Q/PF/575/67/2024
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, 16th November, 2026

Advertisement for Engagement of 01(one) Consultant (Legal) 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 **01** (one) **Consultant** in the Ministry of External Affairs (MEA), New Delhi, as per details given below:

1.	Advertisement no.	:	**No. Q/PF/575/67/2024 dated 16.11.2026**
2.	Name of the Position	**:**	**Consultant (Legal)**
3.	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 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	:	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: • Assisting 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. • Filing replies based on the contractual provisions, contract replies having legal repercussions etc. • 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. • Attend court hearings, liaise with Government lawyers and prepare legal briefs.

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			• 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.
5.	Qualifications/Essential Criteria	:	• Applicant should be an Indian National. • Applicants for the above position must have an LLB 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 35-60 years**. • Applicant should possess fluency in English. • Applicant should be well versed with the use of computer, internet etc.
6.	Desirable Criteria	:	• Minimum **5 years of experience** in the field. • Previous experience of work relating to legal contractual matters, arbitration cases and International Law in Government of India will be given **weightage**.
7.	Job Location	:	• Ministry of External Affairs (including Jawaharlal Nehru Bhawan/Sushma Swaraj Bhawan/Patiala House/Kartavya Bhavan), New Delhi.
8.	Remuneration & Entitlements	:	• The remuneration package will be commensurate with the experience and profile of the selected candidate, subject to a maximum of **₹10,00,000/- (Rupees Ten Lakh only) 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. • 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

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			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 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. • 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 encasement 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 guidelines of the Ministry. • 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.
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 DPA-III Division of Ministry**

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			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. The shortlisted 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 candidate will be final.

The last date for receiving applications is **7th December 2026 (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 POSITION OF CONSULTANT (LEGAL) IN DPA-III DIVISION OF THE MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI
(Only for Indian Nationals)

Paste your passport size photo here

1. Name of the Position :
2. Name :
3. Father's Name/ Husband's Name :
4. Nationality :
5. Marital Status :
6. Date of Birth :
7. Gender :
8. Educational Qualifications :
9. Mobile No. :
10. Email ID :
11. Address for Communication :

12. 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

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

14. Languages known :

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15. Details of previous Consultancy, if any :

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

17. Remarks, if any :

(Signature of Candidate)
Date:

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