

Government of India  
Ministry of Commerce & Industry  
Cochin Special Economic Zone Authority  
CSEZ Administration Building, Kakkanad,  
Cochin – 682 037.

F. No. CSEZ-CSZA0E(22)/1/2024-SEZ Cochin

Date 11.09.2024

**CIRCULAR**

**Subject: Engagement of Consultant for power distribution system in CSEZ on part-time contract basis – reg.**

1. The Cochin Special Economic Zone Authority under the Ministry of Commerce & Industry, Government of India invites applications from qualified and experienced professional for engaging them as Consultant for its power distribution system in CSEZ on contract basis for a period of one year.

| Sl. No. | Category of consultant          | Qualification and experience of the applicant                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            | No. of persons required |
|---------|---------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------|
| 1.      | Consultant (Power Distribution) | <p>1. The candidate shall be graduate in electrical engineering with minimum of 12 years' experience in design, engineering, procurement, installation and Operation &amp; Maintenance of Extra High Tension (EHT) Electrical substation and distribution system.</p> <p>2. The candidate shall be fully conversant with all statutory rules and regulations of Kerala State Electricity Regulatory Commission (KSERC), Central Electricity Authority (CEA), Kerala State Electrical Inspectorate pertaining to substation and power distribution system.</p> <p>3. The candidate must possess an A-Class electrical supervisory license from the Kerala State Electricity Licensing Board.</p> <p>4. The candidate must have EA/EM certification from the Bureau of Energy Efficiency (BEE) India.</p> <p>5. The candidate must have a minimum of three years' professional experience in a power distribution licensee with expertise in matters related to procedures and compliance of regulations issued by KSERC like ARR &amp; ERC, truing up, and related regulatory affairs.</p> <p>6. Preference shall be given to candidates who hold a Master's Degree in Power System Engineering.</p> <p>7. The candidate shall have expertise in communications and interpersonal skills, knowledge of electronic mailing &amp; computer applications such as MS word, MS excel, etc.</p> | 1 (One)                 |

2. Selection Procedure:
  - i) The selection of Consultant shall be made in accordance with the provisions contained in GFR 2017 and Manual of Procurement of Consultants & Other Services.
  - ii) Selection of Consultant will be finalized after personal interview.
3. The engagement shall be initially for a period of one year, which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.
4. The CSEZA reserves the right to accept or reject in part or in full of all responses without assigning any reasons whatsoever.
5. The last date for receipt of applications, in the prescribed format is 20.09.2024 upto 3.00PM. Applications received after due date/time and without supporting documents will not be considered.
6. Terms and conditions of engagement is specified in Annexure – I.
7. Application, as per Annexure – II, may be sent to the Chairperson, Cochin Special Economic Zone Authority, CSEZ Administration Building, Kakkanad, Cochin – 682 037.

Sd/-  
Secretary, CSEZA

To

1. Website of CSEZA.

## Annexure – I

1. Primary job duties/responsibilities include the following:
  - a) Consultant shall be responsible for verification of the documents/statutory returns/petitions to KSERC prepared by the OMMC agency including Aggregate Revenue Requirements (ARR) and Expected Revenue from Charges (ERC) as well as Truing up petitions.
  - b) Preparation of comments/observations on draft regulations of KSERC on behalf of CSEZA.
  - c) Verification of monthly bills generated through pre-paid energy metering of CSEZA for correctness of the prepaid energy management system.
  - d) Scrutinize the periodic returns to be furnished to KSERC based on the Standard of Performance Regulations.
  - e) Review the periodic reports prepared by OMMC agency of CSEZA for sending to statutory agencies like CEA, ANERT, EMC, Kerala State Electrical Inspectorate, etc. for correctness.
  - f) Liaison with KSEB Limited for matters connected with power purchase agreement between CSEZA and KSEBL.
  - g) Verification of monthly EHT bills raised by KSEBL to CSEZA for correctness and get necessary revisions, if required, and report.
  - h) Verify electricity duty amount to be paid by CSEZA to Kerala State Electrical Inspectorate and report.
  - i) Monitoring of repair and maintenance as well as capital expenditure of CSEZA in power distribution system for compliance in line with KSERC approved norms.
  - j) Liaison with OMMC agency for matters related to service connections, disconnections, metering, billing, etc. as per Kerala State Electricity Supply Code and KSERC Tariff orders from time to time.
  - k) Providing advice to CSEZA on the estimate and scheme for any modification/repair coming under capital expenditure works.
  - l) Advice CSEZA in matters related to CGRF and other aspects of power distribution as a licensee which may arise from time to time.
  - m) Verification of asset register prepared by OMMC agency for the power supply and distribution system.
  - n) Attending hearings called by KSERC, if required.
  - o) Ensuring timely renewal of insurance policy related to power distribution system.
  - p) Any other work assigned related to the above mentioned activities.
2. Age limit: 60 years
3. Qualification & Experience: Candidate should have required qualification and experience as mentioned in the circular dated 11.09.2024.
4. Remuneration: A monthly consolidated remuneration to be paid shall be fixed based on personal interview with selected candidates.

**Note:** The total monthly remuneration and the pension drawn by the consultant shall not be more than the last pay drawn by him calculated at the current rates of dearness allowance in the case of retired government servants.
5. Allowance: Consultant shall not be entitled to any kind of allowance or accommodation facility. No TA/DA shall be admissible for joining the assignment or on its completion.

6. Drawal of pension: A retirement Government official appointed as Consultant shall continue to draw pension and the dearness relief on pension during the period of his engagement as Consultant. His engagement as Consultant shall not be considered as a case of re-employment.
7. Tax deduction at source (TDS): TDS as admissible shall be deducted from the monthly remuneration of Consultant. A TDS certificate shall be issued by the concerned DDO on demand.
8. Working hours: Consultant may follow the normal working hours.
9. Period of engagement:
  - i) Initial engagement of a Consultant shall be for a period of one year which may be extended or curtailed as per the requirement and satisfactory performance of the Consultant.
  - ii) The appointment of a Consultant would be on part-time basis.
  - iii) The engagement is purely of a temporary nature.
  - iv) The engagement of consultant can be terminated by the office of CSEZA at any time without assigning any reason thereof by giving him 15 day's notice. However, in case a Consultant wishes to resign, he will have to give 15 day's advance notice or remuneration in lieu thereof resigning from the engagement.
10. Conflict of interest: The applicant shall in no case represent or give opinion or advice to others in any matter which is adverse to the interest of the CSEZA.
11. Confidentiality: The Consultant is expected to display utmost honesty, secrecy of office and sincerity while discharging his duties. The personnel engaged as consultant on contract basis shall not, except with the previous sanction of the CSEZA in the bona-fide discharge of his duties publish or contribute an article or anonymously or pseudonymously in the name of any other person, uses any information that he may gather as part of this assignment, without the approval of the CSEZA.
12. Standards of conduct: In general the Consultant shall neither seek nor accept instructions from any authority external to CSEZA in connection with the performance of his obligations under the contract.
13. Use of name, emblem or official seal of the CSEZA: The Consultant shall not advertise or otherwise make public for purposes of commercial advantage that he has a contractual relationship with CSEZA, nor shall the Consultant, in any manner whatsoever, use the name, emblem or official seal of CSEZA, or any abbreviations of the name of CSEZA, in connection with his business or otherwise.
14. In the event of the death, injury or illness of the individual Consultant which is attributable to the performance of services on behalf of CSEZA under the terms of the Contract while the Consultant is travelling at CSEZA expense or is performing any services under the Contract in any offices or premises of CSEZA or Government of India, the Consultant or the Consultant's dependents, as appropriate, shall not be entitled to any compensation.

**Application for the post of Consultant in the Cochin Special Economic Zone  
Authority  
CSEZ Administration Building, Kakkanad, Kochi – 682 037.**

Recent passport  
size photograph

|     |                                                                                                                                   |            |
|-----|-----------------------------------------------------------------------------------------------------------------------------------|------------|
| 1.  | Full name (in block letters)                                                                                                      |            |
| 2.  | Father's name                                                                                                                     |            |
| 3.  | Date of birth (DD/MM/YYYY)                                                                                                        |            |
| 4.  | Age as on date                                                                                                                    |            |
| 5.  | Contact details                                                                                                                   | Mobile No. |
|     |                                                                                                                                   | Email ID:  |
| 6.  | Address for communication<br>(Copy of address proof to be attached)                                                               |            |
|     |                                                                                                                                   |            |
|     |                                                                                                                                   | PIN:       |
| 7.  | Whether SC/ST/OBC                                                                                                                 |            |
| 8.  | Whether physically handicapped                                                                                                    |            |
| 9.  | Date of retirement and the post from which retired (Enclose copy of the retirement order in case of retired Government employees) |            |
| 10. | Educational/Technical qualification (Enclose copy of certificate/ mark sheet)                                                     |            |
| 11. | Details of computer knowledge                                                                                                     |            |
| 12. | Brief particulars of experience of the last 10 years (assignment-wise) (A separate sheet may be enclosed)                         |            |

I hereby declare that the particulars furnished above are true and correct in the best of my knowledge and belief. I understand and agree that in the event of any information being found false or incorrect/incomplete or ineligibility being detected at any time before or after selection/interview, my candidature is liable to be rejected and I shall be bound to the decision of the CSEZA. I have read this circular and ready to accept all the terms and conditions for engagement of Consultant.

Place:  
Date:

Signature  
(Full name of the applicant)