

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

NOTICE

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

QUALIFICATION & EXPERIENCE:

- i) Must be a Law Graduate and must be on the rolls of Bar Council of Tamil Nadu or any other Bar Council of India.
- ii) Must have experience of not less than 10 years working in reputed Law firm and have handled legal cases/arbitration proceedings, service matters, taxes etc.
- iii) Must possess excellent drafting and language skills in English & Tamil.

RETAINING FEES:

Maximum consolidated pay will be in the range of Rs.30,000 to Rs.50,000 depending on the experience & qualification.

SCOPE OF WORK

The scope of work/ duties & responsibilities of the Law Officer proposed to be engaged shall be as follows:-

- i) To prepare Affidavit/Counter Affidavit for filing Suits, Appeals or other proceeding in the original and appellate site 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 advice the Agency in regard to defense and conduct of suits or other Civil and Arbitration Proceedings.
- iii) To advice the Agency in the matters referred to his/her 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 or the Government 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 Plait, 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 result in all cases in respect of all Courts. Judicial form entrusted to without any delay so as to proceed quickly and Act with the judgment, directions and orders in time to avoid any contempt proceedings.
- vi) To monitor and ensure that the Counsels are working towards judgments being delivered at the earliest and apply and 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 handled by him / her before any Legal Forum, giving the results of such hearings and also to furnish a case-war record sheet as and when a particular case is taken up before the Court. The monthly statements should reach before 10th of succeeding months.

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 31-05-2017. Applications received after the due date will not be considered.

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

Application Form for the engagement of Law Officer in the Office of Tamil Nadu Energy Development Agency, CHENNAI.

(for sending application by post)

1.	Name in full	
2.	Father's Name	
3.	Residential Address	
4.	Contact No.	
5.	E mail ID	
6.	DOB (DD,MM,YYYY)	

Educational Qualifications:

	Qualification	Course Name	University	%age /CGPS
9	Higher Education			
10	Graduation			
11.	Post Graduation			

12. Registration No. (Bar Council) :
13. Date (DD, MM, YYYY) of Registration with Bar Council
(Attachment relevant proof with the application form)
14. Practicing as an Advocate (in Years)
15. Income tax return per annum (in Rs.)
(Please attach the Certificate from Chartered Accountant or income tax statement of last 3 years)
16. Details of experience in handling legal cases/arbitration proceedings related to civil matters Contracts, service matters, taxes etc. (Pl. attach relevant documentary proof)

Signature of Applicant