

Q/PF/575/03/2024
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 17th January, 2024

Advertisement for engagement of Consultants for Diaspora Engagement (DE) 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 **02 (two)** Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

Name of the Position: Consultant

Number of Positions: 01 (One)

1.	Qualifications/ Essential Criteria	<ul style="list-style-type: none">• Applicant should be an Indian National.• Minimum educational qualifications with prior work experience:<ul style="list-style-type: none">◦ Ph.D plus 02 years work experience or◦ Post Graduation plus 03 years work experience or◦ Graduation plus 05 years work experience• Preference will be given to individuals with experience in managing projects concerning diaspora, data collection, research and documentation, presentation etc.• Work experience with a think-tank or research organization in the area of International affairs.• Experience in diaspora outreach programmes and managing conferences.• Age should be between 30-45 years as on last date of submission of applications.
2.	Desirable Criteria	<ul style="list-style-type: none">• Excellent proficiency in Hindi and English• Proficient in MS Office• Excellent communication skills• Familiarity with design software and technologies (such as InDesign, Illustrator, Dreamweaver, Photoshop, Canva)• Knowledge of Wordpress, content management systems and designing and management of website.• Proficiency with photo editing software.
3.	Nature of Duties/Work	<ul style="list-style-type: none">• Conducting of thorough background research and analysis of nominee profiles for the Pravasi Bhartiya Samman

		<ul style="list-style-type: none"> Awards 2025. Preparation of briefs, background reports and other material pertaining to Indian diaspora and policies related to diaspora. Data collection, collation and presentation related to overseas Indians. Planning, promotion and execution of diaspora outreach programmes. Organizing and managing diaspora conferences. Any other task assigned by the HoD.
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Name of the Position: Consultant (Logistics)

Number of Positions: 01 (One)

1.	Qualification/ Essential Criteria	<ul style="list-style-type: none"> Applicant should be an Indian National. Bachelor's degree plus 05 years work experience in Logistics industry. Master's degree plus 03 years work experience in Logistics Industry. Ph.D plus 2 years experience. Master's degree in Business Administration preferred. Minimum 05 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. Age should not be more than 45 years as on last date of submission of application.
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 organizational skills. Ability to work independently and handle multiple projects.
3.	Nature of Duties	<ul style="list-style-type: none"> Strategically plan and manage and coordinate to ensure optimum results for implementation of Schemes and programmes conducted by the Division. Liaise and negotiate with EMCs State Govt, Departments, MEA and other stakeholders Ministries. Keep first hand record of databases on accommodation, transport, venue logistics etc. including support provided by State Government, maintain metrics and analyse data assess performance and implement improvement, wherever applicable. Maintaining contact and liaise with all service providers at the event venue. Resolve any arising logistics related problems or

			<p>complaints.</p> <ul style="list-style-type: none"> • Supervise, coach and training of workforce. • Meet cost productivity, accuracy and timelines targets. • Comply with laws, regulations and ISO requirements. • Any other task assigned by the HoD.
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<u>Common Criteria for both the Positions</u>			
1.	Period of Consultancy	:	<p>Initially for 01 (one) year.</p> <p>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.</p>
2.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Sushma Swaraj Bhawan/Patiala House/ISIL Building/Akbar Bhavan), New Delhi.
3.	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 consultancy fees shall be paid in Indian Rupees. 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 office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other

			<p>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 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 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, at par with Under Secretary in the Ministry. • 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.
4.	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: <ul style="list-style-type: none"> • OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant in DE Division of Ministry of External Affairs”. This is to be sent to the following address. <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 style="text-align: center;">•</p>

		<ul style="list-style-type: none"> • ONLINE MODE:- Through email with the subject clearly mentioned 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 short list the candidates if 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 candidate will be final.
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The last date for receiving applications is **06th February, 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.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE DE
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

Paste your
passport size
photo here

- Name of the position :
- Name :
- Nationality
- Father's Name/ Husband's Name :
- Date of Birth :
- Gender :
- Educational Qualifications :
- Mobile No. :
- Email ID :
- Address for Communication :
- 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

- Details of courses/ training programmes attended, if any:
- Languages known :
- Details of previous Consultancy, if any :
- 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.
- Remarks, if any :

(Signature of Candidate)
Date