

**No. Q/PF/575/06/2020**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the March 20<sup>th</sup>, 2020**

**Advertisement for Consultant in OIA-II Division**

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up a post of Consultant in the Ministry of External Affairs, New Delhi, as per details given below:

|    |                       |   |   |
|----|-----------------------|---|---|
| 1. | Name of the Post      | : | <b>Consultant in Ministry of External Affairs<br/>Headquarters, New Delhi</b>   |
| 2. | Period of Consultancy | : | Initially for 03 (Three) years<br><br>The contract could 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. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period.   |
| 3. | Nature of Duties      | : | <ul style="list-style-type: none"><li>• The Consultant shall act as single window for all court cases pertaining to matters dealt by OIA-II Division of MEA.</li><li>• To receive and Compile the Court notices/summons.</li><li>• To share court notices with Sections/Divisions concerned in the Ministry and solicit inputs from them to respond to the notices.</li><li>• To prepare draft affidavits and other inputs in consultation with sections, Divisions concerned and with assistance of Govt. Legal Counsels.</li><li>• To maintain contact with all empanelled Central Govt. Legal Counsels to keep abreast of ongoing and current Court cases.</li><li>• To maintain a status report of all ongoing Court Cases and track the dates of next hearing etc. to suitably alert the Officers concerned.</li><li>• To process the matter related to payment of professional fees to Central Govt. Counsel as admissible.</li></ul> |

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|    |                                   |   | <ul style="list-style-type: none"> <li>Any other legal matter as directed by Head of Division.</li> </ul>   |
| 4. | Job Location                      | : | <ul style="list-style-type: none"> <li>Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi</li> <li>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.</li> </ul>  |
| 5. | Qualifications/Essential Criteria | : | <ul style="list-style-type: none"> <li>Applicant should be an Indian National</li> <li>L.L.M/Bachelors Degree in Law</li> <li>Applicant must also be computer</li> <li>Good Health and the age limit is 30-55 years.</li> </ul>   |
| 6. | Desirable Criteria                | : | <ul style="list-style-type: none"> <li>2-3 years work experience in legal field/Courts</li> <li>Prior experience with MEA/other GoI Departments.</li> <li>Prior experience of handling legal matters related to civil/criminal cases of women and child related issues.</li> </ul>  |
| 7. | Remuneration & Entitlements       | : | <ul style="list-style-type: none"> <li>The remuneration will be Rs.55,000/- per month. (Rs.6,60,000/- per annum)</li> <li>The employment will be strictly contractual, and will not confer any other benefits to the selected candidate.</li> <li>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.</li> <li>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.</li> </ul> |
| 7. | How to apply                      | : | <ul style="list-style-type: none"> <li>Interested applicants may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annex I.</li> <li>The envelope containing the applicants' details as mentioned above should be clearly labelled "<b>Application for the post of Consultant in OIA-II Division in Ministry of External Affairs</b>" and addressed to:<br/><br/><b>Shri S L Mallik</b><br/><b>Under Secretary (PF/PG)</b></li> </ul>   |

**Ministry of External Affairs  
Room No. 4071, JLN Bhawan  
New Delhi 110 011.**

**Note: Applications received through email will not be considered.**

- 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. **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.

The last date for receiving applications is **10th April 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.



8. Details of courses/ training programmes 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: