

**Q/PF/575/28/2022**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan, New Delhi,**  
**27<sup>th</sup> September 2022**

**Advertisement for Engagement of Senior Policy Specialist/ Policy Specialist for G-20 Secretariat of the Ministry of External Affairs on Consultancy basis**

Applications in the prescribed proforma as given in the Portal ([www.g20recruitment.mea.gov.in](http://www.g20recruitment.mea.gov.in)) are invited from eligible candidates for engagement of **12 (Twelve)** Senior Policy Specialists/ Policy Specialists in the G-20 Secretariat of the Ministry of External Affairs (MEA), New Delhi, as per details given below:

**Position: Senior Policy Specialist**  
**Number of Positions: 6 (Six)**

1.	Qualifications /Essential Criteria	:	<ul style="list-style-type: none"><li>• Applicant should be an Indian National.</li><li>• Applicant should possess higher qualification (Masters' and above) from a reputed Indian or International Institution/University in Development Cooperation/Development Partnership/International Relations/International Law/International Development/ Public Administration/Strategic Studies/ International Trade/Environment &amp; Climate or a related subject.</li><li>• At least eight years of experience in handling multilateral work in UN agencies or International Organizations or International consultancy organizations or Government of India, in relevant fields.</li><li>• Candidate should have experience of participating in international meetings involving international climate agenda/international developmental agenda/development cooperation/debate on sustainable development goals/international discussions on digital economy or emerging technologies</li><li>• Candidates should possess good writing and analytical skills and have experience in policy making or advocacy. Experience in speech writing, analytical writing and preparing negotiation strategy.</li></ul>
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			<ul style="list-style-type: none"> <li>• Should possess good speaking skills in English and any other foreign language.</li> <li>• Candidate should be proficient in computers.</li> <li>• Experience of internships shall not be counted</li> <li>• Age upto 50 years and he/she should be in good health.</li> <li>• Relaxation in age criterion could be considered for deserving candidates.</li> </ul>
2.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Experience of handling/providing consultancy on G20 related issues.</li> </ul>
3.	Nature of Duties	:	<ul style="list-style-type: none"> <li>• Will be attached to G20 substantive Secretariat work streams and would be expected to research and develop concept notes/issue notes/background documents, themes and key priorities in respective areas for India's G20 forthcoming Presidency.</li> <li>• Would need to prepare draft outcome documents for the G20 meetings, and to help with negotiation process and negotiation strategy, including live drafting of document during negotiations. Responsible to keep track of country position on relevant subjects.</li> <li>• Keeping track of the state of play on issues discussed in G20 Working Group and to work towards proposals that would garner consensus in G20.</li> <li>• Responsible to cover meetings and coordinate with various Line Ministries/Departments of GoI, Think Tanks, International Organizations and G20 member &amp; Invitee Countries etc.</li> <li>• Any other task assigned by the Head of the Division.</li> </ul>

**Position: Policy Specialist**

**Number of Positions: 6 (Six)**

1.	Qualifications / Essential Criteria	:	<ul style="list-style-type: none"><li>• Applicant should be an Indian National.</li><li>• Applicant should possess a higher qualification (Masters' and above) from a reputed Indian or International Institution/University in Economics / Development Cooperation / Development Partnership / International Relations / International Law / International Development / Strategic Studies / Public Administration / International Trade / Environment and Climate / Trade / Agriculture / Labour Economics / Women Issues / Energy / Health / Disaster Management / Anti-corruption.</li><li>• At least five years of experience in handling multilateral work in UN agencies or International Organizations or International Consultancy / Consultancy Organizations / Government of India as Consultant / Advisor, in relevant fields.</li><li>• Candidate should have experience of participating in international meetings involving international discussions / negotiations on any of the issues of Climate &amp; Environment, Health, Agriculture, Trade, Investment and Industry, Energy, Anti-Corruption, Developmental Issues, Digital Economy etc.</li><li>• Candidate should possess good writing and analytical skills and have experience in policy making or advocacy. Experience in speech writing, analytical writing and preparing negotiation strategy.</li><li>• Should possess good speaking skills in English and any other foreign language.</li><li>• Candidate should be proficient in computers.</li><li>• Age upto 45 years and he/she should be in good health.</li><li>• Relaxation in age criterion could be considered for deserving candidates.</li></ul>
2.	Desirable Criteria	:	<ul style="list-style-type: none"><li>• Experience of handling/providing consultancy on G20 related issues.</li></ul>

3.	Nature of Duties	:	<ul style="list-style-type: none"> <li>• Will be attached to G20 substantive secretariat work streams, and would develop concept notes/issue notes/background documents/scoping notes, themes and key priorities in respective areas for India's forthcoming Presidency.</li> <li>• Would need to prepare draft outcome documents for the G20 meetings, and to help with negotiation process and negotiation strategy, including live drafting of document during negotiations.</li> <li>• Would need to prepare presentations, interventions, position papers etc. for Ministerial meetings, taking meeting records, coordination with G20 Countries &amp; IOs and feeding outcomes of Sherpa meetings in Leaders' Declaration.</li> <li>• Develop knowledge on the state of play on issues discussed in G20 Working Groups and to work towards proposals that would garner consensus in G20.</li> <li>• Responsible to cover meetings and perform liaison duties with various Line Ministries/Departments of GoI, Think Tanks, International Organizations and G20 member and invitee Countries etc.</li> <li>• Research and documentation work for the G20, in the run up to and during India's G20 Presidency including assessing key issues, country positions.</li> <li>• Any other task assigned by the Head of the Division.</li> </ul>
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## COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Period of Consultancy	:	<p>Consultancy will end on 30 November 2023</p> <p>The contract may be terminated on one month's notice from either side or on payment of one month's remuneration in lieu thereof. Unauthorized absence may lead to termination of the engagement.</p>
2.	Job Location	:	<p><b>Ministry of External Affairs (Sushma Swaraj Bhawan or any other office of G20 in New Delhi), New Delhi.</b></p>
3.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• For Senior Policy Specialist: <p>The remuneration package will be up to a maximum of Rs.2,75,000/- 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.</p> </li> <li>• For Policy Specialist: <p>The remuneration package will be up to a maximum of Rs.2,25,000/- 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.</p> </li> <li>• Deduction of mandatory taxes will be applicable.</li> <li>• The employment will be strictly contractual and will not confer any other benefits to the selected candidate.</li> <li>• 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.</li> <li>• 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.</li> <li>• No HRA shall be admissible.</li> <li>• The engagement is on full time basis as per Government of India rules. In exigencies, he/she may be required to work</li> </ul>

		<p>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.</p> <ul style="list-style-type: none"> <li>• The work generated in the Secretariat will be sole property of G20 Secretariat, Government of India. The information would be covered under Official Secrets Act.</li> <li>• 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.</li> <li>• The selected Consultant will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement.</li> </ul>

4.	How to apply	:	<ul style="list-style-type: none"> <li>● The applicants who fulfill the eligible criteria may <b>submit application online in the portal <a href="http://www.g20recruitment.mea.gov.in">www.g20recruitment.mea.gov.in</a></b></li> <li>● 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 candidates not shortlisted for interview will not receive any communication.</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> <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 in the interview.</li> <li>● The decision of the Government regarding selection of candidates will be final.</li> </ul>
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The last date for receiving applications is **12th October 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 the Portal, are liable to be rejected and no correspondence shall be entertained in this regard.

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