

No. Q/PF/575/23/2020
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 23rd September, 2020

Advertisement for Engagement of a Consultant (Legal) in Economic Diplomacy (ED) and States
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:

1.	Name of the Post	:	Consultant (Legal) in ED and States Division of Ministry of External Affairs.
2.	Period of Consultancy	:	Initially for 03 (Three) years 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">• Regular monitoring and follow up of specific legal issues entrusted to the consultant• To provide legal advice on commercial and investment arbitration cases.• Attend court hearings and arbitration, liaise with lawyers and prepare legal briefs• To provide legal advice on international law and treaties.• Participating in and providing advice on treaty interpretation, treaty negotiations and any other forum where the consultant's expertise would be required.• To provide legal advice on UNICTRAL related matters and participate in UNICTRAL deliberations.• To provide legal advice on social security agreements.• To provide legal advice on International Solar Alliance.• Vetting of MoUs/treaties such as Social Security Agreements, Bilateral Investment Treaties and other MoUs/Treaties handled by ED and States Division.• Analyze legal issues and recommend course of

			<p>action in the legal issues assigned to them.</p> <ul style="list-style-type: none"> • To undertake historical research on specific legal issues.
4.	Job Location	:	<ul style="list-style-type: none"> • Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan/FSI), New Delhi • 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.
5.	Qualifications/Essential Criteria	:	<ul style="list-style-type: none"> • Applicant should be an Indian National • Have a Post Graduate Degree in Law (LLM) from a reputed/recognized institution from India or abroad. • Possess a minimum of 3 years work experience post LLM. • It is essential that applicant should be registered to practice before the courts in India. • The applicant should be between 30-45 years of age as on the last date of submission of application.
6.	Desirable Criteria	:	<ul style="list-style-type: none"> • Previous experience of handling issues in the field of investment treaty arbitration or investment treaty law etc. in Government of India. • Strong written and spoken communication skills in English. • Proficiency in use of computers (Word, Excel, Power Point etc.)
7.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> • 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. • 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 his/her duties, the

		<p>Ministry will take care of his/her travel, accommodation and per- diem costs, on par with Under Secretary in the Ministry.</p> <ul style="list-style-type: none"> • The consultant would be permitted to conduct independent legal work during the engagement with the Ministry with prior permission of the Ministry. However, such work should not in any way interfere with their work in the Ministry. • The selected consultant is required to enter into a contract with the Ministry in a prescribed format w.e.f. from the actual date of engagement as Consultant.
8.	How to apply	<p>:</p> <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 envelope containing the applicants’ details as mentioned above should be clearly labeled “Application for the post of Consultant (Legal) in ED and States Division of Ministry of External Affairs” and addressed to: <p style="text-align: center;">Shri S L Mallik Under Secretary (PF/PG) Ministry of External Affairs Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110 001.</p> <p><u>Note:</u> Applications received through email will not be considered.</p> <ul style="list-style-type: none"> • The applications should include a detailed bio-data listing the educational qualifications of the candidate and their areas of expertise, details of publications in peer reviewed journals (if any) and any prior work experience. Self attested copies of educational certificates and mark sheets (from under-graduate level onwards) should be included. • References from past employers may be included but are not mandatory. • 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

		<p>applications, and will short list candidates it considers suitable. The short-listed candidates will be called for an interview in the Ministry.</p> <ul style="list-style-type: none">• The date, time and venue of the interview will be conveyed to the shortlisted candidates suitably.• 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.
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The last date for receiving applications is **15th October 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 ED AND STATES DIVISION OF 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

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8. Details of courses/ training programs 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: