

No. Q/PF/575/20/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 20th August, 2020

Advertisement for Engagement of Consultants in Multilateral Economic Relations (MER)
Division

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **02 (Two)** nos. of Consultants in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant in MER Division of Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 02 (Two) years The contract can 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	:	<ul style="list-style-type: none">• Research work relating to multilateral grouping like BRICS and G20.• Preparation of issue notes, concept notes on varied subjects.• Historical analysis of positions of various countries on varied subjects in multilateral fora.• Maintaining documentation for India's position/meetings at various multilateral fora.• Preparation of policy briefs, inputs for use of Indian team participating in multilateral meetings.• Internal coordination with various agencies.• Attending multilateral meetings, record taking, preparing reports and outcome documents.
4.	Job Location	:	<ul style="list-style-type: none">• Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/FSI), 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"> • Applicant should be an Indian National • Masters Degree in Economics/International Economic Relations. • Two years of research/consultancy experience in relevant field. • Age between 25-40 years. • Proficiency in use of computers (word, excel, power-point)
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • M.Phil/PhD in relevant subject. • Exposure/experience in handling International relations/research/cooperation in any agency. • Published papers on multilateralism/International cooperation issues.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • 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. • 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 travel, accommodation and per- diem costs. • The consultant would be permitted to conduct independent research work for themselves or for any other organization with prior permission of the Ministry. However, any publications by them would need a disclaimer disassociating the Government of India from any views or conclusions. • Those selected are 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"> • 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 applicant's details as mentioned above should be clearly labelled

		<p>“Application for the post of Consultant in MER Division of Ministry of External Affairs” and addressed to:</p> <p>Shri S. L. Mallik Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, Jawaharlal Nehru Bhawan 23-D, Janpath Road New Delhi 110 011.</p> <p><u>Note:</u> 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. • 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 to the shortlisted candidates suitability. • 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 and suitability for the post. • The decision of the Government on selection of candidates will be final.
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The last date for receiving applications is **04th September, 2020 (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.

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, if any :

(Signature of candidate)

Address:

Date: