

Q/PF/575/11/2018
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 07th November, 2022

Advertisement for Engagement of two (02) Consultants for OIA-I 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 **two (02)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant (Migration Specialist)

Number of Positions: 01 (One)

1.	Nature of Duties		<ul style="list-style-type: none">• Specialist will be attached to OIA-I division and would develop concept notes/issue notes/ background documents, themes and key priorities on migration and mobility issues.• Would need to help with negotiation process and negotiation strategy of migration and mobility agreements.• Develop knowledge on the state of play on emerging global migration trends and issues pertaining to international migration from India.• Responsible to cover meetings and liaise with various Line Ministries/ Departments of Gol, Think Tanks, International Organizations and G20 member & invitee countries etc.• Research and Documentation work on emerging labour market opportunities for India.• Any other task assigned by the Head of the Division.
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Name of the Position: Consultant (Emigrant & Welfare Specialist)

Number of Positions: 01 (One)

1.	Nature of Duties		<ul style="list-style-type: none">• Specialist will be attached to OIA-I division and would develop concept notes/issue notes/background documents, themes and key priorities on diaspora and welfare issues.• Would need to help with diaspora welfare matters, PBBY, ICWF etc.• Develop knowledge on the state of play on diaspora matters, strategy to boost diaspora connections, generate greater engagement of diaspora in knowledge and skill
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			<p>transfer and harnessing their connect in issues pertaining to international migration from India.</p> <ul style="list-style-type: none"> • Responsible to cover meetings and liaise with various Line Ministries/ Departments of Govt, ThinkTanks, International Organizations and G20 member & invitee countries etc. • Research and Documentation work on diaspora and welfare matters. • Any other task assigned by the Head of the Division.
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COMMON CRITERIA FOR BOTH THE POSITIONS

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 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.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • The Applicant should be an Indian national. • Graduate degree from a reputed Indian or International Institution/ University in International Relations/ International Law/ Political Science/ History/ International Developments preferably with the focus on migration. • Candidate should possess good writing and analytical skills. • Should possess good speaking skills in English and any other foreign language. • Candidate should be proficient in computers. • Age criteria: 25-45 years. <p><u>Work Experience</u></p> <p>Previous experience of 5-10 years in one ore more of the following:</p> <ul style="list-style-type: none"> • Handling international migration policies • Research in creating the overseas employment. • Resolving the issues of the overseas Indian workers in coordination with the states & central government and other organisations. • Experience of participating in international meetings

			involving international discussions/negotiations on any of the contemporary issues with global ramifications.
3.	Desirable Criteria	:	<ul style="list-style-type: none"> • Ph.D. / Post Graduate degree from a reputed Indian or International Institution/ University in International Relations/ International Law/ Political Science/ History/ International Developments preferably with the focus on migration. • Work experience with International Organizations/ International Institutions/ UN agencies/ Government of India. • Knowledge and familiarity in dealing with migration and mobility issues, common issues of diaspora and welfare schemes for migrant workers.
4.	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.
5.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • For retired Government of India Officials: The remuneration will be as per the prevailing Government of India norms. • For candidates from the open market: The remuneration package will be commensurate with the experience and profile of the selected candidate subject to maximum of Rs.10 lakh per annum. 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. • 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

		<p>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.</p> <ul style="list-style-type: none"> • 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. from the actual date of engagement as Consultant.
6.	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 position of Consultants in OIA-I Division of Ministry of External Affairs and sent to: <p style="text-align: center;">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. • Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application. • The applications should include the contact details of the

		<p>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 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.
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The last date for receiving applications is **21st November, 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 CONSULTANT IN OIA-I
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. 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: