

## **ANNEXURE - B**

### **Guideline for Engagement of Legal Consultant and Senior Consultants in TNPDCL**

**The following guidelines for engagement of Legal Consultant/Senior Legal Consultants in TNPDCL is issued.**

**1. Engaging Authority:- The Chief Engineer/Personnel/TNPDCL.**

**2. Age:-**

- (i) Must not have attained the age of 35 years in case of Legal Consultant and 65 years in case of Senior Legal Consultant, as on the date of notification.
- (ii) He/She must be a citizen of India.

**3. Eligibility Criteria:-**

- (i) Legal Consultant : Degree in Law, enrolled in the Bar Council and Continuously practicing law for three years before the constitutional courts and statutory Tribunals in India.
- (ii) Senior Legal Consultant: Degree in law, enrolled in the Bar Council and continuously practicing law for over five years before the Constitutional Courts and Statuary Tribunals in India.
- (iii) Degree in Engineering in Electrical or Mechanical Discipline, in additional to Degree in law, will be preferred.
- (iv) Applicants who have passed all his/her Examinations within the duration of their Course period in Degree in Law are alone Eligible to apply.
- (v) Applicants pursuing Post Graduate Degree in Law or any other Degrees or Programs requiring their compulsory attendance elsewhere are not eligible to apply.
- (vi) Applicant shall not be a member of any political party.
- (vii) Applicant shall not hold any post, private or public or whatsoever including as a Member of a Panchayat.

- (viii) Applicant shall have a command over English in reading, writing and speaking/Presenting, besides having a reasonable Knowledge in Tamil.
- (ix) Applicant shall not be a convict in any criminal case including under section 138 of the Negotiable Instruments Act,1881.
- (x) Applicant should not have any criminal case pending against him/her, whether charge-sheet is filed or even at the stage of investigation pursuant to registration of a Crime.

Note: The CMD/TNPDCL may, in his discretion, waive the eligibility of any of the condition(s) in needy/ deserving cases.

#### **4. Period of Engagement and Termination:**

- (i) Engagement shall be temporary/purely on adhoc basis; initially for two years, which can be extended for further period of one year at a time but not exceeding overall period of five years from the date of first engagement. No doubt, such extension shall be subject to satisfactory performance of such Consultants and accepted by the Chairman-Cum-Managing Director/TNPDCL.
- (ii) However, such engagement(s) may be discontinued/terminated at any time before the completion of three years or during extension, if any, without any prior notice whatsoever, if his/her services are found to be unsatisfactory (or) the essential need to continue the engagement ceases. In that case, he/she is not entitled to any compensation in lieu of such discontinuance/ termination with immediate effect except the honorarium upto the date of such discontinuation/termination. In any case, on expiry of three years, such engagement shall be deemed to have been de-engaged/terminated automatically without any general or specific order whatsoever. Immediately upon de-engagement/termination, the Legal Consultants shall handover all connected records without any omission.

- (iii) The selectees shall take up engagement within the period specified in the order of engagement. No request for extension of time will be entertained.
- (iv) Legal Consultants/Senior Legal Consultants shall offer their professional service by virtue of their practicing Law, they will not be treated or deemed to be a regular employee in the TNPDCL and as such shall not seek/entitled to any permanency on TNPDCL.
- (v) Legal Consultants/Senior Legal Consultants intended to leave the engagement shall give prior notice of one month to the Chief Engineer/Personnel/TNPDL through the Head of Office with whom he/she was given assignment.

## **5. Selection Process:**

- (i) Selection for the engagement shall be made by way of Notification inviting applications from willing and eligible Advocates.
- (ii) Such applications shall be made in the form as prescribed accompanied with the copies of documents, as enumerated therein, in complete shape.
- (iii) Meritorious & Eligible Applicants based on academic marks scored in the Degree in Law will be short-listed and they will be informed to appear for Viva-voce at Chennai at their own expenses on the date, time and venue to be intimated to them. Provided that, applicants having a Bachelor Degree in Engineering in Electrical or Mechanical discipline, in addition to degree in law, Will be Preferred.
- (iv) The Selection shall be made by a Committee nominated by the Chairman-cum-Managing Director/TNPDCL. The list of applicants selected by such Committee will be placed for approval of the Chairman-cum-Managing Director/TNPDCL and then selectees will be engaged. However, mere selection will not confer any right unless orders are issued and communicated.
- (v) Applicants shall produce the Testimonials in originals for verification at the time of vivo voce and also at the time of assumption at the designated office.

## **6. Duties and Responsibilities:**

Legal Consultant is expected to assist officers of the TNEB Limited and its subsidiaries in legal and Para-legal works including liaison and follow-up with the Standing Counsel/Advocates engaged. Such engagement shall be on full time basis. Senior Legal Consultant is expected to advice/opine and settle affidavits, counter affidavits Grounds of Appeal/Review/Revision, etc. As and when required.

### **6.1. Legal Works expected from Legal Consultants:**

- (i) Preparation of the draft affidavits/counter affidavits/Ground of Appeal or Review by reading of case files and based on the para-war remarks, documents produced by the officers concerned.
- (ii) Identifying facts and issues, questions of law/facts that may arise or may need to be addressed.
- (iii) Identifying the documents to be filed before the Court in each case.
- (iv) Identifying citations relevant to each case.
- (v) Arranging and obtaining advice/opinion, setting of affidavits, counter affidavits, Grounds of Appeal/Review/Revision, etc. From the Senior Legal Consultant.

### **6.2. Para-legal work:**

- (i) Should be aware applying court procedures, viz., method of filing of various categories of cases, provision of law, movement of cases before, during and after filing, etc.,
- (ii) Preparation of Statistical reports including preparations of monthly report on new cases filed, cases disposed, appeal/revision/revisions filed, etc.
- (iii) Continuous follow-up for ensuring compliance of judgments by the officer concerned within the time allowed or prompt them for filing of appeal/review/revision, as the case may be, within the period of limitation prescribed in Law.

- (iv) Ensuring entries of new cases or progress of the pending cases then and there in the Legal Cases Monitoring System by the respective officers.
- (v) Such other related works entrusted by the officer to whom the Legal Consultant is attached from time-to-time.

**7. Record of Attendance of Legal Consultants:**

- (i) Legal Consultants, except engaged for assistance in the Courts/Fora at New Delhi, should mark their presence in the Attendance Register kept in the assigned/designated office at Chennai or Madurai, as the case may be. The Legal Consultant(s) at New Delhi shall mark his/her presence in the Attendance Register kept in the office of the Resident Manager/TNPDCL at New Delhi.

**8. Leave Entitlement:**

- (i) With prior intimation to the officer to whom assigned, Legal Consultants shall be entitled to a day's Casual Leave pr calendar month. The un-availed Casual Leave in a particular calendar month may be carried forward to next month within that English Calendar year, Subject to maximum eligibility of 12 days in an English calendar year.
- (ii) If any, legal Consultant is found to be exceeding the aforesaid permissible limit of Casual Leave, deductions will be made from their monthly Honorarium per day basis.

**9. Honorarium:**

- (i) The Senior Legal Consultant shall be paid a consolidated amount of Rs.1,50,000/- (Rupees one lakh and fifty thousand only) per month for the services rendered by him as and when required.
- (ii) The Legal Consultants shall be paid a consolidated amount of Rs.1,00,000/- (Rupees One lakh only) per month as compensation during the initial period of engagement or any extension thereafter.
- (iii) The Legal Consultant or Senior Legal Consultants shall not be entitled to any other allowance or perks except Travelling Allowance (upto II AC by train/AC Sleeper Bus or, in case of travel outside Tamil Nadu,

airfare in economy class) whenever he/she is required to perform any journey in connection with the engagement.

**10. Bar to Practice as Advocate or Taking up Employment:**

- (i) The Senior Legal Consultant, during the currency of their engagement, shall not only be entitled to practice as an Advocate in any Court of Law or Tribunal or Authority for any other person but also shall not be entitled to take up any employment, engagement of whatever nature, either on full-time or part time basis.
- (ii) The Legal Consultant or Senior Legal Consultant, as the case may be, shall refrain themselves from accepting briefs relating to TNEB Limited and its subsidiaries, during the period of engagement and also for a period of one year after relinquishment/discontinuance/termination of his/her engagement.

**11. Conduct of Legal Consultants:**

- (i) During the engagement, every Legal Consultants shall maintain a high standard of reputation and integrity commensurate with the responsibilities entrusted to him/her.
- (ii) Similarly, during the period of engagement and at all times, the Legal Consultant/Senior Legal Consultant shall maintain absolute integrity and complete confidentiality regarding the work assigned to him/her. He/She maintain utmost confidentiality in respect of matters which come to his/her notice by virtue of such engagement and shall also ensure that no information or document is leaked out because of his/her mishandling of papers or his/her deliberations with others, or in any other manner.

**ANNEXURE – A**

**APPLICATION FOR ENGAGEMENT AS SENIOR LEGAL CONSULTANT AND  
LEGAL CONSULTANT ON CONTRACT BASIS (CONSOLIDATED PAY)**

1.	Name in full (In Block Letters)	:	Self Attested Photograph of the Applicant
2.	Father / Mother / Husband Name	:	
3.	Sex (Male / Female & Others)	:	
4.	Permanent Address	:	
5.	Address for Communication	:	
6.	Telephone Number (Land-Line)	:	
	Mobile Number	:	
	E-mail Address	:	

7.	Date of Birth Age as on 01.01.2026	:
8.	Community	:
9.	Nationality	:
10.	Marital Status	:
11.	Educational / Professional Qualification (Schooling and Collegiate)	:

Sl. No.	Name of the Examination Passed	Mode of Education (Full Time / Part Time/ Distant Education)	Year of Passing	Board/ University	Class / Division	Percentage of marks	Main Subjects

(Starting from Matriculation or equivalent onwards)

**Experience Details:**

Note : Educational Certificates should be enclosed

Experience Certificates to be enclosed.

11. Language known :

**UNDERTAKING**

**I solemnly declare that**

The information given above is correct and complete. If any information at any stage is found incorrect, I shall be responsible for the same.

Place :

Date :

Name & Signature of the Applicant

<p style="text-align: center;"><b>TAMIL NADU POWER DISTRIBUTION CORPORATION LIMITED</b>  <b>NPKRR Maligai, 144, Anna Salai, Chennai - 600 002.</b></p>		
Name of the Post	Senior Legal Consultant	Legal Consultant
Educational Qualification	Degree in Law	
Experience	10 (Ten) Years. Of practice before Constitutional Courts and Statutory Tribunals.	03 (Three) Years of practice before Constitutional Courts and Statutory Tribunals.
Compensation	Rs.1,50,000/- per month	Rs.1,00,000/- per month
Age	Not more than 65 years	Not more than 35 years
Duration of Engagement	Two years extendable to Three years	
Place of Work	Anywhere in TamilNadu and at New Delhi.	

Application and other details can be downloaded from our website [www.tnpdcl.org](http://www.tnpdcl.org)

**Note:** The Board of TNPDCL reserves the right to fill or not to fill or increase or decrease the number of Post without assigning any reasons.