

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

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 20<sup>th</sup> 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	:	Initially for <b>01 (one)</b> 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"><li>• Advising the Division on all legal contractual matters, drafting notices &amp; legal replies and supporting arbitration cases of the Division and coordinating with the lawyers and arbitrators.</li><li>• Drafting Statements of Defence (SoD) and examining Statements of Claims (SoC) in arbitration.</li><li>• Filing replies based on the contractual provisions.</li><li>• Interpreting and advising on legal matters related to Law of Contracts, handling dispute resolutions.</li><li>• Regular monitoring and follow up of specific legal issues entrusted to him/her.</li><li>• Analyze legal issues and recommend course of action in the legal issues assigned to him/her.</li></ul>

			<ul style="list-style-type: none"> <li>• Attend court hearings, liaise with government lawyers and prepare legal briefs.</li> <li>• Undertake research on specific legal issues.</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 matter related to payment of professional fees to Central Govt. Counsel as admissible.</li> <li>• 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.</li> <li>• Any other legal matter assigned by the Head of Division.</li> </ul>
3.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> <li>• Applicant should be an Indian National.</li> <li>• Applicants for the above position must have an LLM Degree from a recognized university in India or abroad.</li> <li>• Extra credit will be given for experience of work in a reputed law firm in the area of arbitration and contract law.</li> <li>• Age criteria 35-63 years.</li> <li>• Applicant should possess fluency in English.</li> <li>• Applicant should be well versed with the use of computer, internet etc.</li> </ul>
4.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• Previous experience of handling work relating to legal contractual matters, arbitration cases and International Law in Government of India.</li> </ul>

**NAME OF THE POSITION: CONSULTANT (TRANSPORT ENGINEERING)**

1.	Period Consultancy	of : :	<p>Initially for <b>01 (one) year</b></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>
----	-----------------------	--------	--



2.	Nature of Duties	:	<p>The consultant shall act as single window for all transport and building projects pertaining to DPA-III Division, MEA. His/Her duties will entail, but would not be limited to, the following:</p> <ul style="list-style-type: none"> <li>• Advise/drafting/vetting related to tender documents, contract documents of infrastructure sectors such as Roads, Bridges, Railways etc.</li> <li>• Examination of specifications.</li> <li>• Drawing up feasibility reports and vetting of Detailed Project Reports (DPR).</li> <li>• Drawing up tender documents.</li> <li>• Tender evaluation.</li> <li>• Technical aspects of project management.</li> <li>• Contract Management</li> <li>• Finalization of tenders including evaluation of bids.</li> <li>• Drafting of letters of Intent and purchase orders.</li> <li>• To monitor implementation of infrastructure Civil Engineering projects of MEA in compliance with the tender parameters/DPR.</li> <li>• Undertaking travel domestic or abroad as deemed fit for fulfillment of duties of the consultant.</li> <li>• From time to time, he/she may also be asked to undertake research on specific project issues.</li> <li>• The consultant 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.</li> </ul>
3.	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> <li>• Applicant should be an Indian National</li> <li>• Applicants for the above position must have a Post Graduate engineering degree in Transport related fields from a recognized university in India or abroad.</li> <li>• Detailed knowledge of Transportation sector policy, advanced engineering and project management practices.</li> </ul>

			<ul style="list-style-type: none"> <li>• Age criteria 35-63 years.</li> <li>• Applicant should possess fluency in English.</li> <li>• Applicant should be computer savvy.</li> </ul>
4.	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• 10 years of successful work experience in Transport infrastructure projects.</li> <li>• Previous experience in General Project Management or working as Project Management Consultant in/for Government of India and familiarity with Government of India GFR/Manuals/Guidelines Experience in working with externally funded Projects.</li> </ul>

#### COMMON CRITERIA FOR BOTH THE POSITIONS

1.	Job Location	:	<b>Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building, Akbar Bhawan, SSIFS), New Delhi.</b>
2.	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• 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 consultancy fees shall be paid in Indian Rupees. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement.</li> <li>• Deduction of mandatory taxes will be applicable.</li> <li>• The engagement will be strictly contractual and will not confer any other benefits to the selected candidates.</li> <li>• The consultant shall not be entitled to any benefit like Provident Fund, Pension, Gratuity, Medical Attendance Treatment, Seniority, Promotion etc. or any other benefits available to the regular employees of the Ministry.</li> <li>• No HRA shall be admissible.</li> <li>• The engagement of the Consultant is on full time basis. Normal working hours will be from 0900 to 1730 hrs. Working hours is subject to change from time to time.</li> </ul>



			<p>Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on closed holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise during the term of engagement with this Ministry.</p> <ul style="list-style-type: none"> <li>• Paid leave of absence may be allowed to the rate of 1.5 days for each completed month of service. Accumulation of leave beyond a calendar year may not be allowed. Leave cannot be claimed as a matter of right. Leave will not be allowed for more than 10 days at a time. Discretion is reserved to the Head of Division to refuse or revoke leave in the public interest. Leave encashment will not be permissible on unspent leave. Unspent leave will lapse on commencement of notice period. No other leave of any kind shall be admissible to him/her. In case he/she remains absent from duty beyond entitled leave, a proportionate deduction from the consolidated fee as applicable will be made.</li> <li>• In case the Consultant is required to travel as part of his/her duties, the Ministry will take care of his/her travel, accommodation and per-diem costs, at par with Under Secretary in the Ministry.</li> <li>• The selected person will be 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>
3.	How to apply	:	<ul style="list-style-type: none"> <li>• The applicants who fulfill the eligible criteria may submit application indicating their interest in working for the Ministry of External Affairs as <b>per proforma at Annexure I</b>.</li> <li>• Documents/certificates in support of educational qualifications, experience in Govt. service and PPO Order etc, should be attached with the application.</li> <li>• The envelope containing the applicants' details as mentioned above should be clearly labeled <b>Application for the post of Consultant (Legal) or Consultant (Transport Engineering) [as the case may be] in DPA-III Division of Ministry of External Affairs</b> and sent to:</li> </ul> <p><b>Under Secretary (PF&amp;PG) Ministry of External Affairs,</b></p>

			<p><b>Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi 110011</b></p> <p><b>Note: Applications received through email will not be considered.</b></p> <ul style="list-style-type: none"> <li>• Ministry of External Affairs will review the applications and short list the candidates if considers suitable for interview. The short-listed candidates will be intimated by email.</li> <li>• The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.</li> <li>• Applicants 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 Applicants for attending interview.</li> <li>• The final selection will be based on their performance at the interview.</li> <li>• The decision of the Government regarding selection of candidates will be final.</li> </ul>
--	--	--	---

The last date for receiving applications is **21<sup>st</sup> June, 2021 (1730 hrs)**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma as given in Annexure I, are liable to be rejected and no correspondence shall be entertained in this regard.

\* \* \* \* \*

**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT IN DPA-III DIVISION OF  
THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI**

Paste your passport  
size photo here

1.Name of the Position :

2.Name :

3.Father's Name/Husband's Name :

4.Date of Birth :

5.Gender :

6.Educational Qualifications :

7.Mobile No. :

8.Email ID :

9.Address for Communication :

10.Details of employment in chronological order, if applicable (*Enclose a separate sheet, if space below is insufficient*).

Department/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed

11.Details of courses/ training programs attended, if any:

12.Languages known:

13.Details of previous Consultancy, if any :

14.Date of Retirement, Post and Department from which retired (if applicable):

(Pl. attach a copy of Retirement Order and PPO)

15. 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.



16. Remarks, if any :

(Signature of candidate)

Date: