

No. Q/PF/575/3/2018
Government of India
Ministry of External Affairs
(Administration Division)

Jawaharlal Nehru Bhawan,
New Delhi, the 27 April 2018

Advertisement for Consultants

Applications in the prescribed proforma (as per Annexure I to the advertisement) are invited from eligible candidates for filling up a post of Consultant in the Ministry of External Affairs, New Delhi, as per details given below:

| | | | |
|----|-----------------------|---|--|
| 1. | Name of the Post | : | Consultant in Ministry of External Affairs New Delhi |
| 2. | Period of Consultancy | : | Initially for a period of 01 (one) year The contract could be extended further depending on assessment of performance and mutual willingness. The contract can be terminated by either side at any time, by giving one month's notice. The Government can terminate the contract immediately, by paying one month's agreed remuneration in lieu of the notice period. |
| 3. | Nature of Duties | : | The selected Consultants will be required to work as Consultant in the Ministry. Their duties will entail, but would not be limited to, the following: <ul style="list-style-type: none">• To develop and draft an Emigration Management Bill (EMB)• To review the existing Emigration Act 1983.• To prepare a concept report on Emigration.• To enter into Consultation with all relevant stakeholders through meetings and workshops.• To make relevant presentations to competent authority and to indicate an implementation plan for the EMB.• The incumbent needs to be well versed with matters relating to Legal and Treaties and preferably and expert in Law, Emigration matter and other related/allied matters. |

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| 4. | Job Location | : | Ministry of External Affairs (South Block/ Jawaharlal Nehru Bhawan / Patiala House/ISIL Building/Akbar Bhavan), New Delhi |
| 5. | Qualifications/Essential Criteria | : | <ul style="list-style-type: none"> • Applicant should be Indian national • Applicant for the above position must have an LLB/LLM degree from a recognised university in India or abroad with Immigration/Emigration Law as one of the subjects. • Extra credit will be given to retired officials of GoI with Emigration Law experience/background. |
| 6. | Desirable Criteria | : | a) Previous experience of handling issues relating to Emigration Law, drafting of Legislation and research experience in the field. |
| 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 candidates. • In case the Consultants are required to travel domestically or abroad as part of their duties, the Ministry will take care of their travel, accommodation and per-diem costs, on par with Under Secretary in the Ministry. • Those selected are required to enter into a contract with the Ministry in a prescribed format with effect from the actual date of appointment as Consultant. |
| 8. | How to apply | : | <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 labelled “**Application for the post of Consultant in Ministry of External Affairs** ” and addressed to:

Shri Amit Kumar
Joint Secretary (Administration)
Ministry of External Affairs
Room No. 149-C, South Block
New Delhi 110 011

E.mails : jsad@mea.gov.in
uspf@mea.gov.in

- The applications should include a detailed bio-data listing the educational qualifications of the candidate, 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 applications, and will shortlist candidates it considers suitable. **The short-listed candidates will be called for an interview in the Ministry.**
- The date, time and venue of the interview will be conveyed in the Interview call letter.
- 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.
- The decision of the Government on selection of candidates will be final.

The last date for receiving applications is **14 May 2018**. Applications received after the closing date or without the prescribed documents or otherwise found incomplete or not in the prescribed proforma are liable to be rejected and no correspondence shall be entertained in this regard.

ANNEXURE-I

Paste your
passport size
photo here

APPLICATION PROFORMA FOR THE POST OF CONSULTANT

MINISTRY OF EXTERNAL AFFAIRS, NEW DELHI

1. Name :
2. Date of Birth :
3. Gender
4. Educational Qualifications:
5. Mobile No. :
6. Email ID :
7. Details of employment in the 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 |
|---|-----------|------|----|------------|----------------------------------|
| | | | | | |
| | | | | | |

8. Details of courses/ training programmes attended, if any:
9. Details of publication, if any :

10. Languages known :

11. Details of previous Consultancy, if any :

12. 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.

13. Remarks :

(Signature of candidate)

Address:

Date: