



**TAMIL NADU ENERGY DEVELOPMENT AGENCY
CHENNAI – 600 006.**



NOTICE INVITING APPLICATION

Tamil Nadu Energy Development Agency invites application from Law Graduates to be engaged as a Legal Consultant in TEDA on contract basis initially for a period of six months which may be extended for further period by Competent Authority subject to satisfactory performance. Other relevant conditions are given below:

QUALIFICATION & EXPERIENCE:

- i) Must be a Law Graduate and must be on the roll of Bar Council of Tamil Nadu or any other Bar Council of India.
- ii) Must have experience of not less than 5 years and would have handled legal cases/arbitration proceedings, service matters, taxes etc.
- iii) Must possess excellent drafting and language skills both in English & Tamil.

CONSULTANT FEE:

Maximum consolidated pay of Rs.30,000/-

SCOPE OF WORK:

The scope of work/ duties & responsibilities of the Legal Consultant proposed to be engaged shall be as follow:-

- i) To prepare Affidavit/Counter Affidavit for filing Suits, Appeals or other proceedings in the original and appellate suit of the City Civil Court, High Courts and in the Supreme Court filed by and against this Agency in any other Tribunal/Legal forum.
- ii) To advise the Agency regarding Civil and Arbitration Proceedings.
- iii) To advise the Agency in the matters referred regarding various issues with legal implications.
- iv) To co-ordinate with the Agency's counsel, Advocate General, Government Pleader etc., in conducting cases related to the agency wherever the role of the agency is involved directly or indirectly in furnishing remarks/giving reply or opinion etc.

- v) To report to the concerned Officer/Personnel of the Agency the stage of the Suit, filing of the pleading such as Pleat, Written Statement, Affidavit, Counter Affidavit, Grounds of Appeal, Revision etc. and the result of the cases with dates and stages along with the opinion with regard to the nature of the case and the status of all cases in respect of all Courts. To advise the Agency in order to avoid contempt proceedings.
- vi) To monitor and ensure that the Counsels are working towards judgments being delivered at the earliest and apply & obtain the certified copies of the judgments to avoid delay in complying/ filing Appeal / Revision of the said judgments or order if any.
- vii) To co-ordinate with the Agency Officials concerned, of the action if any should be taken in respect of various judgments delivered.
- viii) To advise the Agency, about the judgment proceedings or orders of the Court in time, in matter by or against the Agency and to intimate the further course of action such as the appeal provision, grounds of appeal and take steps for getting leave of appeal to Supreme Court if the circumstances so warrants after getting the necessary approval of this Agency.
- ix) To scrutinize deeds, conveyance, leases, contracts, bonds of indemnity etc. executed between the Agency and others.
- x) To furnish a periodical statement in the prescribed format of all cases related to TEDA filed before any Legal Forum, giving the status of such hearings and also to furnish a case-wise record sheet. The periodical statement should be furnished before 10th of succeeding month.

The Agency reserves the right to accept or reject any or all the responses without assigning any reasons whatsoever.

Last date for submission of application in the prescribed format (which can be downloaded from the website www.teda.in) is 27-06-2018. Applications received after the due date will not be considered.

**GENERAL MANAGER/SCHEMES
TAMIL NADU ENERGY DEVELOPMENT AGENCY**

Application Form for the engagement of Legal Consultant in the office of Tamil Nadu Energy Development Agency, Chennai (for sending application by post only).

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|------|---------------------------|-------------|------------|-----------------|
| 1. | Name in full | | | |
| 2. | DOB (DD,MM,YYYY) | | | |
| 3. | Father's Name | | | |
| 4. | Permanent Address | | | |
| 5. | Residential Address | | | |
| 6. | Educational Qualification | Course Name | University | Year of passing |
| (i) | Graduation | | | |
| (ii) | Post Graduation | | | |
| 7. | Contact No. | | | |
| 8. | E-mail ID | | | |

9. Registration No. (Bar Council) :

10. Date (DD, MM, YYYY) of Registration with Bar Council
(Attachment relevant proof with the application form)

11. Practicing as an Advocate (in Years)

12. Details of experience in handling legal cases/arbitration proceedings related to civil matters Contracts, service matters, taxes etc. (Pl. attach relevant documentary proof)

Date:

Signature of Applicant

Place: