

TERMS OF REFERENCE FOR ENGAGEMENT OF FULL TIME INDIVIDUAL CONSULTANT IN THE OFFICE OF CHAIRMAN DISCOMS

1. Background:

JAIPUR/AJMER/JODHPUR VIDYUT VITRAN NIGAM LIMITED are companies under the Companies Act, 1956 and registered with Registrar of Companies established on 19 June, 2000 by Govt. of Rajasthan under the provisions of the Rajasthan Power Sector Reforms Act, 1999 as the successor company of RSEB. There is a office of Chairman Discoms. These three Distribution companies are engaged in distribution and supply of electricity in all districts of Rajasthan.

The Chairman Discoms intends to engage one full time individual Consultant. The areas in which expert assistance may be required are listed in para 3.

2. Qualification & Experience:

Persons who have been retired with the pay scale of Rs.15,600 – Rs.39,100 + Grade pay Rs.7,600/- or above from a Power Sector Company of Central/State Government or Electricity Regulatory Commission or Power Finance Corporation or Rural Electrical Corporation are eligible to apply. The person should have at least 5 years experience of discharging work relating to Secretarial services in above organisation(s) before retirement.

3. Scope of work/responsibility:

Following work would be assigned to the Consultant:-

1. Critical examination of the various issues relating to erstwhile Co-ordination now being seen by the Urja Vikas Nigam.
2. Scrutiny/handling of appeal cases to be finalised by the Chairman Discoms.
3. Coordination of different meetings being held at the level of Chairman Discoms.
4. Pursuance of various issues with the different offices on behalf of Chairman Discoms.
5. Any other matter to be assigned by the Chairman Discoms.

4. Manner of submission of application:

Candidates are required to submit their applications in the format at Annexure-1 in four copies. The application may be addressed to the Secretary (Admn.), Jaipur Vidyut Vitran Nigam Limited, Vidyut Bhawan, Jaipur 302 005 so as to receive in his office by 3:00 P.M. of 31st August, 2016.

5. Evaluation of applications:

The applications will be evaluated by an Evaluation Committee (EC) (to be formed by the Chairman, Discoms) based on bio-data/CV, work experience. If considered necessary, personal interview of the candidates may also be taken. No TA/DA shall be admissible for appearing for personal interview.

6. Engagement of Consultant:

The case for engagement of Consultant shall be decided by the Corporate Level Committee of JVVNL.

7. Period of contract:

The engagement of Consultant would be initially for a period of one year which could be further extended by mutual agreement. The total period of engagement, including the extended period, shall not exceed three years.

8. Remuneration:

A lump sum remuneration of Rs.40,000/- per month will be paid to the Consultant inclusive of taxes and levies. No other allowances shall be payable. An escalation of 5% per annum would be allowed in monthly lump sum remuneration after completion of each year of assignment in case of extension in assignment beyond initial period of one year. Statutory deductions shall be made as per rules.

9. Conflict of interest:

The consultant shall not represent others in any matter which is adverse to the interest of the JVVNL.

10. General terms and conditions:

The Consultant shall have to attend the office of the Chairman Discoms on all working days during working hours. Therefore, the Consultant shall have to locate/relocate himself at Jaipur. Casual leave as admissible to employees of Discoms shall be allowed to meet any exigency. Prorata deduction in remuneration for absence exceeding admissible leave shall be made. TA/DA & Telephone facility would be allowed on the scale which was allowed at the time of retirement.

Secretary(Admn.)

I. GENERAL INFORMATION/BIO-DATA:

1. Name of the Candidate :
2. Date of Birth
3. Age on the last date of receipt of application:
4. Father's Name :
5. Permanent Address :
6. Contact Address :
7. Tel.No. : Mobile No. : Email ID
8. Organisation from which retired :
9. Post from which retired :
10. Pay Scale and salary at the :
time of retirement.

II. DETAILED RESUME:

1. Education and Experience:

(a) Academic Qualification:

Degree	University	Institute	Field/Specialization	Year of Passing

(b) Experience (Last 5 years):

Name of organization	Designation	Pay scale with Grade Pay	Area of Responsibility	Period

2. Additional information including special achievements if any

Signature of the Candidate