



Dated: 06/01/2025

ADVERTISEMENT FOR EMPANELMENT OF LEGAL COUNSELS

Applications are invited for empanelment of Legal Counsels to represent the Dr. B. R. Ambedkar University Delhi, a State University under Government of National Capital Territory of Delhi and its Officers / Officials before the Supreme Court of India / Delhi High Court and other Courts and Tribunals in the cases assigned to him / her. In addition to above, the University may also seek opinion / advises on various legal matters from time to time.

2. Practicing Advocates are eligible for empanelment. The qualification, experience and other terms & conditions are available on the University's website i.e. www.aud.ac.in/careers.

3. Eligible applicants may send their applications in the enclosed proforma along with latest Curriculum Vitae and relevant supporting documents to the Deputy Registrar (HR), Room No. 57/C, Dr. B. R. Ambedkar University Delhi, Lothian Road, Kashmere Gate, Delhi – 110 006. The last date of receipt of application shall be 08/02/2025

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ELIGIBILITY CRITERIA AND TERMS & CONDITIONS FOR EMPANELMENT OF LEGAL COUNSELS

(A) ELIGIBILITY CRITERIA: -

1. Empaneled Counsels would be responsible for conducting and handling Civil / Criminal / Service matters in Supreme Court / Delhi High Court / Central Administrative Tribunal / Labour Courts / District Courts & Other forums judicial / quasi judicial body in Delhi. In addition to above, the University may also ask / seek opinion / advices on various legal matters from time to time.
2. The Counsel should be well conversant with the procedure in regard to filing, conducting and handling of Civil / Criminal / Service matters in the Courts, etc. and should be conversant with relevant legislations.
3. The Counsel should have excellent communication skills and knowledge of legal practice acquired over a period as mentioned in para (4) below.
4. The Counsel should have minimum 5 years of regular practice in conducting cases of Civil / Criminal nature in the High Court.

(B) TERMS AND CONDITIONS AND REMUNERATION PAYABLE TO EMPANELLED COUNSEL: -

- i) That the counsel shall represent University and its Officers / Officials before the Supreme Court of India / Delhi High Court and other Courts and Tribunals in the cases assigned to him / her.
- ii) That in addition to above, the University may also ask seek opinion/ advises on various legal matters from time to time.
- iii) That the Counsel shall receive the notice(s) meant for the University and its Officers / Officials from the Courts, and ensure that no 'ex-parte' order is passed against the University.
- iv) That the Counsel shall handle the cases, which are assigned to him/ her and appear in such assigned cases in the Courts and shall prepare Written Statement, Application, Reply Affidavit etc. as and when required.
- v) That the Counsel shall provide legal opinion / advice to the University and shall also prepare reply to the Legal Notices on behalf of the University and its Officers / Officials, whenever asked for.
- vi) That the Counsel shall also assist in preparing written briefs and para-wise comments in the cases litigated before various Courts / for outside Delhi, whenever asked for.
- vii) That the Counsels shall give opinion regarding the advisability of filing appeal when any case is decided against the University and/ or its Officers.



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- viii) That the Counsel shall keep the University informed of the important developments in the cases from time to time, particularly with regard to drafting, filling of papers, dates of hearing of the case, supplying copies of judgements etc.
- ix) That the Counsel shall perform such other duties of a legal nature which may be assigned to him by the University.
- x) That the Counsel shall not take up any case against the University during the period of empanelment and shall hold the office at the pleasure of the University.
- xi) That the fees for appearance and other fees / expenses shall be payable to the Counsel as per the fees structure and terms and conditions as per the Office Memorandum issued by the Government of National Capital Territory of Delhi vide No.F.5(293)/LJ&LA/Lit/15/Dy/Secy/Law/1200-1205 (as amended from time to time) and any other instructions issued by GNCTD from time to time.
- xii) That in the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of the University shall be final and binding.

(C) EMPANELEMENT AND TENURE OF COUNSEL: -

- a) The applications received shall be scrutinized by the University and the decision of the University shall be final.
- b) The number of Counsels to be empaneled shall be determined by the University based on its requirement.
- c) The empanelment shall be made initially for a period of three years, which may be extended every year, thereafter, subject to performance of the Counsel to the satisfaction of the University.



**PROFORMA FOR APPLICATION FOR EMPANELMENT OF LEGAL COUNSEL IN
DR. B. R. AMBEDKAR UNIVERSITY DELHI**

i) Name in full (Block Letters) :

ii) Date of Birth and Age (as on closing date of the Application) :

iii) Father's / Husband's Name :

iv) Complete Residential Address with Telephone / Mobile No. :

v) Complete Official Address with Telephone / Mobile No. :

vi) E-mail ID :

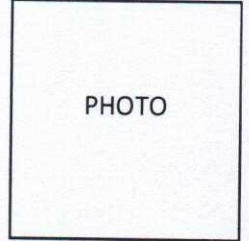
vii) Educational Qualification (Photocopies of documents to be attached) :

viii) Date of Enrolment as an Advocate (Photocopies of documents to be attached) :

ix) Experience, in Years (Please specify the High Court, where enrolled) :

x) Whether working or have worked in the past, as a panel Lawyer / Standing Counsel / Legal Advisor in Central / State Government or its Organizations) :

xi) A short note about educational qualification, experience and any other relevant information (on a separate sheet):



Place :

Date :

(Signature)