



Sher-e- Kashmir
University of Agricultural Sciences & Technology of Jammu
Chatha, Jammu-180 009 (website www.skuast.org)

**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF
ADVOCATES AS STANDING LEGAL COUNSEL OF SKUAST-JAMMU**

Applications in the prescribed format are invited from the interested advocates/law firms registered with Bar Council of India/State Bar Association for empanelment as SLC to represent this University before various courts, forums and tribunals etc.

The guidelines for empanelment containing the qualification, experience, schedule of fees, other terms & conditions and the application format is available on university website www.skuast.org

Eligible firms/practicing advocate must submit application, latest by or before 5th June, 2017 in the prescribed format along with all supporting documents in a sealed envelopeto Registrar, SKUAST-J, Chatha, Jammu-180009

No:AUJ/Secy./17-18/F-58/129-30

Sd/-

Dated: 02.05.2017Registrar

GUIDELINES FOR EMPANELMENT OF ADVOCATE

A) Eligibility criteria for empanelment

- i) The Law firms and practicing advocates should be familiar with various branches of law especially those concerning Civil law, Constitutional, Service law, labour law, contract law, commercial law, property laws, arbitration and taxation etc.
- ii) In addition to above, the advocates are required to have the minimum professional/court practice experience as under:
 - a) For empanelment for the High Court of J&K.....10 years' experience in High Court.
 - b) For empanelment for the Subordinate Courts/Tribunals/Forums.....7 years' experience in subordinate courts/Tribunals/Forums.

B) Age Limit:

Not More than 50 years as on the closing date of the advertisement/Notice

C) Documents to be submitted by the Advocate

The advocates will be required to furnish their Bio-data with latest passport size photograph as per the format given in Annexure-A. The attested copies by gazetted officer of the following documents required to be submitted with application:

- a) High School Certificate in support of age.
- b) Registration with Bar Council.
- c) Identity card issued by Bar Association/Bar Council
- d) Copies of empanelment with other organization.
- e) Certificates in support of educational qualifications.
- f) Experience Certificate
- g) An undertaking from the advocate to the effect that information furnished by him is correct and he is willing to abide by the terms and conditions as to empanelment and fees.

D) Procedure for Empanelment

The SKUAST-J will consider the bio-data for empanelment only on merit after due notice in this regard is published on the website of the University. While considering the request from the advocate for empanelment as SLC following points shall be considered:

- a) Length of practice and specialization in the area of law concerning the Universities.
- b) Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks, fax, mobile phone, fixed phone and internet connection etc.

E) Term of Empanelment/Engagement

- a) **Term of Empanelment:** The terms of engagement/empanelment of a counsel would be for a period of one year which can be extendable depending upon the satisfactory performance.

- b) **Termination of Empanelment/Engagement:** The engagement of the counsel would be terminable at any time without assigning any reason.

F) Retainership and other Perquisites

1. Fee payable to the counsel

- a) Monthly Retainership @ Rs. 6000/- (Rupees six thousand only)
- b) Counsel fee per case @ Rs. 6500/- (Rupees six thousand five hundred only) which would include stay vacation etc.
- c) Misc./Clerkage/Legal Opinion charges @ Rs.1200/- (Rupees one thousand two hundred only).
- d) LPA @ Rs.1500/- (Rupees one thousand five hundred only).
- e) 50% of Counsel fee along with clerkage will be paid at the time of filing of case/objections and 50% of the Counsel fee will be paid at the time of disposal of the case.

G) General Conditions:

- a) In all cases, personal appearance of the Counsel is necessary.
- b) No fee would be payable in cases where no legal work is required to be done e.g. Cases in which the interests of the University are to be watched pending instructions etc.
- c) Appeals, revision or petitions arising from one common judgment or order will be together considered as one case, if they are heard together.
- d) The Counsel shall inform about the day to day proceedings of the cases of the court through email address/writing to the University.

H) Duties:

The Advocate shall:

- a) Appear in High Courts in the cases.
- b) Appear in the District and Subordinate Courts, tribunals, Commissions, before the Arbitrator/umpires etc. if required.
- c) Keep the University informed in writing of the important developments in the case from time to time, particularly with regard to drafting, filing of papers, dates of hearing of the cases, supplying copies of judgments etc. it shall be duty of the advocate to inform the University regarding the day to day orders issued by the Court.
- d) Perform such others duties of the legal nature which may be assigned to him by the University from time to time.
- e) Have the right to private practice which should not, however, interfere with the efficient discharge of his duties as a counsel for the University.

- f) A counsel shall not advise any party in or accept any case against the University in which he has appeared or is likely to be called upon to appear for or advise or which is likely to affect or lead to litigation against the University.
- g) If the counsel happens to be a partner of the firm of lawyers or solicitor it will be incumbent on the firm not to take any case against the University in the concerned High Court or any case arising in other courts out of these cases e.g. appeals and revisions in the High Court and Supreme Court.

I) Code of Conduct:

The code of conduct applicable to the Standing Counsels shall be as under:

- a) Standing Counsels shall not conduct cases against the University.
- b) In case the suit or proceeding is set ex-parte against the State, the Standing Counsel shall not be entitled to any counsel fee and his appointment shall be terminated without notice.
- c) Misconduct or unethical practice shall be viewed seriously; and
- d) No admission, compromise or permission to withdraw the suit shall be made by the Standing Counsel except by the express permission of the concerned University. Any kind of misconduct shall result in disciplinary action under the relevant rules.

** The University can withdraw the Notification without assigning any reason thereof.*

FORMAT OF BIO-DATA FOR ADVOCATE

1	Name	
2	Date of Birth	
3	Educational Qualifications	
4	Date of Enrolment, Name of Bar Council (Enclose attested copy of enrolment certificate)	
5	Period of Practice	
6	Details of Experience/Practice	
7	Area of Practice	
8	Specialization, if any (Constitution/taxation/service etc). The details of a few important cases the Advocate has dealt with/handled and reported judgment, if any	
9	Whether Central/State Govt. Counsel/Pleader (indicate period) (With documentary evidence)	
10	Brief list of clients e.g. Govt./Organizations/Institutes or Autonomous body/PSUs (Enclose the documentary evidence)	
11	The Courts where the Advocate is regularly practicing (Enclose attested copy of Bar Association Member Certificate)	
12	Proper and adequate infrastructure of an advocate such as office premises, number of junior advocates, assistants, clerks and fax, mobile phone, fixed phone m internet connection etc.	
13	Date of enrolment as an Advocate and Registration No.	
14	Income Tax PAN number (Enclose copy of PAN Card)	
15	A brief note on suitability for empanelment	

I declare that I have never been penalized by any bar Association/Council in any disciplinary proceedings. I also under take to maintain absolute secrecy about the cases of the Institute as required under the Act, Rules and Regulations thereunder.

Signature of Advocate

Tel No.

Mobile No.

Fax No/E-Mail