

Q/PF/575/41/2022
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 02nd August, 2022

Advertisement for Engagement of Consultants for OIA-II Division 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 **05 (Five)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant (Finance)

Number of Positions: 01 (One)

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Retired Govt. Employees from the Central Secretariat Services, preferably the Ministry of Finance at the level of Deputy Secretary/Under Secretary with experience in CSS in Financial and/or Administrative Departments.• Age limit below 63 years as on 01.09.2022.• Applicant should be an Indian National.
2.	Desirable Criteria	:	<ul style="list-style-type: none">• Sound background knowledge of Fundamental Rules & Supplementary Rules, Delegation of Finance Power Rules & General Financial Rules.• Experience in handling public procurements, including electronic procurement through Central Public Procurement Portal.• Candidates must be well versed with MS Office (Excel, Word and Outlook Express) and Fedora Linux (LibreOffice) and working on Government Portals and applications. English proficiency is also desired.
3.	Nature of Duties		<p>The Consultant shall perform work related to:-</p> <ul style="list-style-type: none">• Creation and execution of specific financial and administrative proposals related to organizing PBD 2023.• Tendering, preparation of RFPs.• Preparation of Financial approvals and Budget, preparation of proposals for financial approvals including budgeting, processing of bills for expenditure related to PBD 2023.• Handling inter-agency processes related to coordination with Budget/Finance Divisions of other Ministries/ Departments/ State Governments and co-ordination with EMCs and other agencies hired for the Organization of PBD.• Any other responsibilities assigned by the Head of Division.

4.	Period of Consultancy	:	01 (One) year
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Name of the Position: Consultant (Publicity)

Number of Positions: 01 (One)

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • Prior experience in advertising industry, preferably in event branding and media outreach. • Expertise in developing audio-visual content for social media & other platforms. • Bachelors degree + 5 years experience as mentioned above. • Masters degree + 3 years experience. • PhD. + 2 years experience. • The applicant must be an Indian national. • Proficiency in communication in English and Hindi. • Age between 28-45 years.
2.	Desirable Criteria	:	<ul style="list-style-type: none"> • Candidates with background in advertising, media & mass communication to be given preference. • Prior work experience with Ministries/ Departments of GoI. • First hand industry experience in at least two publicity campaigns. • Problem solver and excellent proficiency in English. • Proficient in MS office.
3.	Nature of Duties	:	<ul style="list-style-type: none"> • The Consultant is expected to have expertise in publicity & branding vertical of Pravasi Bhartiya Divas (PBD), 2023. • Preparation of action plan for publicity and branding of the PBD Convention and related PBD components and necessary liaison with the stakeholders. He/ She will also require to plan and execute 360 degree publicity exercise for the PBD event, across all physical and virtual platforms, including website of PBD and social media platforms e.g. Facebook, Twitter, YouTube, Instagram. • He/ She will further be required to work in tandem with the Event Management Company of PBD, 2023. • Any other work assigned by Head of Division.
4.	Period of Consultancy	:	06 (Six) months

Name of the Position: Consultant (Logistics)**Number of Positions: 01 (One)**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Master's degree in Business Administration preferred.• Bachelors degree + 5 years experience as mentioned above.• Masters degree + 3 years experience• Ph. D. + 2 years experience.• Minimum five years' experience in Event Management.• Exceptional analytical, strategic thinking, and problem-solving abilities.• Excellent organizational and time-management skills.• Superb leadership and collaboration capabilities.• Great interpersonal and communication skills.
2.	Desirable Criteria	:	<ul style="list-style-type: none">• Proven working experience as an Event Manager.• Demonstrable ability to lead and manage staff.• Excellent analytical, problem solving and organisational skills.• Ability to work independently and handle multiple projects.
3.	Nature of Duties	:	<p>The Consultant shall perform work related to:-</p> <ul style="list-style-type: none">• Strategic planning and management, and coordination to ensure optimum logistic support for organizing of the Pravasi Bhartiya Divas 2023 event in New Delhi as well as event venue.• Liaise and negotiate with EMCs, State Govt Departments, MEA and other Ministries.• Keep first hand record of databases of accommodation, transport, venue logistics etc. including support provided by State Government, maintaining metrics and analysing data to assess performance and implement improvement.• Maintaining contact and liaisoning with all service providers at the event venue.• Resolve any logistics related problems or complaints which may arise in future.• Meet cost, productivity, accuracy and timeliness targets.• Comply with laws, regulations and ISO requirements.
4.	Period Consultancy	of :	06 (Six) months

Name of the Position: Consultant (Diaspora)**Number of Positions: 01 (One)**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National. • Graduation from any recognized university in India or abroad. Prior work experience along with prescribed educational qualifications as below: <ul style="list-style-type: none"> - Ph.D+ 2 yrs work experience - Post Graduation+ 3 yrs work experience - Graduation+ 5 yrs work experience • Extra credit will be given for specialized domain knowledge in background research and profiling, content writing, speeches, presentations, reports, etc. • Work experience with a Think-Tank or research organization in the area of International Affairs/Diaspora Affairs/Political Science & International Relations. • Proficiency & experience in Writing and Presentation skills. • Age between 28-45 years.
2.	Desirable Criteria	:	<ul style="list-style-type: none"> • Excellent proficiency in English & Hindi. • Proficient in MS Office. • Excellent communication skills.
3.	Nature of Duties	:	<p>The Consultant shall perform work related to:-</p> <ul style="list-style-type: none"> • Conducting thorough background research and analysis on profiles of prominent Indian Diaspora. • Preparation of briefs & background reports and other material pertaining to Indian Diaspora and policies related to Diaspora. • Data collection, collation and presentation related to Diaspora. • Preparation of speeches, background notes, briefs related to Diaspora.
4.	Period of Consultancy	:	06 (Six) months

Name of the Position: Consultant (Diaspora History & International Relations)**Number of Positions: 01 (One)**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • Graduation in Indian History/ Internal Relations/ Political Science from any recognized University in India or abroad. • Applicant must be well versed with MS Office (Excel, Word and Outlook Express), Microsoft Power Point. English proficiency is mandatory. • Writing & Presentation skills. • Age between 30-45 years. • Applicant should be an Indian National.
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2.	Desirable Criteria	:	<ul style="list-style-type: none"> • Prior experience of working with Historical Institutions/ Museums/ Archives along with prescribed educational qualifications as below: <ul style="list-style-type: none"> - Ph.D+ 2 yrs work experience - Post Graduation+ 3 yrs work experience - Graduation+ 5 yrs work experience
3.	Nature of Duties	:	<ul style="list-style-type: none"> • The Consultant is expected to have expertise in historical facets of Indian diaspora abroad (both India and International) and India's freedom struggle. • The Consultant shall perform work related to :- • Preparation of briefs, summary notes and generation of content on inter alia, the specific historical and thematic topics related to emigration, settlement and flourishing of Indian diaspora abroad over time. Research and compilation of knowledge data base pertaining to present profile of diaspora in various countries across different sectors. • Necessary coordination between multiple stakeholders including Ministries and State Government. • Research pertaining to Indian Diaspora in various countries across different sectors. • Any other responsibilities assigned by Head of Division.
4.	Period of Consultancy	:	06 (Six) months

COMMON CRITERIA FOR ALL THE POSITIONS

1.	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.
2.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • For retired Government of India Officials: The remuneration will be as per the prevailing Government of India norms. • For candidates from the open market: The remuneration package will be commensurate with the experience and profile of the selected candidate subject to maximum of Rs.83,300/- per month. The amount of remuneration so fixed shall remain unchanged for the term of contract. No increment and dearness allowance shall be allowed during the term of contract. • Deduction of mandatory taxes will be applicable. • The employment will be strictly contractual and will not confer any other benefits to the selected candidate.

			<ul style="list-style-type: none"> • In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • 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 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. • 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. • The selected Consultant 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.
3.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • The envelope containing the applicants' details as mentioned above should be clearly labeled Application for the position of Consultants in OIA-I Division of

		<p style="text-align: center;">Ministry of External Affairs and sent to:</p> <p style="text-align: center;">Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110011</p> <p>Note: 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. • Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application. • The applications 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 short list the candidates it considers suitable for interview. The short-listed 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 candidates will be final.
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The last date for receiving applications is **22nd August, 2022 (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 POSITION OF CONSULTANTS IN OIA-II
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your
passport size
photo here

1. Name of the Position applied for :

2. Name :

3. Father's Name/Husband's Name :

4. Date of Birth :

5. Gender :

6. Educational Qualifications :

7. Mobile No. :

8. Email ID :

9. Address for Communication :

10. Details of employment in chronological order, if applicable. *(Enclose a separate sheet, if space below is insufficient)*

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

11. Details of courses/ training programs attended, if any:

12. Languages known with level of proficiency:

13. Details of previous Consultancy, if any :

14. Date of retirement, Post and Department from which retired:
(Please attach a copy of retirement order and PPO)

15. 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.

16. Remarks, if any :

(Signature of candidate)

Date: