

Q/PF/575/55/2022
Ministry of External Affairs
(PF Section)

Jawaharlal Nehru Bhawan,
New Delhi, 1st July, 2024

Advertisement for Engagement of a Consultant in Diaspora Engagement (DE) Division of the Ministry of External Affairs (MEA)

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for engagement of **01 (One)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the post	:	Consultant in DE Division of the Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 01 (one) year The contract can be extended further depending on assessment of performance, mutual willingness and depending on 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.
3.	Nature of Duties	:	<ul style="list-style-type: none">• He/She will be responsible for coordinating with the concerned State Agencies for organizing the impactful Videsh Sampark Programme with all the Indian States as this Division proposes to organise a number of Videsh Sampark Programme with Indian States during the next two years.• He/She will work towards updating the Global Indian Students Portal by collating useful information for Indian students wishing to pursue academics overseas.• To generate content, graphic designing and video editing for the purpose of publishing important news items/advisories by the Ministry pertaining to Bharatiya Pravasis.• Any other duties assigned by Head of Division.

4.	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, SSB, Akbar Bhawan), New Delhi.
5.	Qualifications/ Essential Criteria		<ul style="list-style-type: none"> • The Applicant should be an Indian national. • Applicant should be atleast Graduate in Mass Media /Communication /Journalism/Marketing etc and should have atleast work experience of 05 years in the same field. If the applicant holds a Master's degree in Mass Media/ Communication /Journalism/ Marketing etc. the required minimum experience should be 02 years • Applicant should have expertise to generate content, graphic designing and video editing for purpose of publishing important news items/advisories. • Applicant must have good communication skills in English both spoken and written. • Age Criteria 25-40 years.
6.	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 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

		<p>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.</p> <ul style="list-style-type: none"> • 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 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. from the actual date of engagement as Consultant.
7.	How to apply	: <ul style="list-style-type: none"> • 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

		<p>the position of Consultant in DE Division of Ministry of External Affairs”. This is to be sent to the following address.</p> <p>Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi- 110011</p> <ul style="list-style-type: none">• ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the 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. The shortlisted candidates will be intimated by email.• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.• 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 final selection will be based on their performance at the interview.• The decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is **15th July, 2024 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

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ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN DE DIVISION OF
THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Nationality :
4. Marital Status :
5. Father's Name/ Husband's Name :
6. Date of Birth :
7. Gender :
8. Educational Qualifications :
9. Mobile No. :
10. Email ID :
11. Address for Communication :

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

14.Languages known :

15.Details of previous Consultancy, if any :

16.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.

17.Remarks, if any :

(Signature of Candidate)

Date: