



TRIPURA STATE ELECTRICITY CORPORATION LIMITED

(A Government of Tripura Enterprise)

Advertisement No. 03/TSECL/2025-26 for Recruitment of Legal Officer under TSECL

Applications in prescribed format are hereby invited from the Indian Nationals for filling-up of the following vacant posts under Tripura State Electricity Corporation Limited (TSECL):

1. Name of the Post(s), Classification & Vacancy details, Scale of Pay & Age limits:

SL. NO.	Name of Post, Classification & Vacancy details	Scale of Pay	Age limit
1	Legal Officer under TSECL 1 posts (UR-1)	A consolidated pay of Rs.55,000/-per month (Rupees Fifty Five thousand only)	Up to 40 (Forty) years as on the last date of receipt of application. Upper age limit is relaxable by 05 (Five) years in case of ST/SC/PH candidates.

2. Job Descriptions & Job Specifications:-

Legal Officer under TSECL	
Job Description	Job Specifications
- Exemplary communication and Interpersonal skills. - Attentiveness in listening- and precision in answering - Responsiveness ,adaptability and flexibility - A professional demeanor - The ability to build rapport - Transparency & Authenticity - Excellent Organizational and Coordination abilities - Develop, implement and manage legal policies, procedures and documents. - Research and analyze legal issues and advise management on the legal implications of their decisions. - Provide legal advice and guidance to management on all legal issues. - Preparation of para wise comments (PWC), reply of various notices to Government Department & others. - Monitor changes in laws and regulations and ensure compliance with applicable laws and regulations. - Manage litigation and dispute resolution matters. - Represent the company in legal proceedings and hearings. - Develop and maintain strong relationships with external legal counsel and other legal advisors. - Oversee regulatory and compliance matters. - Develop and manage the legal department budget.	- Min 55% marks (or an equivalent grade in a point scale wherever grading system is followed) in Full-time Bachelor's Degree in Law/Master Degree in Law/ Master Degree in Law from any Institution/University recognized by the UGC. - Min 5 (five) year's post qualification experience working in a law firm or in-house legal department in any Central or State Government Deptt./ PSU/ Organization with ability to interpret and apply laws, regulations, and policies to complex situations. Preference will be given to the candidates with relevant experience in PSU/Central PSO engaged in Power Sector. However, this limit may be relaxed in case of deserving candidate. The desirable candidate should have: - The candidate should be domicile of Tripura and must furnish PRTC. This is in pursuance of GA(P&T) Department Notification dated 07/07/2025 - Knowledge of Bengali or Kokborok.



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3. Nature of Service & Other Service Conditions:

Legal Officer under TSECL	
Method of Recruitment & Nature of Service	Other Service Conditions
- The post will be filled up through written examination and interview only. - Contractual appointment for a period of 11(Eleven) months which may be extended on mutual on consent.	- Posting carries with the liabilities to serve in any part of State of Tripura/at any place falling in the operational area of TSECL. - No pension from Government of Tripura or TSECL. - Either party can terminate the contract by giving 30 days' Notice or paying 1(one) month salary.

4. Appointment & Mode of Selection:-

- Will be appointed by the Managing Director of TSECL.
- Screening of Job application w.r.t the advertisement followed by 'Written Test' & Interview'.
- If the number of eligible candidates is less than 50(Fifty) then selection will be done through interview only by the Selection Committee.

5. Information related to Recruitment Fee:-

- Rs. 500/- (Rupees Five hundred) only for UR category candidates and Rs. 400/- (Rupees Four hundred) only for SC/ST category** candidates through a Demand Draft (DD) from any Nationalized Bank in favour of **Tripura State Electricity Corporation Limited** payable at Agartala.
- SC/ST candidates of other States (not recognized by the Government of Tripura) should apply for unreserved vacancy as UR candidate along with recruitment fee prescribed for UR candidates/s.
- The **recruitment fee is non-refundable** in nature; once it is paid, it will not be refunded to the applicant under any circumstances, even if the recruitment process is cancelled.

6. General Instructions to the Candidates:-

- The Eligible candidate/(s) may send the application in the prescribed **format (Annexure-A)** along with the original Demand Draft (DD) along with 2 (Two) recent passport size coloured photographs, self-attested photocopies of mark-sheets, certificates and other testimonials being the proof of Age, Education, Academic attainment, Work experience etc. in a sealed **envelope, which should be super scribed as "Application for the post of "Legal Officer under TSECL"** on it and the same should be addressed to the Managing Director, Tripura State Electricity Corporation Limited (TSECL), Bidyut Bhavan, North Banamalipur, Agartala, Tripura (West), Pin-799001 so as to reach the same on or before the **last date of receipt of application i.e, 18th November, 2025 (up to 05:00 PM)**. The candidates must mention their **email-ID** in the application form and valid contact no. **PLEASE NOTE THAT ALL CORROSPONDENCE WILL BE DONE THROUGH EMAIL OR CONTACT NO ONLY.**
- TSECL will not be responsible for any kind of postal delay.**
- Only short listed candidates will be called for Written test/interview.
- No TA/DA will be given for appearing in the written examination or attending the interview.
- Selection Committee reserves the right to relax any of the terms for selection & appointment.
- The applications which are not in prescribed format shall be summarily rejected.



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(a) Application after the last date, (b) incomplete in any respect and (c) any fresh paper/ enclosures after closing date, shall not be considered.

7. The Corporation shall verify the antecedents or documents submitted by a candidate at any time at the time of appointment or during the tenure of the service. In case, it is detected that the documents submitted by the candidates are fake or the candidate has a clandestine antecedents/ background and has suppressed the said information, then his/her services shall be terminated.
8. Candidates should send self-attested photocopies of certificates and mark-sheets from matriculation/ Madhyamik onwards and other testimonials in support of their qualifications, experience, age, etc. Originals should not be sent along with the application but these must be produced at the time of interview for verification.
9. In case of any inadvertent mistake in the process of selection which may be detected at any stage even after the issue of appointment letter, the Corporation reserves the right to modify/withdraw/cancel any communication made to the candidates.
10. In case of any dispute/ambiguity that may occur in the process of selection, the decision of the Corporation shall be final.
11. Applicants who are in employment should route their applications through proper channel. However, they can send the advance copy of the application.
12. No correspondence will be entertained from candidates regarding postal delay, conduct and result of interview and reasons for not being called for interview. No interim correspondence shall be entertained.
13. Canvassing in any form will be a disqualification.
14. The Corporation reserves the right not to fill up any of the vacancies advertised if the circumstances so warrant. The vacant post advertised may increase or decrease.
15. The prescribed job specifications are minimum and the mere possession of the same will not entitle a candidate for being called for interview.
16. Short-listing of the applicants, if necessary, shall be made by written test / academic records / higher educational qualifications and experiences. The decision of the Screening Committee and Appointing authority for the purpose of short listing the candidates from amongst the total number of applications received, shall be binding for all.

(Er. Rajendra Debbarma)
Deputy General Manager (HRD)
Tripura State Electricity Corporation Ltd.



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Format for Biodata

A. Personal Information

Recent PP size
coloured
photograph

1. Name in full:
2. Father Name:
3. Mother Name
4. Whether Currently Working:
5. Present Designation:
6. Office/ Department:
7. Scale of Pay:
8. Notice Period (If Any):
9. Date of Birth:
10. Caste:
11. Age as on the last date of receipt of application:
12. Nationality:
13. Full address:

a. Office Address: _____

Telephone No.:	Fax No.:	Mobile No.:	Email ID:

b. Permanent Address: _____

Telephone No.:	Fax No.:	Mobile No.:	Email ID:

14. Present Emoluments:

B. Qualification Details:

a. Educational / Professional Qualification:

Degree	Name of University/ Institution	Year of passing	% of Marks & Class
i) <u>Academic Qualifications:</u>			
ii) <u>Professional Qualifications:</u>			

b) Details of affiliation with Professional bodies/ institution/ Society:

Sr. No.	Name of the Body	Membership No.	Since When



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C. Experience: Details of Posts held from time to time:

Sr. No.	Designation	Basic Pay Scale	Name of employer	Period		Experience		Remarks
				From	To	Years	Months	
Total Experience (use separate sheet, if required):								

D. Training: Details of training undergone in India & Abroad

Name of the training program	Institute where training is received	Period of training	Nature of training	Achievement

E. Ongoing and completed Research Projects and consultancies:

(i) Ongoing Project/ Consultancies:

Sl. No.	Title	Name of the Sponsoring Agency	Period	Grant/ Amount Sanctioned (INR in Lakh)	Nature of the possible outcome of the Project/ Consultancy works

(ii) Completed Projects/ Consultancies:

Sl. No.	Title	Name of the Sponsoring Agency	Period	Grant/ Amount Mobilized (INR in Lakh)	Nature of the outcome of the Project/ Consultancy works

F. List of Academic/ Professional honors received:

G. If selected, minimum time required for joining the post:

H. Any other relevant information:

I. Email-ID (MANDATORY) :

DECLARATION

I,..... do hereby certify that all the above mentioned information given by me is correct and complete to the best of my knowledge and belief. I am not aware of any circumstance which may impair my fitness for employment in Tripura State Electricity Corporation Limited and if at any point of time any information provided by me is found incorrect, suitable disciplinary action may be taken against me.

Signature of the Candidate

Date:



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Place:

Contact No: