

No. Q/PF/575/02/2022
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, 21st February, 2023

Advertisement for Consultant for Consular Passport Visa (CPV) 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 **01 (one)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the Post	:	Consultant (Court Cases) in Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 01 (one) year The contract can be extended further depending on assessment of performance, mutual willingness and depending on the requirement. 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.
3.	Nature of Duties	:	<ul style="list-style-type: none">• The Consultant shall act as single window for all Court Cases pertaining to matters dealt with by CPV Division of MEA.• To receive and compile the Court notices/Summons/Petitions etc.• To share Court notice/Summons/Petitions with Section/Divisions concerned in the Ministry and Missions/Posts abroad and solicit their inputs to prepare response to such notices/Summons/Petitions etc.• To prepare draft affidavits and other inputs in consultation with Section/Divisions concerned and in consultation with Central Government Standing Counsels/Law Officers.• To coordinate and maintain contract with Central Govt. Standing Counsels to keep abreast of ongoing and current Court Cases.• To maintain a status report of all ongoing court cases and track the dates of next hearing etc. to suitably alert the officials concerned.• To process matter related to payment of professional fees to Central Govt. Standing Counsels/Law Officers as admissible. Any othe legal matter as directed by

			<p>Head of Division.</p> <ul style="list-style-type: none"> Any other tasks assigned by the Head of the Division.
4.	Job Location	:	<ul style="list-style-type: none"> Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Sushma Swaraj Bhawan/Patiala House/ISIL Building/Akbar Bhavan), New Delhi.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> The Applicant should only be an Indian national. He/She must possess Bachelors Degree in Law. He/She must also have knowledge of computer operations and social media communications. The applicant must have 2 years experience in work related to court case processes as also in digitization field. He/She should not be older than 35 years of age and should be of sound health.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> 05 years work experience in handling Court Cases/litigation field.
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs.09 lakh per annum (Rs.75,000/- per month) and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. The engagement will be strictly contractual and will not confer any other benefits to the selected candidates. 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. No HRA shall be admissible. The engagement of the Consultant 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. Paid leave of absence may be allowed at the rate of 1.5 days for each completed month of service.

			<p>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.</p> <ul style="list-style-type: none"> • In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, at par with Under Secretary in the Ministry. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
8.	How to apply	:	<ul style="list-style-type: none"> • The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • The envelope containing the applicants' details as mentioned above should be clearly labelled "Application for the position of Consultant in CPV Division of Ministry of External Affairs" and sent to: <p style="text-align: center;">Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011</p> <p>Note: Applications received through email will not be considered.</p> • Ministry of External Affairs will review the applications and short list the candidates if considers suitable for interview. The short-listed candidates will be intimated by email. • The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.

			<ul style="list-style-type: none">• Applicants will have to make their own arrangements to reach the place of interview.• No TA/DA will be payable by the Ministry to Applicants for attending interview.• The final selection will be based on their performance at the interview.• The decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is **14th March, 2023 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma will be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE CPV
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

Paste your
passport size
photo here

1. Name of the position :
2. Name :
3. Father's Name/ Husband's Name :
4. Date of Birth :
5. Gender :
6. Educational Qualifications :
7. Mobile No. :
8. Email ID :
9. Address for Communication :
10. 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

11. Details of courses/ training programmes attended, if any:

12. Languages known :

13. Details of previous Consultancy, if any :

14. 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.

15. Relevant documents related to retirement from Government Service (PPO etc.):

16. Remarks, if any :

(Signature of Candidate)

Date: