

New Delhi, 10 March, 2023

CIRCULAR

Subject: Filling up of two (2) posts of Legal Officer (Grade-I) in Level 12 of the Pay Matrix on deputation basis in the Legal and Treaties Division of the Ministry of External Affairs.

It is proposed to fill up two (2) posts of Legal Officer (Grade-I), Level 12 in the Pay Matrix, in the Legal and Treaties Division of the Ministry on deputation basis from amongst officers from the Central Government holding analogous posts on a regular basis in the Parent Cadre or Department; or officers from the Central Government with five years' regular service in the grade rendered after appointment thereto on regular basis in PB-3, Rs. 15600-39100 plus Grade pay of Rs. 6600 (Level 11 in the Pay Matrix) or equivalent in the Parent Cadre or Department; and possessing the following educational qualifications and experience:-

Educational Qualification:-

a) Essential:-

- i) Masters' degree in Law with specialisation in the field of International Law or International Relations or International Organisations from a recognised University.
(Note: International Law would, inter-alia, include major areas of International Law such as Law of the Sea, Human Rights Law, International Environment Law, International Criminal Law and International Trade Law.)
- ii) 10 years' experience, after obtaining minimum educational qualification in Legal Affairs, namely, Legal Practitioner; in Legal Service of the Government; teaching or conducting or guiding research in International Law or in the Law of International Organizations.
- iii) Candidates having specialization in International Law in M.Phil or Ph.D level, but not at Master's level will also be eligible

b) Desirable: Certificate course (at least 6 months duration) in one or two foreign languages other than English.

**For Armed Forces Personnel:-
Deputation/ Re-employment (for ex-servicemen)**

The Armed Forces Personnel of the rank of Act. Brigadier and Lt. Col. and also the officers of equivalent ranks in Navy and Air Force who are due to retire or to be transferred to reserve within a period of one year and having the requisite experience and qualifications prescribed shall also be considered. Such persons would be given deputation terms up to the date on which they are due for release from the Armed Forces; thereafter they may be continued on re-employment. In case such eligible officers have retired or have been transferred to reserve before and actual selection to the post is made their appointment will be on Re-employment basis. (Re-employment up to the age of superannuation with reference to civil posts).

2. The period of deputation will be 2 years initially which could be extended as per extant guidelines prescribed by DOPT on the subject. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organisation or Department of the Central Government shall ordinarily not exceed 4 years. The maximum age limit for appointment by deputation shall not be exceeding 56 years as on the closing date of receipt of applications.

3. Interested applicants may send their applications through proper channel in the enclosed proforma in duplicate to the undersigned within a period of 2 months from the date of publication of this circular in the Employment News. Applications received after the last date or otherwise incomplete are not likely to be considered.

4. Pay of the selected officers shall be fixed in the scale of the post in accordance with rules prescribed by the Government.

5. The following papers/document may also please be sent along with nomination:-

- i. Statement of Bio-data in the prescribed proforma (as per Annexure) in duplicate duly signed and forwarded through proper channel.
- ii. Attested copies of the CR dossiers for the last five years (attested on each page) by an Officer not below the rank of Under Secretary
- iii. A Certificate by the Employer / Head of Office/ Forwarding Authority in the prescribed format as attached with the Annexure.

(Ajith John Joshua)
Deputy Secretary (Cadre)
Ministry of External Affairs
Room No. 4086, "B" Wing,
Jawahar Lal Nehru Bhawan, 23-D Janpath
New Delhi-110001
Tel: 23085380

Enclosure: Proforma

To:-

1. All Ministries/ Department of Central government
2. AS (L&T)/ JS (AD)/PA-III Section
3. Office of the Chief Controller of Accounts, MEA, New Delhi
4. Directorate of Audio and Visual Publicity, Soochna Bhawan, Phase-IV, C.G.O Complex, Lodhi Road, New Delhi-110003

(**) All Ministries/Departments are requested to circulate the vacancies to their entire field/sources, including Attached/Subordinate Offices.

