

**No. Q/PF/575/26/2020**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 26<sup>th</sup> November, 2020**

**Advertisement for Engagement of a Consultant in UNP 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:

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|----|-----------------------|---|---|
| 1. | Name of the Post      | : | <b>Consultant (Legal) in UNP Division of Ministry of External Affairs Headquarters, New Delhi</b>   |
| 2. | Period of Consultancy | : | 02 (Two) years<br><br>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      | : | <ul style="list-style-type: none"><li>• To regularly monitor and follow up of specific legal issues entrusted to the consultant.</li><li>• To undertake entire process of publication of gazette notifications related to UNSC Sanctions Committee, including drafting of notification and coordinating with other agencies involved in the process.</li><li>• To liaison and coordinate with Legal Department and Legislative Department, Ministry of Law &amp; Justice and L&amp;T Division, Ministry of External Affairs.</li><li>• To provide legal advice on international law and treaties.</li><li>• To participate in and provide advice on legal interpretation, negotiations and any other forum where the consultant's expertise would be required.</li><li>• To prepare issue notes, concept notes, record of discussion, reports and outcome documents on varied subjects.</li></ul> |

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|    |                                   |   | <ul style="list-style-type: none"> <li>• To provide legal advice on Anti Maritime Piracy Bill.</li> <li>• To provide legal advice on International Tribunals and ICJ.</li> <li>• To analyze legal issues and recommend course of action in the legal issues assigned to them.</li> <li>• To undertake historical research on specific legal issues</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/FSI), New Delhi</li> </ul>   |
| 5. | Qualifications/Essential Criteria | : | <ul style="list-style-type: none"> <li>• Applicant should be an Indian National.</li> <li>• Applicant should hold a Post Graduate degree in Law and work experience of at least 20 years in the relevant field.</li> <li>• Applicant should be between 45-63 years of age as on the last date of submission of application and should be in good health to discharge his/her official duties effectively.</li> <li>• In case of retired Government of India employees, the personnel should have retired from US/DS level.</li> </ul> |
| 6. | Desirable Criteria                | : | <ul style="list-style-type: none"> <li>• Has previously handled issues relating to International Cooperation/International Organizations in Government of India Missions and/or has negotiating experience</li> <li>• Strong written and spoken communications skills in English.</li> <li>• Proficiency in use of computers (Word, Excel, PowerPoint etc.)</li> </ul>  |
| 7. | Remuneration & Entitlements       | : | <ul style="list-style-type: none"> <li>• In case of candidates from open market or the one from among retired officers of Short Service Commission (not entitled for pension), 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.</li> <li>• In case of retired employees of Government of India, the remuneration will be calculated as per GFR norms</li> </ul>                               |

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|    |              |   | <p>(i.e. Last Pay Drawn minus Pension plus DA).</p> <ul style="list-style-type: none"> <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>• The consultant would be permitted to conduct independent research work for themselves or for any other organization with prior permission of the Ministry. However, any publications by them would need a disclaimer disassociating the Government of India from any views or conclusions.</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 applicant's details as mentioned above should be clearly labelled "<b>Application for the post of Consultant (Legal) in UNP Division of Ministry of External Affairs</b>" and addressed to: <p style="text-align: center;"><b>Under Secretary (PF/PG)</b><br/> <b>Ministry of External Affairs</b><br/> <b>Room No. 4071, Jawaharlal Nehru Bhawan</b><br/> <b>23-D, Janpath Road</b><br/> <b>New Delhi 110 011.</b></p> <p><b><u>Note:</u> Applications received through email will not be considered.</b></p> </li> </ul> <ul style="list-style-type: none"> <li>• The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise.</li> <li>• References from past employers may be included.</li> <li>• The application should include the contact details of the candidate, including residential address, email ID and land-line and mobile numbers.</li> </ul> |

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|  |  | <ul style="list-style-type: none"><li>• Ministry of External Affairs will review the applications, and will short list candidates it considers suitable. <b>The short-listed candidates will be called for an interview in the Ministry.</b></li><li>• The date, time and venue of the interview will be conveyed to the shortlisted candidates suitability.</li><li>• Candidates 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 attend the interview.</li><li>• The final selection will be based on their performance at the interview and suitability for the post.</li><li>• The decision of the Government on selection of candidates will be final.</li></ul> |
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The last date for receiving applications is **11<sup>th</sup> December, 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 UNP  
DIVISION OF THE  
MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your  
passport size  
photo here

1. Name :
2. Father's Name/Husband's Name :
3. Date of Birth :
4. Gender :
5. Educational Qualifications:
6. Mobile No. :
7. Email ID :
8. Address for Communication :
9. Details of employment in chronological order, if applicable. (*Enclose a separate sheet, if space below is insufficient*)

| Department/<br>Institution/<br>Organisation | Post held | From | To | Emoluments | Nature of duties<br>performed |
|---|-----------|------|----|------------|-------------------------------|
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10. Details of courses/ training programmes attended, if any:

11. Languages known:

12. Details of previous Consultancy, if any :

13. Date of Retirement, Post and Department from which retired (if applicable) :  
(Pl. attach a copy of Retirement Order and PPO)

14. 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.

15. Remarks, if any :

(Signature of candidate)

Date: