

**INDIAN INSTITUTE OF TECHNOLOGY  
HAUZ KHAS, NEW DELHI-110016**

**Empanelment of Advocates/Law Firms with IIT Delhi for Legal matters.**

Indian Institute of Technology Delhi, an Institute of Eminence under the Ministry of Education, invites applications from Advocates/Counsels on Panel of Department of Legal Affairs (DLA), Ministry of Law and Justice, to constitute/engage panel Counsels to represent the Institute before various Courts and other judicial bodies.

The Panel of Advocates of IIT Delhi shall consist of legal experts from various branches of Law especially Company Law, Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Corporate Law, Property Law, Intellectual Law, Commercial Law, Cyber Law, Consumer Law, IPR Law, Criminal Law, POSH law etc.

The Advocates on the Panel will deal with various matters i.e. Service, Academic, Admission, Labor, Recruitment, Reservation, Estate, Sexual Harassment etc. pertaining to the Institute and render opinions /advices as required. Further details are available on website at link <https://home.iitd.ac.in/news-all.php>.

The application form for empanelment with IIT Delhi is available on the link <https://forms.gle/aAsdapaQhjBxviG56>. The form can be filled online and documents uploaded and submitted by **05.05.2022**.

## **1. Eligibility for Empanelment.**

- 1.1 The Advocate must possess a Bachelor Degree in Law which is conferred by the University recognized by the Bar Council of India.
- 1.2 The Advocate must be enrolled with the Bar Council.
- 1.3 The Advocate/Law Firms should have sound knowledge about various branches of law Company Law, Service Law, Labour Law, Taxation Law, Civil Law, Constitutional Law, Contract Law, Corporate Law, Commercial Law, Cyber Law, Consumer Law, IPR Law, Criminal Law, POSH law etc.
- 1.4 The Advocate should has minimum professional/Court experience in handling cases of Government organization, educational Institutes, Autonomous Bodies as under:-

Supreme Court -	10
High Court -	07
District Court -	05
Arbitration –	10
- 1.5 The Advocate/Law Firms should be well versed with the Institute of Technology Act 1961 and the Statutes, Rules and Regulations framed thereunder.
- 1.6 The Advocates should furnish their areas of Specialization.
- 1.7 The Advocate should provide copy of registration of Bar Association of respective courts.
- 1.8 The Advocate shall apply for only one specific field i.e. Civil Law, Criminal Law, Labour Law, Patent Law etc.

2. **Tenure of Empanelment:-** The initial empanelment will be for a period of one year. The empanelment would be reviewed after one

year. The Advocate already empanelled would be eligible for re-empanelment subject to satisfactory performance.

**3. Payment of Fee and other conditions:-** The fee payable to the Advocates shall be governed by the schedule of fee approved by Competent Authority. No retainerhip fee shall be paid to any panel Advocate. Copy of Schedule of fee is given in link.

**4. Duties of Empanelled Lawyer:-**

4.1 The Advocate shall not advise any party accept any case against Institute, in which he/she has appeared or is likely to be called upon to appear for or a advise which is likely to affect or lead to litigation against Institute.

4.2 Timely appearance of the counsel to contest the cases for Institute in the court is must. His/Her absence in the court without any reasonable ground will not be accepted and Institute may consider to de-empanel such Advocate.

4.3 Institute will send the information to the empanelled Advocates, regarding entrusting of a case and after receiving information, it is the duty of the empanelled advocate to collect the brief/ copy of the petition along with entrustment letter from the legal cell of the Institute.

4.4 The Advocate shall accept the terms and conditions of the empanelment prescribed by Institute without any condition.

4.5 It will be mandatory for empanelled Advocate to visit the concerned office of Institute as and when required to handle cases efficiently.

4.6 In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases after each date of hearing. Failure to submit

status report will be a ground for removal of the name of the Advocate concerned from the panel.

4.7 The Advocate will be required to keep Institute informed and updated on all important development in the designated Cases, dates of hearing, order of the court on the date of pronouncement, supplying copy of judgment etc.

4.8 The Advocate will be required to furnish monthly statement about the cases represented by him/her before the High Court or any other authority and their outcomes without fail.

4.9 Drafting and vetting of Agreements, MoUs, Contracts, RFPs, Tenders EoI etc.

4.10 Drafting and proceeding of Legal Notices and /reply to the notices.

4.11 To provide Legal Opinion on queries raised.

4.12 Drafting and vetting of affidavits, applications, petitions, replies, written statements, rejoinders, caveats and any other legal document including deeds, regulations etc.

4.13 Drafting of miscellaneous applications, reply to miscellaneous applications.

4.14 To perform such other duties of legal nature that may be assigned by Institute from time to time.

**5. Maintaining of Professional Ethics:-** During the term of empanelment and thereafter, the Law Firms/ Advocates shall maintain confidentiality of the matters pertaining to Institute. They shall neither advise any party nor accept any case against Institute during the term.

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**Request for Empanelment of  
Advocates /Law Firms in IIT Delhi.**

Affix recent  
Passport size  
Photograph

**Subject: Empanelment of Advocates on IIT Delhi Panel in \_\_\_\_\_  
\_\_\_\_\_ Court(s) (Name of Court).**

1.	Name (CAPITAL LETTER).	
2.	Father's Name.	
3.	Professional Qualification.	
4.	Date of Birth.	
5.	Office Address.	
6.	Residential Address.	
7.	Mobile No.	
8.	Alternate Mobile No.	
9.	Email ID.	
10.	Alternate Email ID.	
11.	PAN No.	
12.	Date of enrolment with Bar Council (Attach copy of enrolment certificate).	
13.	Major field of Specialization/practice <b>(ONLY ONE).</b>	
14.	Additional field(s) of practice.	
15.	Are you on the panel Counsel enlisted by Department of Legal Affairs (DLA), Ministry of Law & Justice, Govt. of India.	
16.	If applying for panel of Supreme Court, mention details of enrolment of Advocate on Record of Supreme Court.	

17.	Details of important cases the Advocate has dealt with/ handled and report judgment, if any. (With special mention to the level of Court)
18.	Details of Experience (Also mention Experience of Academic Institution if any) :
19.	A brief note on the suitability of empanelment:
20.	References:  (i) (ii)

## **UNDERTAKING**

1. I understand to maintain absolute integrity and secrecy about the cases of the IIT Delhi.
2. I will abide by the Fee Schedule notified by IIT Delhi from time to time.
3. I declare that I have never been penalised by any Bar Council in any Disciplinary Proceedings.
4. I undertake that the information on given above is true and correct.

**Signature of Advocate with Seal  
Address (Office & residence/Chamber)**

### **Documents to be submitted:**

- (i) Registration Certificate with the Bar Council
- (ii) Registration Certificate issued by Bar Association
- (iii) Copies of Empanelment with other CFTI's/ Central Universities/ PSUS/ Govt./ Semi Govt. Organization
- (iv) Any other document regarding experience.

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**SCHEDULE OF FEE FOR THE ADVOCATES**

<b>SL NO.</b>	<b>ITEM</b>	<b>Schedule of Fee Rs.</b>
<b>A. Supreme Court/High Court Counsel/ Advocate on Record.</b>		
1.	For Appearance in Misc. Matter	5,500/-
2.	For Appearance in Final Matter	7,500/-
3.	For Drafting Counter Affidavits, Rejoinders, Misc. Applications, Replies thereof.	5,500/-
4.	Drafting of Writ Petition, SLPs	8,000/-
5.	Expenses/Clerkage.	Expenses as per actual plus 10% extra for clerkage.
<b>B. District Courts/Labour Courts/Tribunals etc.</b>		
1.	For Appearance	3,000/-
2.	For Drafting Counter Affidavits/ Written Statements.	3,000/-
3.	Rejoinder/Misc. Applications	2,000/-
4.	Expenses/Clerkage	Expenses as per actual plus 10% extra for clerkage.