BIO-DATA/ CURRICULUM VITAE
PROFORMA

1.Name and Address (in Block Letters)	
2.Date of Birth (in Christian era)	
3.i) Date of entry into service	
ii) Date of retirement under Central/State Government Rules	
4.Educational Qualifications	
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)	
Qualifications/Experience required as mentioned in the advertisement / vacancy circular	Qualifications / experience possessed by the officer (to be filled by the officer)
Essential	Essential
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience-please refer vacancy circular	B) Experience
Desirable	Desirable
A) Qualification- please refer vacancy circular	A) Qualification
B) Experience- please refer vacancy circular	B) Experience
5.1 In the case of Degree and Post Graduate Qualifications Elective/ main subjects and subsidiary subjects may be indicated by the candidate.	

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post.	
6.1 Note: Borrowing Departments are to provide their specific comment/ views confirming the relevant Essential Qualification/ Work experience possessed by the Candidate (as indicated in the Bio- data) with reference to the post applied.	

7. Details of Employment, in chronological order. **Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.**

Office/Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay/Pay Scale of the post held on regular basis	Nature of Duties (in detail) highlighting experience required for the post applied for

***Important:** Pay-band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned . Only Pay Band and Grade Pay/ Pay scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate, may be indicated as below;

Office/Institution	Pay , Pay Band, and Grade Pay drawn under ACP / MACP Scheme	From	To

8.Nature of present employment i.e. Ad-hoc or Temporary or Quasi-Permanent or Permanent	
9.In case the present employment is held on deputation/contract basis, please state-	

a) The date of initial appointment	b) Period of appointment on deputation/contract	c) Name of the parent office /organization to which the applicant belongs.	d) Name of the post and Pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note: In case of Officers already on deputation, the applications of such officers should be forwarded by the parent cadre/ Department along with Cadre Clearance, Vigilance Clearance and Integrity certificate.</p>			
<p>9.2 Note: Information under Column 9(c) & (d) above must be given in all cases where a person is holding a post on deputation outside the cadre/ organization but still maintaining a lien in his parent cadre/ organisation</p>			

<p>10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.</p>	
<p>11. Additional details about present employment: Please state whether working under (indicate the name of your employer against the relevant column)</p> <ul style="list-style-type: none"> a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others 	
<p>12. Please state whether you are working in the same Department and are in the feeder grade or feeder to feeder grade.</p>	
<p>13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale</p>	
<p>14.Total emoluments per month now drawn</p>	

Basis Pay in the PB	Grade Pay	Total Emoluments
<p>15. In case the applicant belongs to an Organisation which is not following the Central Government Pay-scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.</p>		
Basic Pay with Scale of Pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break- up details)	Total Emoluments
<p>16.A Additional information, if any, relevant to the post you applied for in support of your suitability for the post. (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular/Advertisement) (Note: Enclose a separate sheet, if the space is insufficient)</p>		
<p>16.B Achievements: The candidates are requested to indicate information with regard to; (i) Research publications and reports and special projects (ii) Awards/Scholarships/Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and; (iv) Patents registered in own name or achieved for the organization (v) Any research/ innovative measure involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)</p>		
<p>17. Whether belongs to SC/ST</p>		

I have carefully gone through the vacancy circular/advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification/ Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information/details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed/ withheld.

(Signature of the candidate)

A

Address: _____

Contact No: _____

E-mail: _____

Date _____

Certification by the Employer/ Cadre Controlling Authority

The information/ details provided in the above application by the applicant are true and correct as per the facts available on records. He/she possesses educational qualifications and experience mentioned in the vacancy Circular. If selected, he/she will be relieved immediately.

2. Also certified that;

- i) There is no vigilance or disciplinary case pending/ contemplated against Shri/Smt. _____
- ii) His/ Her integrity is certified.
- iii) His/ Her CR Dossier in original is enclosed/ photocopies of the ACRs for the last 5 years duly attested by an officer of the rank of Under Secretary of the Govt. of India or above are enclosed.
- iv) No major/ minor penalty has been imposed on him/ her during the last 10 years **Or** A list of major/ minor penalties imposed on him/ her during the last 10 years is enclosed. (as the case may be)

Countersigned

(Employer/ Cadre Controlling Authority with Seal)