

New Delhi, 13 November, 2024

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 of the Central Government or State Government or Union territory Administration or autonomous body or statutory organisation or public sector undertakings or recognised university or recognised research institute holding analogous posts on a regular basis in the Parent Cadre or Department; or with five years service rendered after appointment to the post on regular basis in level-11 in the pay matrix (Rs. 67700-150800) or equivalent in the parent cadre or department; and possessing the following educational qualifications and experience:-

Educational Qualification:-

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 1: Candidates having specialisation in international law at Master of Philosophy or Doctor of Philosophy level but not at Master's level shall also be eligible.

Note 2: 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.

Experience:-

Ten years experience as an Advocate in a Court of law in India or in the legal services of the Government or teaching or conducting or guiding research in the field of law from recognised university or institute of which at least eight years shall be in the field of international law or international relations, after acquiring minimum educational qualification.

Desirable:-

Certificate course of at least 6 months duration in one or two foreign languages other than English from recognised institute.

For Armed Forces Personnel:-

Deputation/ Re-employment (for ex-servicemen)

The Armed Forces Personnel to the rank of Lieutenant Colonel or equivalent in Navy and Air Force, in level-12A in the pay matrix, due to retire or who are to be transferred to reserve within a

period of one year and possessing the requisite educational qualification and experience prescribed for deputationist shall also be considered . Such persons would be given deputation terms upto the date on which they are due for release from the Armed Forces, thereafter they may be continued on re-employment.

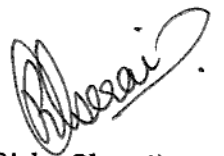
2. The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the central government shall ordinarily not exceed three years. The maximum age-limit for appointment by deputation shall not exceed fifty-six years as on the last 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.



(Risha Oberai)
Under Secretary (Cadre)
Ministry of External Affairs
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Enclosure: Proforma

To:-

1. AS (L&T)
2. Directorate of Audio and Visual Publicity, Soचना Bhawan, Phase-IV, C.G.O Complex, Lodhi Road, New Delhi-110003

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 Note: This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry/Department/Office at the time of issue of Circular and issue of Advertisement in the Employment News.	

5.2 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>			

10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.	
<p>11. Additional details about present employment:</p> <p>Please state whether working under (indicate the name of your employer against the relevant column)</p> <p>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.	
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		
14.Total emoluments per month now drawn		
Pay Level (as per the 7 th CPC)	Basic Pay	Total Emoluments
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.		
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</p>		

involving official recognition vi) any other information. (Note: Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC) / Absorption / Re-employment Basis. # (Officers under Central/State Governments are only eligible for "Absorption". Candidates of non-Government Organizations are eligible only for Short Term Contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
18. Whether belongs to SC/ST	

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)

Address _____

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)