

NOTICE INVITING E-TENDER

**Subject: ADVERTISEMENT FOR THE POST OF DEPUTY DEAN (ACADEMIC) AT
FOREIGN SERVICE INSTITUTE, MINISTRY OF EXTERNAL AFFAIRS,
BABA GANG NATH MARG, OLD JNU CAMPUS, NEW DELHI - 110067**

On behalf of the President of India, The Foreign Service Institute (FSI), Ministry of External Affairs invites **application in the prescribed proforma** for the post of Deputy Dean (Academic) at Foreign Service Institute, Ministry of External Affairs, Baba Gang Nath Marg, Old JNU Campus, New Delhi-110067 as per details given in the tender documents.

Tender No. Q/FSI-Admn/578/04/2017		Dated: 12.01.2018
Important Dates		
Date of publishing	12.01.2018 (1000 hrs)	
Bid Document Download Start Date	12.01.2018 (1000 hrs)	
Clarification Start Date	13.01.2018 (1000 hrs)	
Clarification End Date	19.01.2018 (1700 hrs)	
Bid Submission Start Date	13.01.2018 (1000 hrs)	
Bid Submission End Date	12.03.2018 (1100 hrs)	
Date of Bid Opening	13.03.2018 (1500 hrs)	

2. Interested applicants may submit applications as per proforma at Annex I. The envelope should be clearly labelled "Application for the post of Deputy Dean (Academic) Foreign Service Institute" and addressed to Ms. Manisha Swami, Deputy Secretary (FSI), Foreign Service Institute, Ministry of External Affairs, Room No. 001, New Delhi - 110067.

3. The Competent Authority reserves the right to reject any or all the applications without assigning any reason and the decision of the competent authority of the Ministry shall be final and binding.



(Manisha Swami)
Deputy Secretary (FSI)
Tel: 26170248

मनीषा स्वामी/Manisha Swami
उप सचिव (एफ एस आई) एवं डीडीओ
Deputy Secretary (FSI) & DDO
विदेश सेवा संस्थान/Foreign Service Institute
विदेश मंत्रालय/Ministry of External Affairs
नई दिल्ली/New Delhi

**Government of India
Ministry of External Affairs
Foreign Service Institute**

New Delhi, the 11th January, 2018

Advertisement for Deputy Dean (Academic) at Foreign Service Institute, New Delhi.

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up the post of Deputy Dean (Academic) at Foreign Service Institute in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	Deputy Dean (Academic) at Foreign Service Institute, New Delhi
2.	Period of Contract	Initially 03(three) years 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">• Oversee functioning of the Academic Wing of the Foreign Service Institute.• Responsibility for developing and modifying training curriculum for various training programs at FSI.• Organising lectures, seminars and conferences at FSI on issues of relevance in international affairs.• Oversee preparation of policy and research papers by the Academic Wing.
4.	Job Location	Foreign Service Institute, New Delhi.
5.	Qualifications/Essential Criteria	<ul style="list-style-type: none">• Applicant should be an Indian national• Applicants for the above positions must

		<p>have Ph.D/Master's degree in International Relations, Political Science, History, Management, Economics, International Law or related fields from a recognised University.</p> <ul style="list-style-type: none"> • Applicant should have minimum 15 years of relevant experience in administration, teaching or conducting research including an experience of atleast 2 years of working as a Head of Department.
6.	Desirable Criteria	<p>a) Previous experience of handling issues relating to International Cooperation/Foreign Trade in Government of India.</p> <p>b) Knowledge of Foreign Language(s), if any.</p> <p>c) Experience of work in a reputed university, publication, think-tank or research organisation in the area of foreign policy or international affairs</p>
7.	Remuneration & Entitlements	<ul style="list-style-type: none"> • The remuneration package will be commensurate with a Joint Secretary level officer in the Government of India. • The employment will be strictly contractual, and will not confer any other benefits to the selected candidates. • In case the Deputy Dean (Academic) is required to travel domestically or abroad as part of duty, the Ministry will take care of his/her travel, accommodation and per-diem costs, on par with a Joint Secretary in the Ministry. • Selected candidate will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of appointment.
8.	How to apply	<ul style="list-style-type: none"> • Interested applicants may submit applications as per proforma at Annex I. • The envelope containing the applicants' details as mentioned above should be

clearly labelled “**Application for the post of Deputy Dean (Academic) Foreign Service Institute**” and addressed to:

**Ms. Manisha Swami
Deputy Secretary (FSI)
Foreign Service Institute
Ministry of External Affairs
Room No. 001, FSI
New Delhi 110 067
Tel. No. 011-26170248
E-mail: usfsi@mea.gov.in**

- 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.
- 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 Ministry of External Affairs, Government of India, on selection of candidates will be final and no correspondence on this subject will be entertained.

The last date for receiving applications is **12th March, 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.

ANNEXURE-I

APPLICATION PROFORMA FOR THE POST OF DEPUTY DEAN

MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

Paste your
passport size
photo here

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. Details of publication, if any :

10. Languages known :

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: