No. Q/PF/575/08/2026
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan

New Delhi, the 3rd November, 2026

Advertisement for engagement of 02 Consultants in Centre for Contemporary China Studies (CCCS) 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 **02 (Two)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Advertisement No.	:	**Q/PF/575/08/2026 dated 03.11.2026**
2.	Name of the position	:	**Consultant (Various Vertical) in CCCS.**
3.	Period of Consultancy	:	**01 (one) year** The contract can be extended further depending on assessment of performance, mutual willingness and 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.
4.	Nature of duties	:	• The selected Consultant will be required to work in the Centre of Contemporary China Studies (CCCS) in the Ministry. • His/Her duties will entail regular monitoring of information relevant to foreign Policy formulation, and providing knowledge-based inputs for the same. • He/She will be required to summarize and analyze published material in the areas assigned to them, as it appears in media or academic journals. • He/She will be required to undertake translation projects of news reports and other material. • He/She will also be required to attend important seminars, meeting and conferences relevant to the work of Ministry, and submit reports on them. • He/She time to time, may also be asked to undertake research on specific foreign policy related issues.
5.	Job Location	:	• Ministry of External Affairs (including Jawaharlal Nehru Bhawan/Sushma Swaraj Bhawan/Patiala House/Kartavya Bhavan), New Delhi.
6.	Essential Criteria	:	• The applicant should only be an Indian national. • The applicant must have a graduate or higher degree in any field.

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			• The applicant should not be more than 50 years of age as on the last date of submission of application.
7.	Desirable Criteria	:	• Previous work experience of handling issues relating to foreign policy/international relations, especially related to China and the party politics in China. • Relevant publications/writings in reputed journals /periodicals. • Extra credit may be given for experience of work in reputed university, think-tank or research organization in the area of foreign policy, international affairs or China related issues. • Knowledge of Chinese language (HSK – Level 4 to 6) is desirable.
8.	Remuneration &Entitlements	:	• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of **Rs. 12 lakh per annum** and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. • 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

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			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. • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, as per Ministry's guidelines. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.
9.	How to apply	:	• The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at **Annexure I.** • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be submitted to the Ministry through either of the following modes: • OFFLINE MODE:- By registered post in an envelope labelled as "Application for the position of Consultants (Various Vertical) in CCCS Division of Ministry of External Affairs". This is to be sent to the following address. **Under Secretary (PF&PG)** **Ministry of External Affairs,** **Room No. 4071, Jawaharlal Nehru** **Bhawan, 23-D, Janpath, New Delhi-110011** • ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the name of position against which the application is being submitted. The email is to be sent to the following email address: **aopfsec@mea.gov.in** • Ministry of External Affairs will review the applications and shortlist the candidates for interview / written test. The shortlisted candidates will be intimated by email. • Incomplete application and those received without supporting documents will be summarily rejected. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.

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			• 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 decision of the Government regarding selection of candidate will be final.

The **last date for receiving applications is 24th November, 2026 (1730 Hrs)**. Applications received after the closing date and time 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.

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ANNEXURE-I

APPLICATION PROFORMA FOR THE POST OF CONSULTANTS IN CCCS DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)

Paste your passport size photo here

1. Advertisement no. : Q/PF/575/08/2026 dated 03.11.2026
2. Name of the position : Consultants (Various verticals)
3. Name :
4. Nationality :
5. Marital Status :
6. Father's Name :
7. Spouse's Name :
8. Date of Birth :
9. Gender :
10. Educational Qualifications :

(*Please enclose supporting documents*)

11. Mobile No. :
12. Email ID :
13. Address for Communication :

14. 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

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15. Languages known :

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

17. Details of previous Consultancy, if any :

18. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a separate sheet or CV, if need be.

19. Remarks, if any :

(Signature of Candidate)
Date:

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