

**TERMS OF REFERENCE FOR ENGAGEMENT OF FULL TIME INDIVIDUAL CONSULTANTS FOR CAPITAL FUND MONITORING IN JAIPUR VIDYUT VITRAN NIGAM LIMITED**

**1. Background:**

JAIPUR VIDYUT VITRAN NIGAM LIMITED (JVVNL)/Jaipur Discom) a company 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. JVVNL is engaged in distribution and supply of electricity in 12 districts of Rajasthan, namely Jaipur, Dausa, Alwar, Bharatpur, Dholpur, Kota, Bundi, Baran, Jhalawar, Sawaimadhopur, Tonk and Karauli.

The JVVNL intends to engage one full time individual Consultant for Capital Fund Monitoring. The main role of the Consultant will be to provide expert advice on various functions being discharged by the JVVNL. The areas in which expert assistance may be required are listed in para 4.

**2. Qualification & Experience:**

Persons who have been retired from a post equivalent to Executive Engineer and above in the pay scale of Rs.15,600 – Rs.39,100 + Grade pay Rs.6,600/- or above from a Power Distribution Company of Rajasthan having 15 years experience, are eligible to apply.

**3. Age Limit:**

The applicant should not be more than 70 years of age on the last date of receipt of applications.

**4. Scope of work:**

The following work could be assigned to the Consultants:

- I. Consultancy in matters of Capital Fund Monitoring of Discoms;
- II. Any other work assigned by the MD, JVVNL.

**5. 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 reach him by 3:00 P.M. of 2<sup>nd</sup> November, 2017.

**6. Evaluation of applicant:**

The applicants will be evaluated by an Evaluation Committee (EC) (to be formed by the JVVNL) 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. The EC would recommend the case to the Corporate Level Committee.

**7. Engagement of Consultant:**

The Corporate Level Committee, JVVNL shall select most suitable person as per recommendation of the EC.

**8. 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.

**9. Remuneration:**

A lump sum remuneration of Rs.45,000/- per month will be paid to the Consultant inclusive of taxes and levies. No other allowances shall be payable. The Tax liability towards GST will be borne by the Discom. Income tax shall be deducted as per rules.

**10. Conflict of interest:**

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

**11. General terms and conditions:**

The Consultant shall have to attend the office of the JVVNL on all working days during working hours. Therefore, the Consultant shall have to locate/relocate himself at Jaipur. Casual leave as admissible to JVVNL's employees shall be allowed to meet any exigencies. 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.)

**ANNEXURE-1**

**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 :  
(Provide copy of PPO & retirement order)
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/Specialisation	Year of Passing

(b) Experience (Last 10 years):

Name of organization	Designation	Area of Responsibility	Period

2. Additional information including special achievements if any

**Signature of the Candidate**