

CENTRAL ELECTRICITY REGULATORY COMMISSION
Ground Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001
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No. 2/23(10)/2012/Adm /CERC

Dated: 20.11.2013

"Engagement of Staff Consultants in the Legal Wing of CERC"
[LAST DATE: 05.12.2013]

1.0 Introduction:

The spectrum of responsibilities of Central Electricity Regulatory Commission (CERC) has expanded significantly consequent to the enactment of the Electricity Act 2003. The activities presently handled by the Legal Wing involve *inter alia* drafting of orders, framing of regulations, record of proceedings of the oral hearings of Commission, replies / affidavits, attending hearings of external court cases, RIMS, assisting the Commission in discharge of its proceedings as per the Conduct of Business regulations etc., and defending /monitoring the cases in the Appellate Tribunal for Electricity, High Courts and the Supreme Court where the Commission is a party.

Central Electricity Regulatory Commission has therefore felt the need for engaging Research Officers (Law) and Research Associates (Law) in accordance with the CERC (Appointment of Consultant) Regulations, 2010. The Research Officers/ Associates proposed to be engaged by the Commission would assist and augment the Legal Wing of the Commission in discharge of its multifarious functions.

2.0 Scope of work:

(i) The duties of the Research Officers (Law) and Research Associates (Law) as Staff Consultants of CERC shall mainly include as under:-

(i) Research Officers (Law).

(a) Scrutiny and examination of legal issues raised with respect to judgment of High Court/ Tribunal/ Supreme Court related to the issue.

(b) Coordination with various divisions and compiling of information for compliance by the parties.

- (c) Preparation of fact sheets/ inputs for petition in respect of the legal issues raised, up-dation in RIMS.
- (d) Attending the hearing, drafting of orders (Final/ interim), Record of proceedings (RoPs).
- (e) Oversee the proper maintenance of files and linking of relevant documents in the file.
- (f) Assisting in the preparation and filing of appeals, replies, rejoinders, Written submissions before the Appellate Tribunal, Writs and Civil Appeals filed before High Courts and Supreme Court, attend hearings before the tribunal, Courts and legal research;
- (g) Other works as may be assigned from time to time

(ii) **Research Associates (Law)**

- (a) Legal validation of the petitions and putting forth the legal issues raised in the petition.
- (b) Updation of intranet as to the compliances made by the parties, processing the petitions for listing and ensuring notices to the parties.
- (c) Correspondence with parties, sending reminders for compliances of directions of the Commission for submission of additional information.
- (d) Pagination, indexing and arrangements of pleadings in file in a proper manner.
- (e) Scrutiny of draft orders (fonts, spacing, margins etc) and correction of mistakes or errors if any, in the order.
- (f) Attending the hearings of the court, providing transcripts of the proceedings, legal research.
- (g) Ensuring dispatch of orders of the Commission to the parties, within the prescribed time.
- (h) Other works as may be assigned from time to time

3. Qualification and experience required for Staff Consultant of Legal Wing:-

Level of Staff Consultant	No. of Consultant	Qualifications, Experience	Consolidated Salary
Research Officer (Law)	04	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • A graduate in law (either 3 years or 5 years course) from recognized institutes/universities. <p>•</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 5 years experience in drafting petitions, replies, rejoinders, written submissions, appearance before High Courts, District Courts, quasi-judicial forums, etc. after completion of graduation in law from a reputed college. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience in working in regulatory sector or electricity sector 	Rs. 55,000/- to 80,000/- per month depending on qualification and experience.
Research Associate (Law)	04	<p><u>Qualification:</u></p> <ul style="list-style-type: none"> • A graduate in law (either 3 years or 5 years course) from recognized institutes/universities. <p>•</p> <p><u>Experience:</u></p> <ul style="list-style-type: none"> • Minimum 2 years experience in drafting petitions, replies, rejoinders, written submissions, appearance before High Courts, District Courts, quasi-judicial forums, etc. after completion of graduation in law from a reputed college. <p><u>Desirable:</u></p> <ul style="list-style-type: none"> • Experience in working in regulatory sector or electricity sector 	* Rs. 40,000 to 55,000 per month depending on qualification and experience.

4. General terms and conditions:-

4.1. Normal working hours would be 9.30 A.M to 6.00 P.M (05 days week) including half -hour lunch break. The personnel may be called on a Saturday, Sunday and other gazetted holidays, and asked to sit beyond normal working hours in case of exigency of work.

4.2 There will be a provision of 15 days leave (including 8 days casual leave and seven days on the pattern of earned leave but not encashable) in a calendar year (in addition to the gazetted holidays applicable in CERC office) subject to prior sanction.

4.3 In case of tour outside Delhi, the Commission will reimburse the expenses for journey undertaken for official work by the Consultants as per the following entitlement:-

Research Officer	-	By air-Economy class/By train(AC-II), other facilities as per entitlements of Sr. AO/PAO level officers of CERC,
Research Associate	-	By train(AC-II), other facilities as per entitlements CERC officers of the level of Private Secretary.

4.4. Staff Consultants appointed shall be governed by the provisions of the Central Electricity Regulatory Commission (Appointment of Consultants) Regulations, 2008 and amended from time to time.

5. **Duration of contract:-**

The contract will be for a period of one year which can be extended for one more year at the discretion of the competent authority, depending on the performance of the Consultant and on the functional needs of CERC.

6. **Payment Terms:-**

The consultant shall be paid lump sum monthly remuneration (the agreed amount) within seven days after completion of the month. TDS shall be deducted as per Income Tax rules.

7. **Termination of contracts:-**

The assignment may be terminated earlier by either employer or employee by giving one month's notice, or one month's salary in lieu thereof. Provided, in case of disciplinary action the notice period shall not apply to CERC.

8. Appointment under this assignment shall be on purely contract basis for a limited period only. Such appointment shall not vest any right to claim for regular appointment or continued contractual appointment in CERC.

9. Relaxation in essential qualifications/experience can be considered in deserving cases.

10. CERC reserves the right not to fill up all or any of the above-mentioned positions.
11. Only short-listed candidates will be called for an interaction with the Selection Committee.
12. Interested and eligible candidates may send their applications, in the prescribed format to the Assistant Secretary, CERC, Ground Floor (Front side), Chanderlok Building, 36, Janpath, New Delhi-110001 by **05th December, 2013 upto 5 P.M.**

(Tilak Raj)
Assistant Secretary(P&A)

TECHNICAL PROPOSAL

POST APPLIED FOR : _____

I. GENERAL INFORMATION/BIO-DATA:

- 01. Name of the Candidate :
- 02. Date of Birth :
- 03. Father's Name :
- 04. Permanent Address :
- 05. Contact address :
- 06. Tel No. :
- Mobile No. :
- email id :

II. DETAILED RESUME:

(a) Academic/Professional Qualifications:-

Degree	University	Institute	Field/Specialization	Year of Passing

(b) Experience:-

Details of employment, in chronological order. Enclose a separate sheet, duly authenticated by your signature, if the space below is insufficient				
Office/Institute/ Organisation	Post held	From	To	Nature of duties in brief

(c)

Additional information, if any, which you would like to mentioned in support of your suitability for the post. Enclose a separate sheet, if the space is insufficient	
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Signature of the Candidate

Date: