

No. Q/PF/575/50/2026
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 5th October, 2026

Advertisement for engagement of a Consultant (Legal) for Eurasia 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.	Advertisement no.	:	No. Q/PF/575/50/2026 dated 05.10.2026
2.	Name of the Position	:	Consultant (Legal) in Eurasia Division.
3.	Period of Consultancy	:	01 (One) year The contract can be extended further depending on assessment of performance, mutual willingness and 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.
4.	Nature of Duties	:	Handling duties related to active consular cases, part of which are subjudice, including the following: • Coordination with the law enforcement agencies, liaisoning among various stakeholder related to legal/ consular cases. • To act as a single window for all Court Cases pertaining to matters dealt with Eurasia division of MEA. • To receive and compile the Court notices/ Summons/ Petitions/ Orders, etc. • To assist Eurasia Division in providing replies to the court cases. • To share Court notice/ Summons/ Petitions/ Orders with Sections/ Divisions concerned in the Ministry and Missions/Posts abroad and solicit their inputs to prepare response to such notices/ Summons/ Petitions, etc. • To prepare draft affidavits and other inputs in consultation with Sections/ Divisions concerned and in consultation with Central Government Standing Counsels/ Law Officers. • To coordinate and maintain contact with Central Govt. Standing Counsels to keep abreast of ongoing and current Court cases.

			- To maintain a status report of all ongoing court cases and track the dates of next hearing etc. to suitably alert the officials concerned. - Any other tasks assigned by the Head of the Division.
5.	Job Location	:	Ministry of External Affairs (including Jawaharlal Nehru Bhawan/Sushma Swaraj Bhawan/Patiala House/Kartavya Bhavan), New Delhi.
6.	Qualifications/ Essential Criteria	:	- The applicant should only be an Indian national. - The applicant must possess at least a Bachelor's Degree in Law. - The applicant should have at least 05 years of experience in the legal field. - The applicant should not be more than 45 years of age as on last date of submission of application. - In case of retired government servant with legal background the minimum pay level will be Under Secretary. - For retired Government of India servant, applicant should not be more than 63 years as on last date of submission of the application. - The applicant must have 05 years' experience in work related to court case processes. Applicant is required to have knowledge of International Law, International Legal Affairs, including sound knowledge of diplomatic norms and processes. - The applicant should have knowledge of computer operations and social media communication.
7.	Desirable Qualifications	:	- Experience in working for the Government, with legal background and having knowledge in international affairs (preferably from Legal & Treaties Division, MEA/Ministry of Law and Justice/previous experience heading legal team in the Central Govt. Ministry) is desirable. - Experience in International law. - Advanced computer skills.
8.	Remuneration & Entitlements	:	- The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of Rs. 10,00,000/- (Rupees Ten lakh only) per annum and deduction of applicable taxes. The amount of consultancy fee so fixed shall remain unchanged during the term of engagement. For retired GoI servant, remuneration will be regulated as per prevailing GoI norms.

			• Deduction of mandatory taxes will be applicable. • The engagement will be strictly contractual and will not confer any other benefits to the selected candidate. • 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. • No HRA shall be admissible. • 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. Saturdays/Sundays will remain closed as weekend off. In exigencies, he/she may be required to work beyond office hours and/or on holidays. No extra allowance or remuneration for such work is admissible. He/She shall not accept any other professional appointment, paid or otherwise in government or private sector or in any other organization of any kind during the term of engagement with this Ministry. • Paid leave of absence may be allowed at 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. • 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, as per Ministry's guidelines. • The selected person will be required to enter into a contract with the Ministry in a prescribed format w.e.f. the actual date of engagement as Consultant.
9.	How to apply	:	• The applicants who fulfil the eligibility criteria may submit application indicating their interest in working for the Ministry of External Affairs as per proforma at Annexure I. • Documents / certificates in support of educational qualifications, experience in Govt. service should be attached with the application. • Applications along with supporting documents can be submitted to the Ministry through either of the following modes:

			• OFFLINE MODE:- By registered post in an envelope labelled as “Application for the position of Consultant (Legal) in Eurasia Division of Ministry of External Affairs”. This is to be sent to the following address. Under Secretary (PF&PG) Ministry of External Affairs, Room No. 4071, Jawaharlal Nehru Bhawan, 23-D, Janpath, New Delhi-110011 • ONLINE MODE:- Through email with the subject clearly mentioning the name of the candidate and the position against which the application is being submitted. The email is to be sent to the following email address: aopfsec@mea.gov.in • Ministry of External Affairs will review the applications and shortlist the candidates for interview / written test. The shortlisted candidates will be intimated by email. • Incomplete application and those received without supporting documents will be summarily rejected. • 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 decision of the Government regarding selection of candidate will be final.
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The last date for receiving applications is 26th October, 2026 (1730 Hrs). Applications received after the closing date and time 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 POSITION OF CONSULTANT FOR EURASIA
DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)**

1. Advertisement no. : No. Q/PF/575/50/2026 dated 05.10.2026

2. Name of the position : Consultant(Legal) in Eurasia Division.

3. Nationality :

4. Name :

5. Gender :

6. Date of Birth :

7. Father's Name :

8. Marital Status :

9. Spouse's Name :

10. Educational Qualifications :
(Please enclose supporting documents /
certificates in respect of all the qualifications)

11. Email ID :

12. Mobile No. :

13. Address for Communication :

14. Details of employment in chronological order, if applicable. (Please enclose supporting documents, if space below is insufficient enclose a separate sheet)

Department/ Institution/ Organisation	Position held	From	To	Emoluments	Nature of duties performed

Paste your
passport size
photo here

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15. Languages known :

16. Details of courses/ training programmes attended, if any :

17. Details of previous Consultancy, if any :

18. Additional information, if any, which you would like to mention in support of your suitability for the post. Enclose a CV or separate sheet, if need be.

19. Remarks, if any :

(Signature of Candidate)
Date: