

ADVERTISEMENT

Invitation of applications for engagement as High Level Consultants exclusively for G20 Presidency 2023 in International Economic Relations (IER) Division, Department of Economic Affairs, Ministry of Finance.

The Department of Economic Affairs (DEA) proposes to engage 10 (Ten) High Level Consultants for attending to specific and time-bound jobs for G20 Presidency 2023 to be held by India in 2023. Persons with requisite qualification and experience only, as prescribed hereunder, would be engaged as High Level Consultants.

2. The applications must be submitted on the dedicated web portal - <https://mofapp.nic.in/cadreG20Consult/>. Applications not submitted through Web portal will not be considered.

3. The means of communication between the Department and the candidate shall be through email. **The details of the advertisement are as follows:-**

1.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none">• Applicant should be an Indian National.• Applicant should possess at least a masters degree qualification (PhD desirable) from a reputed Indian or International Institution/University in Economics/ Business Economics/ Finance/ Development Cooperation/Development Partnership/International Relations/ /Environment & Climate Finance/Taxation or similar subject.• At least five years of experience in handling multilateral work in UN agencies/International Organizations/International consultancy organizations/Government of India as a Researcher/Consultant in relevant fields/ experience with any other academic institute/domestic think tank in related field.• Candidate should have experience of handling/ participating in international meetings involving international Macroeconomic Issues, International Financial Architecture, Infrastructure financing , Financial Inclusion , Climate Finance, Sustainable Financing and International Taxation etc.• Candidates should possess good writing and analytical skills and have experience in policy making and/or advocacy. Experience in speech writing, analytical writing, and preparing policy paper, reports and documents and negotiation strategy.
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		<ul style="list-style-type: none"> • Should possess good speaking skills in English and any other foreign language. • Candidate should be proficient in working on computers. • Age upto 40 years and he/she should be in good health.
2.	Desirable Criteria :	<ul style="list-style-type: none"> • Experience of handling/providing consultancy on G20 and other multilateral fora
3.	Nature of Duties	<ul style="list-style-type: none"> • Consultants will be attached to dedicated G20 Working groups, and would develop concept notes/issue notes/background documents, themes and key priorities in respective areas for India's G20 forthcoming presidency. • Would need to prepare draft documents for the G20 meetings, and to help with negotiation process and negotiation strategy, including live drafting of document during negotiations. • Consultants will be attached to dedicated working groups and would be required to work in specific fields of Macroeconomic Issues, International Financial Architecture, Infrastructure financing , Financial Inclusion , Climate Finance, Financial Sector issues, Sustainable Financing and International Taxation etc. • Would need to prepare presentations, interventions, position papers etc. for Ministerial meetings, taking meeting records, coordination with G20 countries & Ios and feeding outcomes of Finance Track meetings in Leaders' Declaration. • Develop knowledge on the state of play on issues discussed in G20 Working Group and to work towards proposals align with the G20 work and priorities. • Responsible to cover meetings and perform liaison duties with various Line Ministries/Departments of GoI, Think Tanks, International Organizations and G20 member & invitee countries etc. • Research and Documentation/repository of information work for the G20, in the run up to and during India's G20 Presidency including assessing key issues, country positions. • Any other task assigned by the Head of the Division/Working Stream.

4.	Period of Consultancy	:	Till March 2024 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.
5.	Job Location	:	Department of Economic Affairs, Ministry of Finance. The candidate may have to travel for official purposes.
6.	Remuneration	:	The remuneration package will be Rs.1,20,000/- 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.

4. TA/DA: The individual consultant may require to undertake domestic tours subject to approval of the competent authority and they will be allowed following TA/DA:-

Position	Mode of Journey	Reimbursement of Hotel, Taxi and Food Bills
High Level Consultant	Air in Economy class or by Rail in AC Two Tier	Hotel accommodation of upto ` . 4500/- per day; taxi charges for AC taxi upto 50Kms within the city and food bills not exceeding ` . 1000/- per day shall be allowed.

5. Other Allowances: No other facilities such as phone/conveyance/transport, travel, personal staff, medical reimbursement etc. would be admissible.

6. Attendance & Working days: The working hours of the consultants shall be same as regular Government employees working in DEA. No extra remuneration shall be allowed for working beyond office hours or on Saturdays/ Sundays/ Gazetted holidays. Compensatory leave in such cases shall be at the discretion of the JS/Adviser of the concerned division. The attendance in and out shall be marked in the Biometric system.

7. Leave: The individual consultants shall be entitled to leave at the rate of 1.5 days of each completed month with no accumulation of leave beyond a calendar year on pro-rata basis. Apart from this the women Consultant may be eligible for maternity leave as per the Maternity Benefit (Amendment) Act, 2017 issued by Ministry of Labour and Employment vide no S-36012/03/2015-SS-1 dated 12th April, 2017.

8. Tax Deduction at Source: The Income Tax or any other tax liable to be deducted, as per the prevailing rules will be deducted at source before effecting the payment, for which the Department of Economic Affairs will issue TDS Certificate to the Individual Consultants. The Department of Economic Affairs undertake no liability for taxes or other contribution payable by the Individual Consultant on payments made under this contract.

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9. Police Verification: Police verification of the Individual Consultants shall be done as per the latest instructions issued by MHA. In case the police verification is received as negative, the contract of individual consultant shall cease to exist with immediate effect without any notice.

10. Service Condition: The High Level Consultants shall not, except with the previous sanction of Department of Economic Affairs, in the *bona fide* discharge of his duties, publish a book or a compilation of articles or participate in a radio broadcast or representing any private entity in legal or commercial matters or contribute an article or write a letter to any newspaper or periodical, either in his own name or anonymously or pseudonymous in the name of any other person, if such book, article, broadcast, uses any information that he may gather as part of this assignment.

11. Confidentiality and Secrecy: During the period of assignment with Department of Economic Affairs, the High Level Consultants would be subject to the provisions of the Indian Official Secret Act, 1923 and will not divulge any information gathered by him during the period of his assignment to anyone who is not authorized to know the same. Selected candidates shall provide integrity certificates from 2 references known to them. A self-undertaking shall be provided by the candidate to the effect that he/she has no criminal record or criminal case in any court is pending against them.

12. Period, Termination of Services and requirement of notice: Period of engagement shall be till March, 2024. In case a consultant wishes to resign from his/her position, he/she shall furnish at least one month's notice period or salary in lieu thereof. Secretary (EA) may waive off the condition for notice period/salary in lieu thereof, in deserving cases. DEA shall have powers to terminate any or all the High Level Consultants at any time without assigning any reason, with the approval of the Secretary (EA). Absence from duty for a continuous period of 12 days, without any information or any valid reason shall lead to automatic termination of contractual engagement.

13. Submission of application: The application should be submitted through the Webportal URL <https://mofapp.nic.in/cadreG20Consult/> on or before 20th July, 2022.



(Alok Kumar Tiwari)

Under Secretary to the Government of India

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