

No. Q/PF/575/21/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 28th August, 2020

Advertisement for Engagement of a Consultant (Legal) in Development Partnership
Administration-III (DPA-III) 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 (Legal) in DPA-III Division of Ministry of External Affairs.
2.	Period of Consultancy	:	Initially for 02 (Two) years 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	:	The selected Consultant will be required to work as Legal Consultant in the DPA-III division, MEA. Their duties will entail, but would not be limited to, the following: <ul style="list-style-type: none">• Advising the Division on all legal contractual matters, drafting notices & legal replies and supporting arbitration cases of the Division and coordinating with the lawyers and arbitrators.• Drafting Statements of Defence (SoD) and examining Statements of Claims (SoC) in arbitration.• Filing replies based on the contractual provisions• Interpreting and advising on legal matters related to Law of Contracts, handling dispute resolutions.• Regular monitoring and follow up of specific legal issues entrusted to them.• Analyze legal issues and recommend course of action in the legal issues assigned to them.• Attend court hearings, liaise with government

			<p>lawyers and prepare legal briefs.</p> <ul style="list-style-type: none"> • Undertake research on specific legal issues. • To maintain a status report of all ongoing Court Cases and track the dates of next hearing etc. to suitably alert the officers concerned. • To process matter related to payment of professional fees to Central Govt. Counsel as admissible. • The consultants would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the period of Consultancy. • Any other legal matter assigned by the Head of Division.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/FSI), New Delhi • Depending on the precise nature of duties assigned to the consultant from time to time, he/she may be given office space within the premises of the Ministry of External Affairs or may be asked to work from their own premises and submit periodic reports to the Ministry.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National • Applicants for the above position must have an LLM Degree from a recognized university in India or abroad. • Extra credit will be given for experience of work in a reputed law firm in the area of arbitration and contract law. • Age criteria 35-63 years. • Applicant should possess fluency in English. • Applicant should be well versed with the use of computer, Internet etc.

6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience of handling work relating to legal contractual matters, arbitration cases and International Law in Government of India.
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. • 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, on par with Under Secretary in the Ministry. • The consultant would be permitted to conduct independent legal work during the engagement with the Ministry with prior permission of the Ministry. However, such work should not in any way interfere with their work in the Ministry. • The selected consultant is required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
7.	How to apply	:	<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 applicants’ details as mentioned above should be clearly labeled “Application for the post of Consultant (Legal) in DPA-III Division of Ministry of External Affairs” and addressed to: Shri S. L. Mallik Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, Jawaharlal Nehru Bhawan 23-D, Janpath, New Delhi New Delhi 110 011. <p><u>Note:</u> 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, details of publications in peer reviewed journals (if any) and any prior work experience. Self-attested copies of educational certificates and mark sheets (from under-graduate level onwards) should be included. • References from past employers may be included, but are not mandatory. • 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. 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. • The decision of the Government on selection of candidates will be final.
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The last date for receiving applications is **21st September 2020 (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 (LEGAL) IN DPA-III
DIVISION OF THE
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 programs attended, if any:

9. Languages known:

10. Details of previous Consultancy, if any :

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, if any :

(Signature of candidate)

Address:

Date: