

No. Q/PF/575/25/2021
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 19th August, 2021

Advertisement for Consultant for Nalanda University (PP&R Division)

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up one (1) position of Consultant for Nalanda University (PP&R Division) in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant for Nalanda University (PP&R Division) in the Ministry of External Affairs Headquarters, New Delhi
2.	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. Unauthorised absence may lead to termination of the engagement.</p>
3.	Nature of Duties	:	<ul style="list-style-type: none">• The Selected consultant will be required to work related to the Constitution of the Governing Board, selection of Chancellor and Vice-Chancellor.• Work related to MEA participation in the Governing Board, Finance Committee, Building and Works Committee.• Approvals and promulgation of legislation, delegated legislation of the University, including the Nalanda University Act, Statutes, Ordinances and Regulations.• Financial approvals, including Cabinet approval, for expenditure related to Nalanda University.• Inter-agency process relating to the University involving other Ministries and departments of the Government of India and Government of Bihar.• Matters related to Inter Governmental MOU on Nalanda University, Headquarters Agreement.• Parliament questions, laying of reports, Standing Committee recommendations.

			<ul style="list-style-type: none"> • RTI, complaints, etc. • Any other responsibilities assigned by the Head of Division.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi • Depending on the precise nature of duties assigned to the consultant from time to time, he/she may be given office space within the premises of the Ministry of External Affairs or may be asked to work from their own premises and submit periodic reports to the Ministry.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicants should have worked in the Ministry of External Affairs on a regular basis. • Applicants should have retired from Ministry of External Affairs at the level of Deputy Secretary/Under Secretary. • Experience in MEA headquarters in financial and/or administrative sections • Age should be less than 63 years.
6.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • A fixed monthly amount shall be admissible, arrived at by deducting the basic pension from the pay drawn at the time of retirement. The consultancy fees shall be paid in Indian Rupees. 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 or abroad as part of his/her duties, the Ministry will take care of his/her Travelling Allowance (TA)/ Daily Allowance (DA) as per normal rules applicable to any serving officer of an equivalent rank in the Ministry i.e. equivalent rank at the time of retirement.

			<ul style="list-style-type: none"> • An appropriate and fixed amount as Transport Allowance for the purpose of commuting between the residence and the place of work shall be allowed not exceeding the rate applicable to the appointee at the time of retirement. The amount so fixed shall remain unchanged during the term of engagement. • The Consultant shall not be entitled to any benefit such as 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 may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He 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 is required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
7.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfill the eligible criteria may submit application indicating the interest in working for the Ministry of External Affairs as per proforma at Annex I.

		<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 etc. should be attached with the application. • The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the position of Consultant for Nalanda University (PP&R Division) in the Ministry of External Affairs" and addressed to: <p style="text-align: center;"> Shri S L Mallik Under Secretary (PF & PG) Ministry of External Affairs Room No. 4071, JLN Bhawan New Delhi 110 011. </p> <p>Note: Applications received through email will not be considered.</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 applicant. • Applicants will have to make their own arrangements to reach the place of interview. • No TA/DA will be payable by the Ministry to attend the interview. • The final selection will be based on the performance of the candidate at the interview. • The decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is **18th September, 2021 (1700 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 POSITION OF CONSULTANT
FOR NALANDA UNIVERSITY (PP&R DIVISION) IN THE MINISTRY OF EXTERNAL
AFFAIRS, NEW DELHI**

Paste your
passport size
photo here

1. Name of the position :
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/ Organisation	Post held	From	To	Emoluments	Nature of duties performed

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

12. Languages known :

13. Details of previous Consultancy, if any :

14. Date of Retirement, Post and Department from which retired (if applicable) :
(Pl. 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: