

**No. Q/PF/575/20/2023**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 10<sup>th</sup> February, 2023**

**Advertisement for Engagement of a Consultant in Legal & Treaties (L&T) 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, New Delhi, as per details given below:

1.	Name of the Post	:	<b>Consultant in L&amp;T Division of Ministry of External Affairs Headquarters, New Delhi</b>
2.	Period of Consultancy	:	01 (One) year  The contract can 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.
3.	Nature of Duties	:	<ul style="list-style-type: none"><li>• Legal vetting of all documents connected with court cases as well as other matters/documents such as MOUs/Agreements/Treaties referred for examination from legal angle;</li><li>• Coordination and keeping track of routine court cases involving MEA and other stakeholders of GoI;</li><li>• The Consultant to be single point recipient of all court notices, summons, judgment, arrest warrants, forwarding writ petitions, transmittal of legal documents, request for witness evidence by video conferencing, counsel fee, bills, reports etc;</li><li>• Getting concerned Divisions engaged in time to enable effective handling of cases concerning them;</li><li>• Processing of appointment of legal counsels to represent MEA in court cases, in consultation with Ministry of Law and Justice ensuring that after approval of EAM, paper/affidavit, counter affidavit and files in concerned courts;</li></ul>

			<ul style="list-style-type: none"> <li>• Carrying our research in any specific area assigned by the Ministry;</li> <li>• Preparing briefs or reports on any subject or meeting assigned by the Ministry;</li> <li>• Any other work that may be assigned by the Ministry from time to time.</li> </ul>
4.	Job Location	:	<ul style="list-style-type: none"> <li>• Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/SSIFS), New Delhi</li> </ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <li>• Applicant should be an Indian National.</li> <li>• Applicant should be LLB with 7 years of work experience.</li> <li>• The Consultant should not be less than 30 years and more than 55 years of age as on 01.02.2023.</li> <li>• Proficiency in use of computers (Word, Excel, PowerPoint etc.)</li> </ul>
6.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs. 10 lakh per annum and deduction of applicable taxes. The consultancy fees shall be paid in Indian Rupees. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</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 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</li> </ul>

			<p>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.</p> <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 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.</li> <li>• 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.</li> </ul>
7.	How to apply	:	<ul style="list-style-type: none"> <li>• Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I.</li> <li>• The envelope containing the applicant's details as mentioned above should be clearly labelled "<b>Application for the post of Consultant in L&amp;T Division of Ministry of External Affairs</b>" and addressed to: <p style="text-align: center;"><b>Under Secretary (PF&amp;PG)</b>  <b>Ministry of External Affairs</b>  <b>Room No. 4071, Jawaharlal Nehru Bhawan</b>  <b>23-D, Janpath Road</b>  <b>New Delhi 110 011.</b></p> <p><b><u>Note:</u> Applications received through email will not be considered.</b></p> </li> </ul>

		<ul style="list-style-type: none"> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• References from past employers may be included.</li> <li>• The application should include the contact details of the candidate, including residential address, email ID and land-line and mobile numbers.</li> <li>• Ministry of External Affairs will review the applications, and will short list candidates it considers suitable. <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 to the shortlisted candidates suitability.</li> <li>• Candidates 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 attend the interview.</li> <li>• The final selection will be based on their performance at the interview and suitability for the post.</li> <li>• The decision of the Government on selection of candidates will be final.</li> </ul>
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The last date for receiving applications is **03.03.2023 (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.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN L&T DIVISION OF  
THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI  
(Only for Indian National)**

Paste your  
passport size  
photo here

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


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

11. Languages known:

12. Details of previous Consultancy, if any :

13. 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.

14. Remarks, if any :

(Signature of candidate)

Date: