

**Government of India  
Ministry of External Affairs  
Sushma Swaraj Institute of Foreign Service**

**19.07.2022**

**Advertisement for faculty member at  
Sushma Swaraj Institute of Foreign Service, New Delhi.**

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up one (1) faculty post at Sushma Swaraj Institute of Foreign Service(SSIFS) in the Ministry of External Affairs(MEA), New Delhi, as per details given below:

1	Name of the Post	Faculty Member at Sushma Swaraj Institute of Foreign Service, MEA, New Delhi
2	Period of Contract	Initially for <b>01 (one) year.</b> The contract could be extended one year at a time depending on assessment of performance and mutual willingness. The contract may be terminated by either side at any time, by giving one month's prior notice or on payment of one month's fee in lieu thereof.
3	Nature of Duties	<ul style="list-style-type: none"><li>• Functioning as Course Coordinator for various training programmes.</li><li>• Delivering lectures as part of the various training programmes at SSIFS.</li><li>• Developing and modifying training curriculum for various training programs at SSIFS.</li><li>• Preparation of policy and research papers.</li><li>• Carrying out other tasks assigned by Dean and JS(SSIFS).</li></ul>
4	Job Location	Sushma Swaraj Institute of Foreign Service, Ministry of External Affairs, Baba Gang Nath Marg, Opp. Kendriya Vidyalaya, Old JNU Campus, New Delhi-110067.
5	Qualifications/ Essential Criteria	<ul style="list-style-type: none"><li>• Applicant should be an Indian National</li><li>• Applicants for the above positions must have Ph.D degree in International Relations / Political Science / History / Management / Economics / International Law or related fields from a recognised University.</li><li>• Applicant should have minimum 10 years of</li></ul>

		experience in teaching or conducting research.
6	Desirable Criteria	<p>a) Previous experience relating to International Cooperation/ Foreign Trade in Government of India.</p> <p>b) Knowledge of Foreign Languages, if any.</p> <p>c) Experience of work in a reputed university, publication, think-tank or research organisation in the area of foreign policy or international affairs.</p>
7	Age Limit	45 years as on 01.07.2022.
8	Remuneration & Entitlements	<ul style="list-style-type: none"> <li>• The remuneration package will be commensurate with a Director level officer in the Government of India and the fee has been fixed at Rs.1,72,600/- (subject to deduction of applicable taxes) and shall remain unchanged during the term of engagement. The fees shall be paid in Indian Rupees.</li> <li>• The employment will be strictly contractual, and will not confer any other benefits to the selected candidates. .</li> <li>• The Faculty Member shall not be entitled to any benefit such as 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 or other allowances shall be admissible.</li> <li>• The engagement of the Faculty Member 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 professional appointment, paid or otherwise during the term of engagement with this Ministry.</li> </ul>

		<ul style="list-style-type: none"> <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>• In case the faculty is required to travel domestically the Ministry will take care of their travel, accommodation and per-diem cost, at par with a Director in the Ministry.</li> <li>• Selected candidate will be required to enter into a contract with the Ministry in a prescribed format with effect from the actual date of engagement as faculty member.</li> </ul>
9	How to apply	<ul style="list-style-type: none"> <li>• Interested applicants may submit application as per proforma at Annexure I.</li> <li>• The envelope containing the applicant's details as mentioned above should be clearly labeled "<b>Application for the post of faculty at Sushma Swaraj Institute of Foreign Service</b>" and addressed to: <p style="margin-left: 20px;"> <b>Shri Pradeep Kumar L.</b>  <b>Under Secretary (Admn)</b>  <b>Room No. 010</b>  <b>Sushma Swaraj Institute of Foreign Service</b>  <b>Ministry of External Affairs</b>  <b>Baba Gang Nath Marg</b>  <b>New Delhi 110 067</b>  <b>Tel.: 26181235</b>  <b>E-mail: <a href="mailto:us.ssifs@mea.gov.in">us.ssifs@mea.gov.in</a></b> </p> <p><b><i>Note: Applications received through email will not be considered.</i></b></p> </li> </ul>

		<ul style="list-style-type: none"><li>• The application should include a detailed bio-data listing the educational qualifications of the candidate, areas of expertise, details of publications in peer reviewed journals (if any), any prior work experience, self-attested copies of educational certificates and mark-sheets (from under-graduate level onwards).</li><li>• References from past employers may be included, but are not mandatory.</li><li>• The application should include the contact details of the candidate, including residential address, email ID and landline and mobile numbers.</li><li>• Ministry of External Affairs will review the applications and shortlist candidates, if considered suitable, for interview. <b>The short-listed candidates will be called for an interview in the Ministry.</b></li><li>• The date, time and venue of the interview will be conveyed <i>through email at the email address provided by the applicants.</i></li><li>• Candidates will be required 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 decision of the Ministry of External Affairs, Government of India on selection of candidates will be final and no correspondence on this subject will be entertained.</li></ul>
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The last date for receiving applications is 20.08.2022 (Upto 1730 hrs). 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.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR FACULTY**  
**MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your  
passport size  
photo here

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 publication, if any :
  
10. Languages known :
  
11. 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.
  
12. Remarks:

(Signature of the candidate with date)

Address: