

No. Q/PF/575/03/2019
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 21st February, 2019

Advertisement for Engagement of Consultants

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up of posts 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 01 (One) year The contract could be extended further depending on assessment of performance and mutual willingness. 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">• The selected Consultants will be required to work as area studies and Russian language expert in the Ministry.• Their duties will entail regular monitoring of specific geographical or thematic areas relevant to foreign policy formulation, and providing knowledge-based inputs for the same.• They will be required to summarize and analyse published material in the areas assigned to them, as it appears in media or academic journals.• The Consultant will be required to attend important seminars and conferences relevant to the work of the SCO Division, The Consultant would perform as simultaneous interpreter and translator in

			<p>those seminars and conferences, if required.</p> <ul style="list-style-type: none"> • Translation of documents in SCO Division from Russian to English and English to Russian.
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 an Indian national • Applicants for the above positions must have an BA or higher degree degree in Russian language from a recognised university in India or abroad.
6.	Desirable Criteria	:	<ol style="list-style-type: none"> a) Domain knowledge on Shanghai Cooperation Organisation (SCO) and Central Asia, b) Good experience in translation and interpretation from English to Russian and Russian to English language, c) Capable of simultaneous interpretation during meetings/workshops, d) Ability to translate technical documents, books, Memorandums etc, e) Previous experience in teaching Russian language in a recognised University or reputed institution.
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, at par with Under Secretary in the Ministry. • The Consultant would be permitted to conduct independent research work for his/her or for any other organisation with prior permission of the Ministry. However, any publications by them would need a

			<p>disclaimer disassociating the Government of India from any views or conclusions.</p> <ul style="list-style-type: none"> • 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 applications 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 MEA" and addressed to: <p style="text-align: center;"> 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 </p> • The application should include a detailed bio-data listing the educational qualifications of the candidate, areas of expertise, details of publications in peer reviewed journals (if any,) any prior work experience, self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards). • References from past employers may be included, but are not mandatory. • The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers. • Ministry of External Affairs will review the applications and shortlist candidates. 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/intimation.

		<ul style="list-style-type: none">• Candidates will be required 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 decision of the Government on selection of candidates will be final and no correspondence on this subject will be entertained.
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The last date for receiving applications is **15th March 2019**. 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.

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 the 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. Details of publication, if any :

10. Languages known :

11. Details of previous Consultancy, if any :

12. 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.

13. Remarks :

(Signature of candidate)

Address:

Date: