

**FORUM OF INDIAN REGULATORS (FOIR)**  
C/o. CENTRAL ELECTRICITY REGULATORY COMMISSION  
First Floor, Chanderlok Building, 36, Janpath, New Delhi - 110 001

No.FOIR-11016(11)/1/2021-CERC

Dated: 29<sup>th</sup> November, 2022

**"Engagement of Staff Consultant at the level of Research Associate in FOIR"**

**1. About FOIR**

**1.1 Background**

**The Forum of Indian Regulators** was registered as a Society under the Societies Registration Act, with the Registrar of Societies in the **National Capital Territory of Delhi** on February 4, 2000. Regulators in various sectors of economy including Electricity, Airport, Port, Telecom, Petroleum & Natural Gas, Real Estate, etc. are members of the Forum. The Forum provides a common platform to discuss emerging issues in regulatory procedures and practices, to evolve common strategies to meet the challenges before regulators in India and to share information and experiences. The secretariat service to FOIR is provided by Central Electricity Regulatory Commission (CERC).

**1.2 Aims & Objectives**

FOIR aims to promote transparency in the working of the regulatory bodies, protect consumer interest and develop consumer advocacy organizations. The objectives of FOIR are:

- Provide a platform for experience sharing amongst the regulators
- Initiate beneficial exchange of knowledge and expertise;
- Evolve best practices;
- Conduct training programs to serve regulatory agencies and other stakeholders;
- Spur research on regulatory issues;

**1.3 Activities of FOIR**

To promote information exchange and experience sharing among member regulators, FOIR conducts different activities. Some of the FOIR activities are mentioned below:-

- (a) Conference and Colloquium
- (b) Annual General Body meetings
- (c) Governing Body meetings
- (d) Capacity Building Programs/seminars/Webinars
- (e) Research studies
- (f) Publication of e-newsletter

1.4 In view of the above activities, the FOIR proposes to engage a Staff consultant at its Secretariat on contract basis for a limited period.

**2. Scope of work proposed for the Staff Consultant:-**

- (a) Report writing
- (b) Compiling/analyzing regulatory data.

- (c) Follow up with the Member Organizations of FOIR
- (d) Coordinating Conference/Colloquium of the FOIR and related activities thereof
- (e) Coordinating for Capacity Building Programs/Seminars/ Webinars
- (f) Any other tasks related to studies conducted like draft Terms of Reference (TORs)
- (g) Any other work assigned from time to time

3. **Qualification and experience required for Staff Consultant:-**

Category of consultant	No. of Posts	Qualifications and Experience	Consolidated salary
Research Associate	01	<p><b><u>Qualifications</u></b></p> <p><b><u>Essential:</u></b> Graduate degree in Engineering (preferably Electrical)/ Economics / Commerce</p> <p><b><u>Desirable:</u></b> Masters in Public Policy/ Regulatory Governance/ Management (Finance / Infrastructure/ Power Management)</p> <p><b><u>Experience:</u></b> Zero to three years experience in Power sector / infrastructure sectors / Regulatory body</p> <p><b><u>Competencies:-</u></b> (i) Good understanding of sectors which FOIR deals with ; (ii) Working knowledge of MS-Excel, MS-Word &amp; PowerPoint; (iii) Dynamism to work in a fast-paced, high-change environment, analytical approach to problem-solving, good communication skills, team player having demonstrated initiative and leadership skills</p>	Rs. 45,000 - 59,000 per month (depending on the qualification and experience) excluding Service Tax, if applicable.

4. **General terms and conditions: -**

4.1 Normal working hours would be 9.30 A.M to 6.00 P.M (05 days week) including half-hour lunch break. The personnel may be called on a Saturday, Sunday and other gazetted holidays, and asked to sit beyond normal working hours in case of exigencies.

4.2 The Staff consultant shall be eligible for 15 days leave in a calendar year which will be credited in advance on quarterly basis as per details given below-

- (i) 1st Quarter (Jan to Mar) - 04 leaves credit in the month of January
- (ii) 2nd Quarter (Apr to Jun) - 04 leaves credit in the month of April
- (iii) 3rd Quarter (Jul to Sept) - 04 leaves credit in the month of July
- (iv) 4th Quarter (Oct to Dec) - 03 leaves credit in the month of October.

4.3 The intervening Saturday/ Sunday/ holiday shall not be counted as leave only upto the credit limit of leave. Benefit of intervening Saturday/ Sunday/ holiday shall not be allowed for the period of absence

which is not due. No fee shall be paid to the Staff Consultant for the period of his/ her absence beyond the credit limit.

4.4 Leave shall be availed with prior approval of the competent authority, except in case of emergency, where approval of the competent authority should be obtained immediately after joining.

4.5 In case the Staff Consultant remains absent for more than 15 days beyond the entitled leave in a calendar year, without any prior intimation/prior sanction, except in case of emergency, FOIR would be free to terminate the services of the said Staff Consultant.

4.6 In the event of absence on the ground of sickness, the Staff Consultant shall be required to submit a proper medical and fitness certificate. However, any leave including the leave on medical grounds beyond the cumulative period of 15 days shall be without any professional fees.

4.7 Un-utilized leave during any quarter will be carried forward to next quarters within same calendar year only. However, un-utilized leave shall not be carried forward to the next calendar year and is not encashable. Leave of any other nature is not admissible.

