



## KERALA STATE ELECTRICITY BOARD LIMITED

(Incorporated under the Companies Act, 1956)

Reg. Office: Vidyuthi Bhavanam, Pattom, Thiruvananthapuram - 695 004, Kerala.

CIN: U40100KL2011SGC027424

Website: [www.kseb.in](http://www.kseb.in)

Office of the Secretary (Administration)

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No. Estt.II/788/2019

Date: 12.10.2020

### NOTIFICATION

In order to monitor the conduct of cases of KSEB Limited before various Courts/fora, Nodal Officers (Litigation) are posted at Distribution Circle level by deployment for a period of 2 years. The present Nodal Officers were appointed as per Office Order (CMD) No. 1297/2019 (Estt.II/788/2019) dated 22.07.2019 and Office Order (CMD) No. 1515/2019 (Estt.II/788/2019) dated 26.08.2019. But now the places of Nodal Officers in four Electrical Circles, viz., Nilambur, Manjeri, Pala and Kattakkada are lying vacant. Therefore, as ordered by the Chairman & Managing Director, fresh applications are hereby invited from interested employees in the prescribed format (annexure) for working as Nodal Officers (Litigation) in the Electrical Circles, **Nilambur, Manjeri, Pala and Kattakkada.**

#### Educational qualifications:

Senior Assistant and above, having Graduation from a recognized University preferably in Law.

Interest/aptitude in conducting cases is desirable.

The applicant shall have remaining service of at least 2 years at the time of appointment.

#### Mode of selection:

The selection of Nodal Officers (Litigation) shall be by deployment on the basis of interview conducted by a Selection Committee comprising the Legal Adviser & Disciplinary Enquiry Officer as Chairman and the Secretary (Administration) & the Chief Engineer (HRM) as Members. A select list of the qualified candidates shall be prepared and published.

#### Term of appointment:

The term of appointment of Nodal Officers (Litigation) shall normally be for a period of 2 years and the same may be extended at the discretion of the Board. However, the Board reserves the right to transfer the incumbent upon the instructions of the Legal Adviser & Disciplinary Enquiry Officer.

#### Last date for submission of application:

The applications in the prescribed format shall reach the Secretary (Administration), Kerala State Electricity Board Limited, Vidyuthi Bhavanam, Pattom, Thiruvananthapuram **on or before 31.10.2020.** The applications shall be countersigned by the Controlling Officers concerned after verifying the particulars furnished therein.



### **Duties and functions:**

1. To maintain a register with the entire details of the cases, viz., name of Court/Forum, number of the case, particulars of parties, nature of dispute, amount involved, name of Counsel for the Board as well as opposite party etc. •
2. The said details should also be entered in the Sathgamaya Software Programme developed by the KSEB Limited.
3. To maintain a case diary with the date of posting of each case and nature of interim order, if any, brief description of the stage of each case etc.
4. The Nodal Officer shall ensure that version/objection/counter affidavit/IA etc. are filed in time.
5. The Nodal Officer should be in continuous liaison with the field officers, Counsel and Corporate Office as well as the Legal Liaison Officer, Ernakulam.
6. It shall be the duty of the Nodal Officer to ensure proper representation of the Board before the Court in time.
7. During the conduct of cases, the presence of the field officer/witness concerned may be ensured, if necessary.
8. The Nodal Officer should be vigilant to see that the opposite party is not attempting to transfer his immovable property fraudulently so as to prevent the execution of the order/decreed that may be passed against him, and if such an action on the part of the opposite party comes to the notice of the Nodal Officer, he should report it at once to the Corporate Office and inform the advocate engaged for the case, so as to take appropriate action to get the interest of the Board protected by initiating a legal device. The Nodal Officer should observe the nature of conducting of the case by the Board's Counsel engaged and evaluate as to whether he is loyal to Board or not.
9. It shall be the duty of the Nodal Officer to keep in constant touch with the advocate and Corporate Office as soon as a matter is decided, the nature of disposal with the gist of the order.
10. If it is found that the case is decided against the Board, the advice of the advocate who had handled the case, regarding the scope for a successful appeal, the grounds for the same and the case law relevant etc. should also be obtained and forwarded to the Corporate Office.
11. It shall be the duty of the Nodal Officer to collect and forward lower court records for filing appeal.
12. When a matter is disposed of, the Nodal Officer should ensure that the advocate concerned makes an application for copy of the judgment/order on that day itself and pays requisite fee in time as per rules.
13. If the judgment and decree is against the interest of the Board, the Nodal Officer should take necessary action for filing of appeal/revision without losing even a single day's time and take prompt action to ensure that the appeal/revision is filed before it gets time barred.
14. It is the duty of the Nodal Officer to obtain and forward the certified copies of judgment and decree/order of the decided matter for further necessary action without losing even a single day's time.
15. The Nodal Officer should ensure proper compliance of judgment, deposit of amount and recording full satisfaction.
16. The Nodal Officer shall ensure the presence of field officers concerned during the visit of Advocate Commission.

17. The Nodal Officer shall take earnest efforts to ensure the presence of the advocate concerned and to avoid ex parte disposals against the Board. The Nodal Officer should think sensibly and discuss with the Counsel concerned regarding the material witnesses and relevant records for getting a favourable decision in each case.
18. The Nodal Officer shall submit a monthly progress report to the Legal Adviser & Disciplinary Enquiry Officer.
19. The Nodal Officer and the Senior Assistant shall be under the direct control of the Legal Adviser & Disciplinary Enquiry Officer.
20. The Nodal Officer shall function as a Liaison Officer between the Board and other Government offices coming under his/her jurisdiction.
21. The Nodal Officer is duty bound to discharge any assignment entrusted time to time by the Legal Adviser & Disciplinary Enquiry Officer.
22. The Nodal Officer and personnel attached to that establishment should be properly and well dressed preferably pants and shirts/saree or churidar while representing KSEBL before a Court of law/fora. He should not use casual wears like T-shirts, juba etc.
23. The Nodal Officer should be prompt and proper in every respect while discharging his/her duties enumerated 1 to 22 supra, and the Senior Assistant attached to his/her office shall be under his/her supervision and control.

  
Secretary (Administration)



**APPLICATION FOR SELECTION TO THE POST OF NODAL OFFICER**  
**(LITIGATION)**

1. Name & Employee Code :

2. Date of birth :

3. Designation :

Whether currently working as Nodal Officer:

4. Present working office address :

5. Residential address :

Phone number (land line) :

Mobile number :

6. Educational qualification :

Sl. No.	Educational Qualification	Year of passing	Percentage of marks	Name of University

7. Date of entry in service :

8. Date of retirement :

9. Whether any legal case is pending against the applicant. If so, details .

10. Experience in conducting cases, if any.

Signature of the applicant :

Name :

Place :

Date :

Countersigned by ARU Head/Controlling Officer

Signature :

Name :

Designation:

Office Seal