

**No. Q/PF/575/34/2017**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 20<sup>th</sup> July, 2021**

**Advertisement for Engagement of a Consultant in Disarmament and International Security**  
**Affairs (D&ISA) Division of the Ministry of External Affairs**

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

1.	Name of the Post	:	<b>Consultant in D&amp;ISA Division of Ministry of External Affairs Headquarters, New Delhi</b>
2.	Period of Consultancy	:	<b>Initially for 01 (one) year</b>  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.
3.	Nature of Duties	:	<ul style="list-style-type: none"><li>• Regular monitoring of international developments in the field of disarmament, non-proliferation, arms trade, nuclear policies, strategic matters, outer space etc. and providing knowledge-based inputs for the same to the D&amp;ISA Division.</li><li>• To summarize and analyze published material in the above areas assigned, as it appears in media, academic journals or think tank reports.</li><li>• To regular monitoring of analysis and discussions of civil society and think tanks which are particularly active in the field of disarmament and non-proliferation.</li><li>• To support towards meetings and the flagship programmes of D&amp;ISA Division, such as track-II events to D&amp;ISA matters.</li><li>• Any other work assigned by the Head of Division.</li></ul>



4.	Job Location	:	<ul style="list-style-type: none"> <li>Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/SSIFS), New Delhi</li> </ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <li>Applicant should be an Indian National.</li> <li>Applicant should hold a Masters/ Post Graduate Degree in International relations, with some specialization in the field of international security and disarmament.</li> <li>Applicant should be between 30-45 years of age as on the last date of submission of application and should be in good health to discharge his/her official duties effectively.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>Extra credit will be given for experience of work in a reputed university, publications, think-tank or research organization in the area of international security and politico-strategic affairs.</li> <li>Strong written and spoken communication skills in English.</li> <li>Proficiency in use of computers (Word, Excel, Power Point etc.)</li> </ul>
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.10 lakh per annum and deduction of applicable taxes.</li> <li>The consultancy fees shall be paid in Indian Rupees. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>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.</li> <li>No HRA shall be admissible.</li> <li>The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to</li> </ul>



			<p>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.</p> <ul style="list-style-type: none"> <li>• 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.</li> <li>• 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, at par with Under Secretary in the Ministry.</li> <li>• The selected person 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.</li> </ul>
8.	How to apply	:	<ul style="list-style-type: none"> <li>• Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I.</li> <li>• The envelope containing the applicant's details as mentioned above should be clearly labelled <b>"Application for the post of Consultant in D&amp;ISA Division of Ministry of External Affairs"</b> and addressed to:</li> </ul> <p><b>Under Secretary (PF/PG)</b>  <b>Ministry of External Affairs</b>  <b>Room No. 4071, Jawaharlal Nehru Bhawan</b>  <b>23-D, Janpath Road</b>  <b>New Delhi 110 011.</b></p> <p><b>Note: Applications received through email will not be</b></p>



		<p><b>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>• References from past employers may be included.</li> <li>• The application 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 will short list candidates it considers suitable. <b>The short-listed candidates will be called for an interview in the Ministry.</b></li> <li>• The date, time and venue of the interview will be conveyed to the shortlisted candidates suitability.</li> <li>• Candidates 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 attend the interview.</li> <li>• The final selection will be based on their performance at the interview and suitability for the post.</li> <li>• The decision of the Government on selection of candidates will be final.</li> </ul>
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The last date for receiving applications is **19<sup>th</sup> August, 2021 (1730 hrs)**. Applications received after the closing date 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 CONSULTANT IN DISARMAMENT AND  
INTERNATIONAL SECURITY AFFAIRS (D&ISA) DIVISION OF THE MINISTRY OF  
EXTERNAL AFFAIRS, NEW DELHI**

Paste your  
passport size  
photo here

1. Name :
2. Father's Name/Husband's Name :
3. Date of Birth :
4. Gender :
5. Educational Qualifications:
6. Mobile No. :
7. Email ID :
8. Address for Communication :
9. 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




10. Details of courses/ training programmes attended, if any:

11. Languages known:

12. Details of previous Consultancy, if any :

13. 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.

14. Remarks, if any :

(Signature of candidate)

Date: