

**Indian Council of World Affairs
Sapru House, Barakhamba Road,
New Delhi – 110 001.**

ADVERTISEMENT FOR ADMINISTRATIVE CONSULTANT

Application is prescribed proforma (As per Annexure I to the Advertisement) are invited from eligible retired Central Government Officials (Under Secretary and above) to be appointed as Administrative Consultant in the Indian Council of World Affairs, New Delhi on contract for a limited period as per the details given below:-

1.	Name of the Post	:	Administrative Consultant in Indian Council of World Affairs, SapruHouse, New Delhi
2.	Period of Consultancy	:	Initially for a period of three months. 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 Council can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.
3.	Nature of Duties	:	The Selected Consultant will be required to perform the following duties :- <ul style="list-style-type: none"> • Work in coordination with administration section of the Council and Ministry of External Affairs/ Ministry of Finance etc., for medical facilities to retired employees and their families, confirmation of staff, MACP, regular promotions, regular appointments etc., coordination with SIU for increase in number of regular posts and other administrative works as and when assigned by the competent authority.
4.	Job location	:	Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110 001.
5.	Qualification/Essential criteria	:	<ul style="list-style-type: none"> • Applicant should be a retired Central Govt. Official (Under Secretary and above) • Applicant must be a graduate. • Previous experience of working in administration division of the Ministry / Departments knowledge of its rules and regulations • Applicant should be well versed with the use of computer internet etc. • Age should be less than 65 years
6.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration would be as per GFR norms • The employment will be strictly contractual, and will not confer any other benefits to the selected candidate • Selected candidate will be required to enter into a contract with the Council in a prescribed format w.e.f. the actual date of appointment as consultant
7.	How to apply	:	<ul style="list-style-type: none"> • Interested applicants may submit application indicating their interest in working for the Council as per proforma at Annexure – I. • The envelope containing the applicants' details as mentioned above should be clearly labelled <u>"Application for the post of</u>

		<p><u>Administrative Consultant in Indian Council of world Affairs</u> and may be addressed to:</p> <p>Deputy Director General Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110 001 Email :ddgoffice@icwa.in / us@icwa.in</p> <p>Or</p> <p>Under Secretary, Indian Council of World Affairs, Sapru House, Barakhamba Road, New Delhi – 110 001 Email :us@icwa.in</p> <ul style="list-style-type: none">• The applicant should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.• References from past employers may be included.• The application should include the contact details of the candidate, including residential address, email ID and land line / Mobile numbers.• Indian Council of World Affairs will review the applications, and will short list candidates it considers suitable. The short-listed candidates will be called for an interview in the Council.• The date, time and venue of the interview will be conveyed in the interview call letter.• Candidates will have to make their own arrangements to reach the place of interview.• No TA/Da will be payable by the Council to attend the interview.• The final selection will be based on their performance at the interview.• The decision of the Council on selection of candidate will be final.
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The last date for receiving applications is 13.11.2020. 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.



ANNEXURE - I

Paste your
recent
passport
size photo

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT
INDIAN COUNCIL OF WORLD AFFAIRS, NEW DELHI**

1. Name :
2. Date of Birth :
3. Gender :
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. 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

8. Details of courses / training programmes attended, if any:
9. Details of previous consultancy, if any:
10. 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.
11. Remarks, if any:

(Signature of Candidate)

Address:

Date: