

**Q/PF/575/43/2019**  
**Government of India**  
**Ministry of External Affairs**  
**(Administration Division)**

**Jawaharlal Nehru Bhawan,**  
**New Delhi, the 04<sup>th</sup> November, 2020**

**Advertisement for Engagement of a Consultant (Court Cases) 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 candidates for engagement of **01 (One)** Consultant in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Name of the post	:	<b>Consultant (Court Cases) in Ministry of External Affairs Headquarters, New Delhi</b>
2	Period of Consultancy	:	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 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>• The Consultant shall act as single window for all Court cases pertaining to matters dealt with by CPV Division of MEA.</li><li>• To receive and compile the Court notices / Summons / Petitions, etc.</li><li>• To share Court notice / Summons / Petitions with Section / Divisions concerned in the Ministry and Missions / Posts abroad and solicit their inputs to prepare response to such Notices / Summons / Petitions, etc.</li><li>• To prepare draft affidavits and other inputs in consultation with Section/Divisions concerned and in consultation with Central Government Standing Counsels / Law Officers.</li><li>• To coordinate and maintain contact with Central Govt. Standing Counsels to keep abreast of ongoing and current Court Cases.</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. Standing Counsels / Law Officers as admissible</li></ul>

			<ul style="list-style-type: none"> <li>• Any other legal matter as directed by Head of Division.</li> </ul>
4	Job Location	:	Ministry of External Affairs (South Block, Patiala House, JNB, ISIL Building), New Delhi.
5	Qualifications/ Essential Criteria	:	<ul style="list-style-type: none"> <li>• The Applicant should be an Indian national.</li> <li>• The applicants <b>must have retired from Central Government service at the level of Deputy Secretary/ Under Secretary.</b></li> <li>• He/She must possess Bachelors Degree in law.</li> <li>• Applicant must also have knowledge of basic computer skills.</li> <li>• The applicant must have 2 years experience in handling Court Cases.</li> <li>• Applicant should not be older than 63 years of age and should be physically fit to perform duties.</li> </ul>
6	Desirable Criteria	:	<ul style="list-style-type: none"> <li>• 5 years work experience in handling Courts Cases/legal field.</li> </ul>
7	Remuneration & Entitlements	:	<ul style="list-style-type: none"> <li>• The remuneration would be as per GFR norms as applicable to retired Government servants.</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>• In case the Consultant is required to travel domestically as part of his/her duties, the Ministry will take care of their travel, accommodation and per-diem costs, on 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>
8	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</b></li> </ul>

**for the post of Consultant (Court Cases) for CPV Division of Ministry of External Affairs” and sent to:**

**Shri S. L. Mallik,  
Under Secretary (PF/PG)  
Ministry of External Affairs,  
Room No. 4071, Jawaharlal Nehru Bhawan,  
23-D, Janpath, New Delhi 110011**

**Note: Applications received through email will not be considered.**

- Ministry of External Affairs will review the applications and short list the candidates it considers suitable for interview. The short-listed candidates will be intimated by email.
- The date, time and venue of the interview will be conveyed through email at the email address provided by the applicants.
- Applicants will have to make their own arrangements to reach the place of interview.
- No TA/DA will be payable by the Ministry to Applicants for attending interview.
- The final selection will be based on their performance at the interview.
- The decision of the Government regarding selection of candidates will be final.

The last date for receiving applications is **18<sup>th</sup> November, 2020 (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.

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**ANNEXURE-I**

**APPLICATION PROFORMA FOR THE POST OF CONSULTANT (COURT CASES) IN CPV  
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/ Institution/ Organization	Post held	From	To	Emoluments	Nature of duties performed


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

11. Languages known:

12. Details of previous Consultancy, if any :

13. Date of Retirement, Post and Department from which retired:  
(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: