



EdCIL (India) Limited
(A “MINI RATNA” “CATEGORY-I” CPSE of Govt. of India)
EdCIL House, 18-A, Sector 16-A, NOIDA – 201301

NOTICE

Inviting applications for Empanelment of Advocates

EdCIL (India) Limited, is a “Mini Ratna Category-I” Central Public Sector Enterprise under the administrative control of the Ministry of Education, Government of India. The Company has its registered office at 5th Floor, Vijaya Building, 17-Barakhambha Road, New Delhi-110001. The Company offers Project Management and Consultancy Services in the entire education and human resource development value chain within India and overseas..

EdCIL is in the process of empanelment of Advocates to represent the Corporation in various High Courts / Tribunals / Authorities in Delhi and State Capitals, Industrial Courts, DRT, District and Subordinate Courts, Consumer forums etc at various Districts.

Following are the pre-requisite for the Advocates to be empanelled with the EdCIL:

1. Advocate must have an experience of 10-15 years at Bar Council having handled cases pertaining to Service matters / Administrative matters / Labour laws / Compliance of Labour Welfare legislations / Civil matters and Arbitration matters.
2. Advocate preferably be on panel of at least 2 Govt. Department / PSUs
3. Advocates must have adequate infrastructure, which includes good office space, modern equipments like computers, laptop, internet connection etc and must have office in Delhi NCRS & Metros Cities.

Interested Advocates may submit their detailed profiles to "The General Manager (HR&Admn), EdCIL (India) Limited, 18-A, Sector 16-A, Noida - Uttar Pradesh-201301 (UP) latest by **6th March, 2023** as per the enclosed **prescribed format (Annexure-I & II)**. The envelope should be superscripted with 'Application for Empanelment of Advocate's for EdCIL'.

**APPLICATION FORM FOR EMPANELMENT OF ADVOCATES IN EDCIL (INDIA)
LIMITED
(TO BE FILLED BY APPLICANT ADVOCATES)**

Self attested
Passport size
photograph

1. Name (In Block Letter)	
2. Father's Name	
3. Court for which applied (specify court wise)	

4. PERSONAL DETAILS (In Block Letters)		
1.	Name in full	
2.	Date of Birth	
3.	Nationality	
4.	Address for correspondence with PIN and Phone No	
5.	Permanent Address with PIN and Phone No	
6.	Address of office/chamber, if any phone	
7.	Mobile Number(s)	
8.	Email ID	
9.	Is any of your relative is an EdCIL Employee? If so, please give details (viz. Name designation , place of Work & relationship with the applicant.	
10	Enrollment Number and Date	

5. Details of Educational/Professional Qualification:

Examination s passed	Nameof the Board/University	Division	% of Marks	Year of passing
LawGradate (LLB)				
Post-Graduation (LLM)				
Other Professional Qualifications				

6. Standing in Bar/Experience:

(Duration of actual practice for which applied)

a) Total No. of Experience (No. Years)

Indian Judiciary System	International cases Judiciary System

b) Total no. of cases handled

Sl. No.	Service matters	Contracts

c) Nature of cases handled:

Nature of cases
1.
2.
3.
4.
5.

(Attach extra sheet, if required)

d) Cases in International Judiciary System

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e) Specialization if any:

(The details of a few important cases, the Applicants have dealt with / handled and reported judgment if any)

1.
2.
3.
4.

- d) Whether Central / State Government or Government undertaking counsel / pleader (indicate period):

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- e) Brief list of Clients i.e. Government / Organizations / Commissions / PSUs / MNCs:

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- f) The Courts where the applicants are regularly practicing (enclose Bar Association Membership Certificate):

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7. Whether the applicant is currently on the Panel of any other Government Department / PSU / Statutory Body / Autonomous Body etc. and if yes, the details below
(Self certified copy of the Office order/letter of empanelment may be attached)

Sl. No.	Name of Department / PSU / Statutory Body / Autonomous Body	From	To
1			
2			
3			

8. If one or more advocates are associated as juniors of the applicant, their details are provided below.

Sl. No.	Name of the Advocates	Enrolment No with date

a) No. of Offices / Branches in Delhi NCRs and other cities with complete address

1.
2.
3.
4.
5.

b) Infrastructure facilities available with the applicant's office be provided below :

1.
2.
3.
4.
5.
6.

c) Office clerk Steno / Typist / Support Staff:

1.
2.
3.
4.

d) No. of cases relating to EdCIL handled earlier (if any)

Sl. No.	Title of case (Documentary proof must be attached)

e) Whether Income Tax return is being filed for last five year? Yes/no, please attach copies of ITRs)

1.
2.
3.
4.
5.

9. Details of Bank Account/PAN Number/Aadhar Number be provided below.

Bank Account Details (Account Number, Address of the branch and IFSC code)	PAN Number	Aadhar Number

10. Whether any proceeding has ever been commenced against the applicant advocate or is continuing before the disciplinary committee of the Bar council of alleged professional misconduct:

Sl. No	Details of allegations and proceedings	Finding made by the disciplinary committee

11. Any additional professional qualifications, which will further the candidature, including membership of professional society, awards and honor etc. may be listed in the box below. Documentary proofs may be attached

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UNDERTAKING

1. I hereby confirm and declare that the information furnished in the application and in the attached certificate is true/correct and complete to the best of my knowledge and belief. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false/incorrect, my candidature for the empanelment will be treated as cancelled.
2. I have read and understood the instructions and terms and conditions of the empanelment and agree to abide by those.
3. I declare that I fulfill the eligibility conditions for the category to which I am seeking empanelment.
4. I have not submitted any other application for empanelment, besides the present one.
5. I declare that I have never been penalized by any bar Council in any Disciplinary proceedings.
6. I also undertake to maintain absolute secrecy about the cases of the EdCIL as required under the Act, Rules and Regulations thereunder.
7. I also undertake to return all case files and records to the EdCIL as and when required by EdCIL.

I agree with all the terms and conditions notified by EdCIL.

Signature of the Advocate

Enrolment Number_____

Mobile No_____

Place:

Date:

Charges of Advocates for various cases and courts

Sl. No.	Particulars	High Court	Supreme Court	District Court	CAT/Labour Commission / Appellate Bodies etc
1.	Effective Hearing				
2.	Non effective Hearing				
3.	Drafting of writ petition				
4.	Drafting of Application etc				
5.	Reply to Application				
6.	Opinion				
7.	Conference at EdCIL House / Advocate Office				
8.	Consolidated Professional; fee per matter				
9.	Clerkage charge				
10.	Miscellaneous expenses as actual				
11.	Counsel / AG / Senior Advocates in case of requirement				

NOTE: Please attached the required documents, as desired above, in order with numbering and summary sheet

Parameter for evaluation / screening of applications for empanelment of Advocate:

Sl. No.	Parameter / Criteria	Marks
1.	Law Graduate (LLB)	10
2.	Post Graduation (LLM)	05
3.	Other Professional Qualification	05
4.	Experience in Indian Judiciary System (10-15 years)	15
5.	Experience in Indian Judiciary System (16-20 years)	15
6.	Experience in Indian Judiciary System (more than 20 years)	20
7.	Experience in International Judiciary System (05 years)	10
8.	On the panel of at least 02 Govt. Department / PSUs	10
9.	At least 04 Branches at other cities	10
	Total	100

NOTE: The advocates / firm will be empanelled based on the Qualification / Experience / Number of cases dealt with. The Competent Authority or its authorized Committee will follow a due process to ascertain the quality, extent of satisfaction of services being rendered or other criterion.