

**Q/SSIFS-Admn/578/02/2024**  
**Government of India**  
**Ministry of External Affairs**  
**Sushma Swaraj Institute of Foreign Service**

**New Delhi, 05<sup>th</sup> July, 2024**

**Advertisement for the positions of faculty member at Sushma Swaraj Institute of Foreign Service 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 **03 (three)** faculty members in Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Post	:	<b>Faculty Member at Sushma Swaraj Institute of Foreign Service in Ministry of External Affairs, New Delhi</b>
2.	Period of contract	:	Initially for <b>01 (one) year</b>  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"><li>• Functioning as Course Coordinator for various training programmes.</li><li>• Delivering lectures as part of various training programmes at SSIFS</li><li>• Developing and upgrading training content and pedagogy for various training programmes at SSIFS.</li><li>• Preparation of policy and research papers, as appropriate.</li><li>• Evaluation of trainees, as required.</li><li>• Any other task assigned from time to time</li></ul>
4.	Job Location	:	<ul style="list-style-type: none"><li>• Ministry of External Affairs - Sushma Swaraj Institute of Foreign Service, New Delhi.</li></ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"><li>• The Applicant should be an Indian national.</li><li>• Applicants for the above positions must have Ph.D degree in International Relations/ Political Science/ History/ Management/ Economics/ International Law or related fields from a recognized University.</li><li>• Applicant should have minimum 10 years of experience in teaching or conducting research.</li><li>• Proficiency in English with good communication skills.</li></ul>

			<ul style="list-style-type: none"> <li>• Proficiency in IT usage.</li> <li>• Candidate should not be more than 45 years of age on the last date of submission of application.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Previous experience relating to International Cooperation /Foreign Trade in Government of India.</li> <li>• Knowledge of Foreign languages if any.</li> <li>• Experience of work in a reputed university, publications, think-tank or research organization in the area of foreign policy or international affairs.</li> </ul>
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.1,72,600 per month and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>• The Faculty Member 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.</li> <li>• No HRA shall be admissible.</li> <li>• The engagement of the Faculty Member 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.</li> <li>• Paid leave of absence may be allowed at 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</li> </ul>

		<p>proportionate deduction from the consolidated fee as applicable will be made.</p> <ul style="list-style-type: none"> <li>• In case the Faculty Member 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.</li> <li>• 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 Faculty Member.</li> </ul>
8.	How to apply	<ul style="list-style-type: none"> <li>• 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</li> <li>• Documents / certificates in support of educational qualifications, experience in Govt. service etc. should be attached with the application.</li> <li>• Applications along with supporting documents can be submitted to the Ministry through either of the following modes:</li> <li>• OFFLINE MODE:- By registered post in an envelope labelled as "Application for the position of Faculty Member at Sushma Swaraj Institute of Foreign Service in the Ministry of External Affairs". This is to be sent to the following address. <p><b>Sh. Pradeep Kumar L.</b>  <b>Under Secretary (Admn)</b>  <b>Room No. 002, Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs</b>  <b>Baba Gang Nath Marg, New Delhi-110067</b></p> </li> <li>• 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: <a href="mailto:us.ssifs@mea.gov.in">us.ssifs@mea.gov.in</a> and <a href="mailto:soadminfsi@mea.gov.in">soadminfsi@mea.gov.in</a> (9810820041)</li> <li>• Ministry of External Affairs will review the applications and shortlist the candidates for interview. The shortlisted candidates will be intimated by email.</li> <li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li> <li>• Applicants will have to make their own arrangements to reach the place of interview.</li> </ul>

			<ul style="list-style-type: none"><li>• No TA/DA will be payable by the Ministry to Applicants for attending interview.</li><li>• The final selection will be based on their performance at the interview.</li><li>• The decision of the Government regarding selection of candidate will be final.</li></ul>

The last date for receiving applications is **21<sup>st</sup> 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 will be rejected and no correspondence shall be entertained in this regard.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR POST OF FACULTY MEMBER AT SUSHMA SWARAJ  
INSTITUTE OF FOREIGN SERVICE, MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI  
(Only for Indian Nationals)**

Paste your  
passport size  
photo here

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

11. 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

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

13. Languages known :

14. Please write a 500 word write up in support of your suitability for the post. Applications without this write-up would not be considered. (*Attach a separate sheet*)

15. 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.

16. Remarks, if any :

(Signature of Candidate)  
Date: