

No. Q/PF/575/21/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 20th May, 2021

Advertisement for Engagement of Two Consultants in Development Partnership Administration -III
(DPA-III) 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 **02 (Two)** nos. of Consultants in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

NAME OF THE POSITION: CONSULTANT (LEGAL)

1.	Period of Consultancy	of :	Initially for 01 (one) year The contract can be extended further depending on assessment of performance, mutual willingness and depending on 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.
2.	Nature of Duties	:	The selected Consultant will be required to work as Legal Consultant in the DPA-III division, MEA. His/Her duties will entail, but would not be limited to, the following: <ul style="list-style-type: none">• Advising the Division on all legal contractual matters, drafting notices & legal replies and supporting arbitration cases of the Division and coordinating with the lawyers and arbitrators.• Drafting Statements of Defence (SoD) and examining Statements of Claims (SoC) in arbitration.• Filing replies based on the contractual provisions.• Interpreting and advising on legal matters related to Law of Contracts, handling dispute resolutions.• Regular monitoring and follow up of specific legal issues entrusted to him/her.• Analyze legal issues and recommend course of action in the legal issues assigned to him/her.

			<ul style="list-style-type: none"> • Attend court hearings, liaise with government lawyers and prepare legal briefs. • Undertake research on specific legal issues. • To maintain a status report of all ongoing Court Cases and track the dates of next hearing etc. to suitably alert the officers concerned. • To process matter related to payment of professional fees to Central Govt. Counsel as admissible. • The consultants would be required to train the regular staff of the Ministry with a view to transferring the knowledge and skills during the period of Consultancy. • Any other legal matter assigned by the Head of Division.
3.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National. • Applicants for the above position must have an LLM Degree from a recognized university in India or abroad. • Extra credit will be given for experience of work in a reputed law firm in the area of arbitration and contract law. • Age criteria 35-63 years. • Applicant should possess fluency in English. • Applicant should be well versed with the use of computer, internet etc.
4.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience of handling work relating to legal contractual matters, arbitration cases and International Law in Government of India.

NAME OF THE POSITION: CONSULTANT (TRANSPORT ENGINEERING)

1.	Period Consultancy	of	:	<p>Initially for 01 (one) year</p> <p>The contract can be extended further depending on assessment of performance, mutual willingness and depending on 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.</p>
----	-----------------------	----	---	--

