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Detailed Advertisement

Punjab Water Regulation and Development Authority (PWRDA) constituted under the Punjab Water Resources (Management and Regulation) Act, 2020 (2 of 2020) with the objective of ensuring the judicious, equitable and sustainable utilization and management of water resources of the State, invites applications for the following post to be filled on contract/deputation.

Name and Number of Posts	Gross Monthly Emoluments (Fixed)	Qualifications/Experience	Maximum Age Limits on as on 05.02.2024
Manager (Legal) (One Post)	Rs 75,000/-	<p>1. Public Sector: Candidate should be: A Law Officer who is working as or has retired from the post of Deputy District Attorney or equivalent.</p> <p>2. Private Sector: Candidate should be: LLB from recognized University/Institute and at least eight year's experience of legal work out of which at least four years should be as a practicing Advocate in a High Court.</p>	65 Years

Note:

- 'Public Sector'** means Union Government or any State Government, Public institutions, organizations managed or owned Government, including Statutory Bodies, Urban Local Bodies, Panchayati Raj Institutions, Public Sector Undertakings and Autonomous Bodies.

Important Points

- Last date for submission of complete applications is 05.02.2024. Applications received after 5.00 pm on the last date will not be entertained.
- Applications must be sent by email to: pwrda.recruitment@gmail.com.
- The candidate must not less than 21 years of age as on 05.02.2024.
- Appointments will be on a contract for a period of one year. The employee will

- have no right to renewal of the contract.
5. The appointment will be governed by the terms of the contract and the PWRDA Employees Service Regulations as amended from time to time. Employees on deputation will be governed by the terms of their deputation.
 6. PWRDA may short list the candidates on the basis of the information given in the application and call the short-listed candidates for written test or/and interview. No candidate will have any vested right of being called for written test/interview.
 7. Selected candidate will have no claim for regular employment against the post on which he is recruited.
 8. PWRDA reserves the right to terminate the employment at its absolute discretion without assigning any reasons, after giving a notice of one month, or pay in lieu thereof. However, PWRDA shall also have the right to terminate the contract without notice for any misconduct, negligence, or unsatisfactory performance.
 9. The application must be signed and scanned properly. All documents attached with the application must be scanned clearly and self-attested.
 10. Applications must be in the given format. All columns must be filled.
 11. The self-declaration is mandatory.
 12. Experience: be supported by copies of list of cases which you appeared, supported by Court orders showing your presence.
 13. The candidate must mention whether he is opting for a contractual appointment or wants to join on deputation. Only a serving person can opt for deputation. His application must be routed through his parent department.
 14. Application must be complete and correct. Incomplete applications are liable to be summarily rejected.
 15. PWRDA has the right to postpone the selection process for any post at its sole discretion without assigning any reasons.
 16. Applicants must keep visiting the PWRDA website www.pwrda.punjab.gov.in for updates regarding the selection process. All communication to the applicants will be made at the email address given in the application form.

Indicative Role and Functions of Manger (Legal):

- i. Manager (Legal) shall be responsible for giving legal advice to the Authority on the matters referred to him.
- ii. He shall assist the Authority in drafting rules, regulations, directions and other legal documents.
- iii. He will be responsible for proper follow up of all court cases including vetting of plaints, replies etc.
- iv. He shall prepared replies to legal notices.
- v. He will assist the Authority in conduct of proceedings and hearings.
- vi. Drafting and filing of affidavits, applications, appeals, special leave petitions, transfer petitions, para-wise replies including vetting of orders passed by PWRDA.
- vii. Pro-actively monitoring all legal issues and judicial cases and assist in briefing the Authority's Standing Counsels about the cases.
- viii. Assisting the Authority Counsels during the hearing before the court of law and Judicial forums.
- ix. Maintaining status report of all ongoing Court cases and tracking the dates of next hearing etc. to suitable alert the officers concerned and to ensure timely and effective action.

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- x. To follow up all cases, case files and tracking court hearings.
- xi. Coordination with the officials of State Governments as well as with the officers from the other Departments on legal matters.
- xii. Streamlining of all court cases and developing a more efficient legal monitoring system.
- xiii. Assisting in answering RTI applications and Parliament/ Vidhan Sabha Questions where legal issues are involved.
- xiv. Preparation of Agenda & Minutes of Legal Division as In-Charge of the Division.
- xv. Undertaking any other task and responsibility as assigned by the competent authority.

Application Format

Affix a recent
passport size
photograph

- i) Application for the post of _____
ii) Whether seeking contractual appointment or Deputation (Specify): _____

A. Details of Personal particulars: -

1. Name of Applicant: _____
2. Father's Name: _____
3. Date of Birth and Age: _____
4. Nationality: _____
5. Email ID: _____
6. Mobile: _____
7. Permanent Address: _____
8. Correspondence Address: _____
9. i) Whether working or retired: _____
ii) If retired, indicate date of retirement/post last held/ name of organization: _____
iii) If working, indicate name of post/Organization/period of service: _____
iv) Last Pay/Grade Pay/Gross Emoluments (attach proof also): _____
10. Qualifications:

S. no	Stream	Board/University	Marks Obtained	Year of Passing	Remarks,if any

11. Experience Details (last fifteen years):

S. no	Designation	Pay Scale Band Pay + Grade Pay	Name of Organization	Experience In years & months (Approx.)	Time Period From/To

B. Brief Note on how the candidate is suitable for the job (Not more than 150 words):

C. Declaration:

Declaration regarding criminal proceedings or vigilance/departmental inquiry initiated in the past or pending against the applicant. If the applicant has faced or is facing any criminal proceedings or vigilance/departmental inquiry, give details of the same.

D. Declaration that the information furnished in the application and copies of documents attached are true and that nothing material has been concealed.

DATE:

(SIGNATURE AND FULL NAME)

Enclosures: (Enclose scanned and copies self attested)

1. ID Proof
2. Proof of Service/Retirement
3. Certificates of educational qualifications
4. Proof of experience, if required.