

**No. Q/PF/575/08/2020**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 06<sup>th</sup> May, 2020**

**Advertisement for Consultant in DPA-IV 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 **03 (Three) numbers of Consultants** in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	<b>Consultant in DPA-IV Division of Ministry of External Affairs Headquarters, New Delhi</b>
2.	Period of Consultancy	:	<ul style="list-style-type: none"><li>• Initially for 02 (two) years</li><li>• The contract could be extended further depending on assessment of performance, mutual willingness and depending on the requirement. 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.</li></ul>
3.	Nature of Duties	:	<p>The Selected consultants will be required to to perform the following duties:</p> <ul style="list-style-type: none"><li>• Project Assessment and preparation of Detailed Project Report (DPR) on Cultural and Heritage Development projects such as excavations, restoration and preservation, museology related works, iconography survey etc.</li><li>• Follow up work for execution of the projects which, inter-alia include budgeting, tendering, monitoring and coordination with different departments/agencies of Govt. of India, various territorial divisions of Ministry of External Affairs, Indian Missions/Posts abroad, International organisations etc.</li><li>• Maintain documentation of completed and on-going projects as well as mapping the potential projects for identification of future projects and create a vision document, with a view to develop institutional memory.</li><li>• To assist in making various logistical arrangements for High-level events and their follow-up works.</li><li>• To undertake promotional and publicity related functions to publicize the works and projects through films, documentaries, social media campaign etc.</li><li>• Training of regular staff with a view to transferring the knowledge and skills during the period of</li></ul>

			<p>consultancy.</p> <ul style="list-style-type: none"> <li>Any responsibilities assigned by the Head of Division.</li> </ul>
4.	Job Location	:	<ul style="list-style-type: none"> <li>Ministry of External Affairs (Jawaharlal Nehru Bhawan/South Block/Patiala House/Akbar Bhawan), New Delhi.</li> </ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <li>The applicant should be an Indian National.</li> <li>She/he should possess Post Graduate Degree/Post Graduate Diploma or above in Archaeology and/or Conservation or Museology or Engineering Degree in Civil/Structural Engineering/Architecture.</li> <li>10 years experience in heritage development projects such as excavations, restoration and preservation, museology related works, iconography survey.</li> <li>Age Criteria 35-60 years.</li> <li>Applicant should possess fluency in English.</li> </ul>
6.	Desirable Criteria		<ul style="list-style-type: none"> <li>Prior experience in general project management or working as a Project Management Consultant.</li> <li>Applicant should be computer savvy.</li> </ul>
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>The remuneration would be Rs.8,40,000/- per annum.</li> <li>The employment will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will take care of their travel, accommodation and per-diem costs.</li> <li>The selected Consultant is required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.</li> <li>Deduction of mandatory tax will be applicable.</li> </ul>
9.	How to apply	:	<ul style="list-style-type: none"> <li>Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I.</li> <li>The applications in the prescribed format should be sent via email to <a href="mailto:aopfsec@mea.gov.in">aopfsec@mea.gov.in</a> with the subject “<b>Application for the post of Consultant in the DPA-IV Division of the Ministry of External</b></li> </ul>

		<p><b>Affairs”.</b></p> <ul style="list-style-type: none"> <li>• References from past employers may be included.</li> <li>• The applications should include the contact details of the candidate, including residential address, email ID and land line and mobile numbers.</li> <li>• The duly signed application as per Annex-I (with colour photograph pasted thereon) and supporting documents should be scanned and converted to the PDF format before sending them by email.</li> <li>• Ministry of External Affairs will review the applications and will shortlist candidates it considers suitable.</li> <li>• The short-listed candidates will be called for an interview in the Ministry, details of which will be conveyed in due course.</li> <li>• The candidates shortlisted for interview will be required to bring along application and supporting documents, in original, on the day of interview.</li> <li>• Candidates will have to make their own arrangements to reach the place of interview.</li> <li>• No TA/DA will be payable by the Ministry to attend the interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Government on selection of candidates will be final.</li> </ul>
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The last date for receiving applications is **15<sup>th</sup> June, 2020**. 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 and no correspondence shall be entertained in this regard.

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