

No. Q/PF/575/3/2018
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 12th April, 2018

Advertisement for Consultants

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible retired MEA officials and individuals having previous work experience with MEA for filling up of post of Consultants in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultants in Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 01 (one) year The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	:	The selected Consultants will be required to work as Consultant in the Ministry. Their duties will entail the following: <ul style="list-style-type: none">● Accounting, Auditing and Banking● Project implementation and evolution● Filing of Tax Returns● Fund Management and interaction with donors● To make relevant presentations to competent authority.● To coordinate and interact with stake holders to organise Pravasi Bhartiya Divas -2019 (PBD). To create website for PBD, online registration of delegates, coordinate with Missions abroad and State governments and to organise local trips for foreign delegates.

4.	Job Location	:	Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be a retired MEA official with good health and the age limit is 65 years. • Individuals having past work experience with MEA.
6.	Desirable Criteria	:	a) Previous experience of handling issues relating to Accounts, Finance, Administration, Protocol and Projects.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration would be as per GFR norms. • The employment will be strictly contractual, and will not confer any other benefits to the selected candidates. • In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • Those selected are required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of appointment as Consultant.
8.	How to apply	:	<ul style="list-style-type: none"> • Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I. • The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the post of Consultant in Ministry of External Affairs" and addressed to:

Shri Amit Kumar
Joint Secretary (Administration)
Ministry of External Affairs
Room No. 149-C, South Block
New Delhi 110 011

E.mail : jsad@mea.gov.in

- The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.
- References from past employers may be included.
- 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 will short list candidates it considers suitable. **The short-listed candidates will be called for an interview in the Ministry.**
- The date, time and venue of the interview will be conveyed in the Interview call letter.
- Candidates 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 their performance at the interview.
- The decision of the Government on selection of candidates will be final.

The last date for receiving applications is **27th April 2018**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

Paste your
passport size
photo here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. 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

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

9. Languages known :

10. Details of previous Consultancy, if any :

11. 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.

12. Remarks :

(Signature of candidate)

Address:

Date: