

No. Q/PF/575/20/2015
Government of India
Ministry of External Affairs
(Administration Division)

**Jawaharlal Nehru Bhawan,
New Delhi, the June 15, 2020**

Advertisement for Engagement as Consultant (Extradition) in CPV Division of the Ministry of External Affairs

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible retired Government of India officials (US/DS Level) for engagement of **01 (One) number** of Consultant in the Ministry of External Affairs, New Delhi, as per details given below:

1.	Name of the Post	:	Consultant (Extradition) in Ministry of External Affairs Headquarters, New Delhi
2.	Period of Consultancy	:	Initially for 01 (one) year 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	:	The selected consultant will be required to perform the following duties: <ul style="list-style-type: none">• Handling of extradition matters• Mutual Legal Assistance in Criminal, Civil and Commercial matters.• Liaisoning with concerned law enforcement agencies/Ministries/Indian Missions abroad.• Processing and follow up of extradition requests.• Following up of Court cases relating to extradition• Processing of RTI queries and Parliamentary matters related to extradition.• Training of regular staff with a view to transferring the knowledge and skill during the period of consultancy.• Any other matter referred by the Head of CPV Division.
4.	Job Location	:	Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar

			Bhavan), New Delhi
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicants should be an Indian national. • He/She should be a retired Government of India official (US/DS Level) • Applicant should be having work experience in the Government of India/Indian Missions/Posts abroad. • Applicant must be a Graduate or above. • Previous experience in legal matters. Preference will be given to the applicant who has dealt with extradition related matters. • Applicants should be well versed with the use of computer, Internet, social media handling etc. • He/She should not be more than 63 years of age.
6.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • The remuneration would be as per GFR norms (viz. Last pay drawn minus pension plus DA as applicable) • 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 their duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • The selected candidate 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.
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 applications in the prescribed format should be sent via email to aopfsec@mea.gov.in with the subject “Application for engagement as Consultant(Extradition) in the CPV Division of the Ministry of External Affairs”. • References from past employers may be included. • The applications should include the contact details

		<p>of the candidate, including residential address, email ID and land line and mobile numbers.</p> <ul style="list-style-type: none"> • The duly signed application (with a colour photograph pasted thereon) as per the Annex-I and documents in support of educational qualifications/ previous experience etc. should be scanned and converted to the PDF format before sending them by email. • 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 in the Interview call letter. • 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. • The decision of the Government on selection of the candidate will be final.
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The last date for receiving applications is **03rd July 2020**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT (EXTRADITION) IN
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 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: