul style="list-style-type: none"> <li>• Specialist will be attached to dedicated G20 working groups, and would develop concept notes/issue notes/background documents, themes and key priorities in respective areas for India's G20 forthcoming presidency.</li> <li>• Would need to prepare draft outcome documents for the G20 meetings, and to help with negotiation process and negotiation strategy, including live drafting of document during negotiations.</li> <li>• Develop knowledge on the state of play on issues discussed in G20 working Group and to work towards proposals that would garner consensus in G20.</li> <li>• Responsible to cover meetings and perform liason duties with various Line Ministries/Departments of GoI, Think Tanks, International Organizations and G20 member &amp; invitee countries etc.</li> <li>• Research and Documentation work for the G20, in the run up to and during India's G20 Presidency including assessing key issues, country positions.</li> <li>• Any other task assigned by the Head of the Division.</li> </ul>

**Name of the Position: High Level Consultant**

**Number of Positions: 19**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> <li>• Applicant should be an Indian National.</li> <li>• Applicant should possess a Ph.D or Post Graduation from a reputed Indian or International Institution /University in Economics/Development Cooperation/Development</li> </ul>
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			<p>Partnership/International Relations/International Law/International Trade/Environment and Climate/Trade/Agriculture/Energy/Health/Disaster Management Anti-corruption or any other subject.</p> <ul style="list-style-type: none"> <li>• At least five years of experience in handling multilateral work in UN agencies/International Organizations/International Consultancy Organizations/Government of India as Researcher/Consultant, in relevant fields.</li> <li>• Candidate should have experience of participating in international meetings involving international discussions/negotiations on any of the issues of Climate &amp; Environment, Health, Agriculture, Trade, Investment and Industry, Energy, Anti-Corruption, Developmental Issues, Digital Economy etc.</li> <li>• Candidate should possess good writing and analytical skills and have experience in policy making or advocacy. Experience in speech writing, analytical writing and preparing negotiation strategy.</li> <li>• Should possess good speaking skills in English and any other foreign language.</li> <li>• Candidate should be proficient in computers.</li> <li>• Age upto 40 years and he/she be in good health.</li> </ul>
2.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Experience of handling/providing consultancy on G20 related issues.</li> </ul>
3.	Nature of Duties		<ul style="list-style-type: none"> <li>• Consultants will be attached to dedicated G20 working groups, and would develop concept notes/issue notes/background documents/scoping notes, themes and key priorities in respective areas for India's forthcoming presidency.</li> <li>• Would need to prepare draft outcome documents for the G20 meetings, and to help with negotiation process and negotiation strategy, including live drafting of document during negotiations.</li> <li>• Would need to prepare presentations, interventions, position papers etc. for Ministerial meetings, taking</li> </ul>

			<p>meeting records, coordination with G20 countries &amp; Ios and feeding outcomes of Sherpa meetings in Leaders' Declaration.</p> <ul style="list-style-type: none"> <li>• Develop knowledge on the state of play on issues discussed in G20 Working Groups and to work towards proposals that would garner consensus in G20.</li> <li>• Responsible to cover meetings and perform liaison duties with various Line Ministries/Departments of GoI, Think Tanks, International Organizations and G20 member and invitee countries etc.</li> <li>• Research and documentation work for the G20, in the run up to and during India's G20 Presidency including assessing key issues, country positions.</li> <li>• Any other task assigned by the Head of the Division.</li> </ul>
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### COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Period Consultancy	of :	<p>Initially for <b>01 (One) year</b></p> <p>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.</p>
2.	Job Location	:	<p><b>Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.</b></p>
3.	Remuneration Entitlements	& :	<ul style="list-style-type: none"> <li>• For Specialists:  The remuneration package will be up to a maximum of Rs.1,50,000/- per month. The amount of remuneration so fixed shall remain unchanged for the term of contract. No increment and dearness allowance shall be allowed during the term of contract.</li> <li>• For High-level consultants:  The remuneration package will be up to a maximum of Rs.1,20,000/- per month. The amount of remuneration so fixed shall remain unchanged for the term of contract. No</li> </ul>

increment and dearness allowance shall be allowed during the term of contract.

- Deduction of mandatory taxes will be applicable.
- 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 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 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 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 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.
- The selected Consultant will be required to enter into a contract with the Ministry in a prescribed format w.e.f.

5.	How to apply	:	<p>from the actual date of engagement as Consultant.</p> <ul style="list-style-type: none"> <li>• The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as <b>per proforma at Annexure I</b>.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled <b>Application for the position of Consultant in G-20 Secretariat of Ministry of External Affairs</b> and sent to: <p style="margin-left: 40px;"><b>Under Secretary (PF&amp;PG)</b> <b>Ministry of External Affairs,</b> <b>Room No. 4071, Jawaharlal Nehru Bhawan,</b> <b>23-D, Janpath, New Delhi 110011</b></p> </li> </ul> <p><b>Note: Applications received through email will not be considered.</b></p> <ul style="list-style-type: none"> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application.</li> <li>• The applications should include the contact details of the candidate, including residential address, email ID and land line and mobile numbers.</li> <li>• 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.</li> <li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li> <li>• Applicants will have to make their own arrangements to reach the place of interview.</li> <li>• No TA/DA will be payable by the Ministry to Applicants for attending interview.</li> <li>• The final selection will be based on their performance at</li> </ul>
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			<p>the interview.</p> <ul style="list-style-type: none"><li>• The decision of the Government regarding selection of candidates will be final.</li></ul>
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The last date for receiving applications is **26<sup>th</sup> May, 2022 (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.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITION OF SPECIALIST IN G-20  
SECRETARIAT 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. Date of retirement, Post and Department from which retired:  
(Please attach a copy of retirement order and PPO)

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:

**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITION OF HIGH LEVEL CONSULTANT IN  
G-20 SECRETARIAT 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. Date of retirement, Post and Department from which retired:  
(Please attach a copy of retirement order and PPO)

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: