

**Terms of Reference for hiring Consultants in the CEA (HQ), New Delhi**  
Applicable for Central Government officials (retired/ retiring in next 2 months)

**1. JOB REQUIREMENT** As per detailed Terms of Reference

(i) FIELDS	<p>1) <b>PROCUREMENT OF TECHNICAL SERVICES FOR AREAS OF:</b> Planning (Power Sector Planning Studies, Collection, Compilation of data, on load forecasting and publication of reports, R&amp;D activities). Design &amp; Engineering (Hydro Electric Projects, Thermal Power Projects, Sub-Stations and Transmission Lines), Construction Monitoring (Hydro Electric Projects, Thermal Power Projects, Sub-Stations and Transmission Lines), renovation, modernization and life extension of Hydro and Thermal Power Project, Grid operation and Management, operation and performance monitoring, Distribution Planning and Engineering, Financial Studies (Thermal, Hydro &amp; Power System Projects, publication of Electricity Tariff and duties in India).</p> <p>2) Procurement of professional services for administration, record management, budget &amp; Accounts, Income Tax, Legal matters.</p>
(ii) Educational Qualification, Experience/Skill	<p>1) <b><u>For Technical works:</u></b> -</p> <p>i) Bachelor Degree in Engineering (EE/ME/ECE/IT/Civil) or Diploma in Engineering for Engineer Professional. A minimum experience of five years in the relevant field.</p> <p>ii) Certificate in Draughtsman trade for Draftsman. A minimum experience of five years in the relevant field.</p> <p>2) <b><u>For Non-Technical works:</u></b> - Minimum Qualification Graduation in any stream. Minimum experience of five years in the relevant area. Proficiency in IT skills (MS Office, MS Word, MS Excel, MS Access, MS Power Point), Noting /Drafting, Office procedure.</p> <p>3) <b><u>For Legal Expert:</u></b> - Degree in Law and 5 years of experience of having worked as Legal Asstt. / Legal officer or equivalent.</p> <p>4) <b><u>For Financial Expert:</u></b> - A Bachelor's Degree from a recognized University, and 5 years of experience of having worked in Internal Finance Wings of any central Govt. Department or in the field of Financial &amp; Economic Administration.</p> <p>5) <b><u>For Rajbhasha Works:</u></b> - MA(Hindi) or BA(Hindi) with Diploma/Certificate in Hindi Translation with 5 years of experience of having worked as Jr./Sr. Hindi Translator in any Central Govt. Department.</p>
(iii) Duration	<p>The term of appointment shall ordinarily be for an initial period not exceeding one year which is extendable by another one year. The term can be extended further depending on the requirement. At the same time, the engagement can be terminated at any time without assigning any reasons after a notice period of 7 days from either side.</p>
(iv) Age Limit	<p>Candidates should have not crossed the age of Sixty-five (65) as on 31.03.2021. However, preference will be given to the officers who retired from service in the last one/two years.</p>

## **2. ENTITLEMENTS OF CONSULTANTS:**

Remuneration and other allowances, leave rules etc. shall be governed by Department of Expenditure OM No.3-25/2020-E.IIIA dated 09.12.2020.

3. Interested candidates may send their CVs in the enclosed FORMAT complete in all respect by e-mail / post **latest by 17<sup>th</sup> February 2021** to the following address:

Director (Adm.)  
5<sup>th</sup> Floor, Central Electricity Authority  
Sewa Bhawan, R.K. Puram, New Delhi. -110066.  
E-mail: [ppsectioncea@gmail.com](mailto:ppsectioncea@gmail.com)

## **4. SELECTION CRITERIA:**

1. A candidate possessing additional qualification and specialized training/experience in the required area shall be given preference.
2. The candidate shall be evaluated only for the level from which he has retired, as the remuneration to be decided is generally in accordance with the level from which the candidate has retired.
3. The preference/priority of engaging the consultant vis-a vis the Division/Section's demand shall be in order of the length of the service rendered by the candidate to the particular job in the Division or Department.

### **NOTE:**

If the candidate selected and offered appointment as Consultant fails to join within the stipulated period, his/her offer of appointment shall stand cancelled and no extension in joining time shall be granted on any ground, whatsoever.

**Application format for appointment as consultant in the Central Electricity Authority**

Photograph of  
the applicant

1. Name: \_\_\_\_\_

2. Father's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

4. Date of Retirement: \_\_\_\_\_

5. Basic Pay with level / Grade pay as per 7<sup>th</sup> / 6<sup>th</sup> CPC  
\_\_\_\_\_

6. Basic Pension (a copy of PPO and LPC is required) at retirement:  
\_\_\_\_\_

7. Domicile  
\_\_\_\_\_

8. Dept /Ministry last served: -  
\_\_\_\_\_

9. Tel./ Mobile No. and E-mail Address:  
\_\_\_\_\_

10. Address for Correspondence:  
\_\_\_\_\_  
\_\_\_\_\_

11. Educational Qualification:

(i) Technical Qualification (if any):

Sl. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

(ii) Professional Qualification (if any):

Sl. No.	Course	Subject	University/ Institute	Year of Passing	Division/Class

12. Work Experience:

Sl. No.	Department/ Ministry Organization	Designation Last held.	Period		Nature of work	Remarks
			From	To		

13. Two References for verification of antecedents:

(i)

(ii)

(Signature)

Date: \_\_\_\_\_

(The application should be complete in all respects and no column thereof should be left blank. The incomplete applications will be rejected outright and no communication in regard to these will be issued.)