4.8 Station leave permission shall be mandatory before leaving the station, even on a holiday.

4.9 The Staff Consultant shall not be entitled to any of the allowances/facilities which are admissible to employees/officials working on regular basis.

4.10 During the contract period, in case of tour within India undertaken for official works, the consultant will be reimbursed the expenses for such journey as per the following entitlement: -

<b>Name of the Post</b>	<b>Entitlement</b>
Research Associate	i. By air - Economy class ii. By train - AC-II iii. For Local travel - non A/C taxi.

4.11 The consultant will also be reimbursed conveyance charges as per admissible rules/practice in CERC for attending meetings/conferences etc within Delhi as per directions of this office only.

5. **Age limit:** -The age of the applicant as on 01<sup>st</sup> January of the year of advertisement would be in accordance to CERC (Appointment of Consultants) (Third Amendment) Regulations, 2017 and amendments thereafter.

6. **Duration of contract:-**

The contract will be initially for a period of two years which can be extended for upto one year on each occasion, limited to a total period of four years. In deserving cases an annual escalation upto 10% on the fee maybe given with the approval of the competent authority based on the performance during the preceding year.

7. **Payment Terms:-**

The Staff Consultant shall be paid lump sum monthly professional fee (the agreed amount) within seven days after completion of the month on submission of invoice. TDS shall be deducted as per Income Tax rules.

## **TERMINATION OF AGREEMENT**

### **With Notice**

8. This agreement is liable to be terminated by either party, by mutual consent, by giving one month notice in writing to the other or one month consolidated professional fees in lieu of such notice.

8.1 In case the Staff Consultant is unable to perform the assigned work or the work undertaken by them is not to the satisfaction of the Controlling Officer/Competent authority in FOIR, the tenure of the Staff Consultant shall be liable to be terminated after one month notice in writing.

### **Without Notice**

8.2 In case the Staff Consultant, despite notice as in para 8 above, is unable to perform the given assignment to the satisfaction of the Controlling officer/Competent authority in FOIR, he/she shall be liable to be terminated in public interest, without any notice and without assigning any reason.

8.3 In case the Staff Consultant is absent from duty, for a period of more than 30 days, without prior intimation/prior sanction and is not covered under medical emergency, his/her tenure shall be liable to be terminated, in public interest, without any notice and without assigning any reason.

8.4 On pre-mature termination of the assignment, FOIR shall pay the Staff Consultant, the professional fees for the work performed by him/her till the date of such termination, after deductions, if any.

9. Appointment under this assignment shall be purely on contract basis for a limited period only. Such appointment shall not vest any right to claim for regular appointment or continued contractual appointment in FOIR Sectt.

10. Relaxation in essential qualifications/experience can be considered in deserving cases.

11. FOIR reserves the right not to fill up above position, without assigning any reasons, what so ever.

12. FOIR reserves the right to either increase or decrease the number of posts at any given time, without assigning any reasons, what so ever.

### **13. Selection Process:**

(a) The Selection process includes written test and /oral interaction.

(b) Only candidates who strictly fulfil the eligibility criteria will be shortlisted and called for written examination and / oral interaction.

(c) Only those candidates who qualify in the written examination (if taken) will be called for interaction.

(d) The final selection of the candidates shall be based on the ranking/merit of combined score of the written examination and / interaction.

(e) Candidates called for interaction would be required to bring original documents relating to qualification, experience and salary slip for the past six months. These documents shall be examined before interaction with the selection committee.

(f) In case of non-submission of the salary slip for the past six months, the candidate will be considered for selection at the minimum range of the scale.

(g) No TA/DA shall be admissible for attending written examination and interaction for the advertised post.

(h) The decision of FOIR shall be final.

14. Interested and eligible candidates may send their applications in the prescribed format along with all relevant documents on qualifications and experiences to the Executive Treasurer, Forum of Indian Regulators (FOIR), Sectt.: Central Electricity Regulatory Commission, First Floor, Chanderlok Building, 36, Janpath, New Delhi latest by **14<sup>th</sup> December, 2022**



(P.M. Antony)  
Executive Treasurer (FOIR)  
Tel: 2335 3503

**ANNEXURE – I**

**POST APPLIED FOR :**

Paste Recent  
passport size  
photograph here.

**I Personal Details**

1. Name :
2. Gender :
3. Date of Birth :
4. Father's Name :
5. Marital Status :
6. Permanent Address :
7. Contact Address :
8. Tel No :
- Mobile No :
- E Mail Id :
9. Post applied for :
10. Last Pay drawn :

**II Academic / Professional Qualification (Tenth standard onwards):**

- a. Tenth standard onwards. (Attach self attested copy of certificates).
- b. If no document is submitted to support the qualifications, the said qualification will not be considered for valuation.

Course / Degree and no. of years	Institute/ University / College	Year of passing	Regular / Distance education	% of marks	Subjects specialized	Achievements, if any

### III Experience

Organisation / Institute / Office	Post held	Period		No. of years and months	Description of duties	Remarks
		From	To			

**Note:** Attach self-attested copies of experience certificates in chronological order. Enclose a separate sheet, duly authenticated by your signature, if space is insufficient. If no document is submitted to support the experience, the said experience will not be considered for valuation. Submission of supporting document for last pay drawn and Regulatory experience, if any is mandatory.

**IV Other Details : Additional information/ specific professional achievement/ contribution**

**V Please state why you want to take up this role and are suitable for the post in 100 words.**

Date:

(Signature of the candidate)