

**No. Q/PF/575/52/2024**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan**  
**New Delhi, the 11<sup>th</sup> April, 2025**

**Advertisement for engagement of a Consultant for Consular Passport and Visa (CPV) 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 (MEA), New Delhi, as per details given below:

1.	Name of the Position	:	<b>Consultant for CPV Division.</b>
2.	Period of Consultancy	:	<b>01 (One) year</b>  The contract can be extended further depending on assessment of performance, mutual willingness and the requirement. The contract may be terminated on one month's notice from either side or on payment of one month's pay in lieu thereof. Unauthorized absence may lead to termination of the engagement.
3.	Nature of Duties	:	<ul style="list-style-type: none"><li>• Contribution to negotiation of Extradition Treaties.</li><li>• Coordination with the law enforcement agencies, liaisoning among various stakeholder for various extradition requests.</li><li>• To act as single window for all Court Cases pertaining to matters dealt with by CPV division of MEA.</li><li>• To receive and compile the Court notices /Summons /Petitions etc.</li><li>• To assist CPV Division in providing replies to the court cases.</li><li>• To share Court notice/Summons/Petitions with Sections /Divisions concerned in the Ministry and Missions/Posts abroad and solicit their inputs to prepare response to such notices/Summons/Petitions etc.</li><li>• To prepare draft affidavits and other inputs in consultation with Sections/Divisions concerned and in consultation with Central Government Standing Counsels/Law Officers.</li><li>• To coordinate and maintain contact with Central Govt. Standing Counsels to keep abreast of ongoing and current Court cases.</li></ul>

			<ul style="list-style-type: none"> <li>• To maintain a status report of all ongoing court cases and track the dates of next hearing etc. to suitably alert the officials concerned.</li> <li>• To process matter related to payment of professional fees to Central Govt. Standing Counsel/Law Officers as admissible.</li> <li>• Examination of various bilateral and multilateral agreements signed by the Govt. of India with foreign country(ies) and to provide legal opinion on these agreements/treaties.</li> <li>• Any other tasks assigned by the Head of the Division.</li> </ul>
4.	Job Location	:	<ul style="list-style-type: none"> <li>• Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Sushma Swaraj Bhawan/Patiala House/ISIL Building/Akbar Bhawan), New Delhi.</li> </ul>
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> <li>• The applicant should only be an Indian National.</li> <li>• The applicant must possess at least a Bachelor's Degree in Law.</li> <li>• The applicant should have at least 05 years of experience in the legal field.</li> <li>• The applicant should not be more than 35 years of age as on last date of submission of application.</li> <li>• In case of retired government servant with legal background the minimum pay level will be Under Secretary.</li> <li>• For retired Government of India servant, applicant should not be more than 63 years as on last date of submission of the application.</li> <li>• The applicant must have 05 years' experience in work related to court case processes. Applicant is required to have knowledge of international law, international legal affairs including sound knowledge of diplomatic norms and processes.</li> <li>• Experience in working for the Government, with legal background and having knowledge in international affairs (preferably from Legal &amp; Treaties Division, MEA /Ministry of Law and Justice/previous experience heading legal team in the Central Govt. Ministry) is desirable.</li> <li>• The applicant should have knowledge of computer operations and social media communications.</li> </ul>
6.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Experience in International law.</li> </ul>

			<ul style="list-style-type: none"> <li>• Advanced computer skills.</li> </ul>
7.	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 <b>maximum of Rs. 09 lakh per annum</b> and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>• <b>For retired GoI servant, remuneration will be regulated as per prevailing GoI norms.</b></li> <li>• Deduction of mandatory taxes will be applicable.</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 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.</li> <li>• Paid leave of absence may be allowed at 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 per Ministry's guidelines.</li> <li>• The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.</li> </ul>
8.	How to apply	:	<ul style="list-style-type: none"> <li>• The applicants who fulfil the eligibility criteria may submit</li> </ul>

		<p>application indicating their interest in working for the Ministry of External Affairs as <b>per proforma at Annexure I</b>.</p> <ul style="list-style-type: none"> <li>• Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application.</li> <li>• Application along with supporting documents can be submitted to the Ministry through either of the following modes:</li> <li>• OFFLINE MODE: By registered post in an envelope labelled as “<b>Application for the position of Consultant in CPV Division of Ministry of External Affairs</b>” . This is to be sent to the following address: <p style="text-align: center;"><b>Under Secretary (PF&amp;PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011</b></p> </li> <li>• ONLINE MODE: Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: <a href="mailto:aopfsec@mea.gov.in">aopfsec@mea.gov.in</a></li> <li>• Incomplete application and those received without supporting documents will be summarily rejected.</li> <li>• Ministry of External Affairs will review the applications and short list the candidates for interview. The short-listed candidates will be intimated by email.</li> <li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li> <li>• Applicants 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 Applicants for attending interview.</li> <li>• The decision of the Government regarding selection of candidate will be final.</li> </ul>
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The last date for receiving applications **2<sup>nd</sup> May, 2025 (1730 Hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POSITION OF CONSULTANT FOR THE CPV  
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI  
(Only for Indian Nationals)**

1. Name of the position :

2. Name :

3. Gender :

4. Nationality :

5. Father's Name :

6. Marital Status :

7. Spouse's Name :

8. Date of Birth :

9. Educational Qualifications :  
*(Please enclose supporting documents /  
certificates in respect of all the qualifications)*

10. Mobile No. :

11. Email ID :

12. Address for Communication :

13. Details of employment in chronological order, if applicable. *(Please enclose supporting documents, if space below is insufficient enclose a separate sheet)*

Paste your  
passport size  
photo here

Department/ Institution/ Organisation	Position held	From	To	Emoluments	Nature of duties performed

14. Languages known :

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

16. Details of previous Consultancy, if any :

17. Relevant Documents related to retirement from Government Service (PPO etc.):

18. 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.

19. Remarks, if any :

(Signature of Candidate)

Date: