

No. Q/PF/575/08/2012
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 05th January, 2021

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	:	Consultant in L&T Division of Ministry of External Affairs Headquarters, New Delhi
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">• Develop a computerized registry of all treaties and agreements entered into by Government of India with Foreign countries.• Develop a system of receiving and acting as a depository of all such treaties.• Supervision of scanning of all the treaties/agreement/MoUs.• Legal vetting of documents and examination of cases• Attending hearing in various court cases in which Ministry is a party.• Collect data from various Ministries, Divisions of the Ministry of External Affairs and Indian Missions/Posts abroad from time to time.• Carrying out research in any specific area assigned by the Ministry.• Preparing briefs or reports on any subject or meeting

			<p>assigned by the Ministry.</p> <ul style="list-style-type: none"> Any other work that may be assigned by the Employer from time to time.
4.	Job Location	:	<ul style="list-style-type: none"> Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/SSIFS), New Delhi
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> Applicant should be an Indian National. Applicant should hold a Post Graduate degree in Law or LLM. Applicant should not be more than 40 years of age as on 01.03.2021.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> Strong written and spoken communications skills in English. Proficiency in use of computers (Word, Excel, PowerPoint etc.)
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.10 lakh per annum and deduction of applicable taxes. The employment will be strictly contractual, and will not confer any other benefits to the selected candidate. The consultant shall not be entitled any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other available benefits available to the regular employees of the Ministry. In case the Consultant is required to travel domestically or abroad as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per- diem costs. The consultant would be permitted to conduct independent research work for themselves or for any other organization with prior permission of the Ministry. However, any publications by them would need a disclaimer disassociating the Government of India from any views or conclusions.

		<ul style="list-style-type: none"> Those selected are 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	<p>:</p> <ul style="list-style-type: none"> Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I. The envelope containing the applicant's details as mentioned above should be clearly labeled "Application for the post of Consultant in L&T Division of Ministry of External Affairs, January, 2021" and addressed to: <ul style="list-style-type: none"> Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, Jawaharlal Nehru Bhawan 23-D, Janpath Road New Delhi 110 011. <p>Note: Applications received through email will not be considered.</p> <ul style="list-style-type: none"> The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise. References from past employers may be included. The application should include the contact details of the candidate, including residential address, email ID and land-line and mobile numbers. Ministry of External Affairs will review the applications, and will short list candidates it considers suitable. Preference may be given to applicants who have not worked with the Ministry earlier. The short-listed candidates will be called for an interview in the Ministry. The date, time and venue of the interview will be conveyed to the shortlisted candidates suitability. Candidates will have to make their own arrangements to reach the place of interview. No TA/DA will be payable by the Ministry to attend the interview. The final selection will be based on their performance

			at the interview and suitability for the post. <ul style="list-style-type: none">• The decision of the Government on selection of candidates will be final.
--	--	--	--

The last date for receiving applications is **25th January, 2021 (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 POST OF CONSULTANT IN L&T DIVISION OF
THE
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

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/ Organization	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: