



भारतीय प्रौद्योगिकी संस्थान गुवाहाटी  
**INDIAN INSTITUTE OF TECHNOLOGY GUWAHATI**

Guwahati, Assam, India, PIN – 781 039  
Phone No. 0361-2690761

Notification No: IITG/LegalCell/01/20

Date:- 23.01.2023

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES**

Indian Institute of Technology Guwahati, incorporated under the Indian Institute of Technology (Amendment) Act, 1994 (35 of 1994) is an autonomous body under Ministry of Education, Govt. of India. Indian Institute of Technology Guwahati is a premier institute of higher education which was established in 1994 in Guwahati. It is governed by the Institutes of Technology Act, 1961 which have declared IITs as Institutions of National Importance and lays down their powers, duties, and framework for governance etc. The Institutes of Technology Act, 1961 lists twenty-three institutes (after the last amendment in 2016).

Applications are invited in prescribed format from eligible Advocates for empanelment to represent IIT Guwahati before different Courts of Law and provide legal advices on various matters as decided by the Competent Authority.

**GUIDELINES FOR EMPANELMENT OF ADVOCATES**

Before filling the application form given in **ANNEXURE-I**, the Advocates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment in IIT Guwahati as mentioned herein below:

**Eligibility of Empanelment**

- a) Bachelor degree in Law from a recognized University and registration with Bar Council of India.
- b) Have a minimum, relevant experience of fifteen years of handling civil /criminal /service /IPR /land related matters before competent Hon'ble Courts/quasi-judicial forums like consumer forums, arbitral tribunals etc.
- c) Have good communication/drafting skills in English and good knowledge of law and procedure, in civil and criminal matters.
- d) The Advocates should be familiar with various branches of law especially those concerning laws of matters related to various writs, PIL, Land Disputes/Constitutional/ Service Law/Contract Law/ Property Laws and Taxations/IPR/consumer forum etc.

- e) Preference will be given to Advocates who have dealt earlier with Government Funded Educational Institutes / Government Funded Higher Education Institutes / Universities / Government Department cases (writ petitions / appeals) in Hon'ble Supreme Court / Hon'ble High Court and Hon'ble District Courts.
- f) The Advocates should be well conversant with Prevention of Corruption Act, Central Vigilance Commission Act, Indian Penal Code, RTI Act etc. and Procedural Codes.

### **Tenure of Empanelment:-**

The initial empanelment will be for **one year**. Performance of empaneled Advocates shall be reviewed periodically or on annual basis. However, on completion of the term and satisfactory performance, the empanelment may be extended from year to year. IIT Guwahati reserves the right to terminate the empanelment at any time without assigning any reason thereof.

### **Payment of Fee and Other Conditions:**

- a) The fees payable to the empaneled Advocates are as per approved fee structure of IIT Guwahati which is given as Annexure - II.
- b) No retaining fee shall be paid to any Advocate merely because such Advocate has been empanelled.

### **Procedure for Empanelment:**

The empanelment of the Advocates will only be based on the evaluation of their eligibility criteria as decided by the Competent Authority of IIT Guwahati. For this purpose, the applications received shall be scrutinized by IIT Guwahati. The final selection will be made based on interview/interaction or any other criteria as fixed/deem fit by the Competent Authority of the Institute. The decision of the Competent Authority of IIT Guwahati in regard to procedures for empanelment will be final and no representation(s) on this matter will be entertained.

### **Duties/ General instruction to the Empaneled Advocates:**

- a) The empaneled Advocates will have to represent IIT Guwahati before different Courts/ Tribunals, etc. in the assigned cases.
- b) The empaneled Advocates shall visit the Institute at least twice a week, preferably spend 4 to 6 hours. In case of any emergency/ urgent work, the Advocates may require to visit on Saturdays / Sundays also.
- c) The empaneled Advocates shall not advise any party or accept any case against IIT Guwahati during the period of empanelment.

- d) Timely appearance of the Advocates to contest the cases for IIT Guwahati in the court is a must. Absence in the Court, without any reasonable ground and notice in advance, will not be accepted.
- e) The empaneled Advocates should handle the cases, which are assigned to them, and appear in such assigned cases in the Courts and should prepare Written Statement, Application, Reply Affidavit etc. as and when required and all other matters connected with the assigned case(s).
- f) IIT Guwahati shall send the information through email regarding assignment of a case and after receiving the e-mail, it is the duty of the empaneled Advocates to collect the brief/copy of petition along with assignment letter from the concerned office of IIT Guwahati at the earliest.
- g) The empaneled Advocates should render legal opinion on any legal/administrative matters to IIT Guwahati, and should also be able to prepare Reply to the Legal notices of the applicants on behalf of IIT Guwahati whenever asked for.
- h) IIT Guwahati is free to engage any advocate of its own choice out of the list of empanelment and the empaneled Advocates shall make no claim that it alone should be entrusted with IIT Guwahati's legal matter (s).
- i) Refusal by the empaneled Advocates to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail its removal, forthwith without waiting for the empanelment period to expire.
- j) In order to ensure that there is effective check on the cases being conducted, the empaneled Advocates 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 empaneled Advocates or non-payment of the legal fees.
- k) In cases where on the request of the Union of India and Ministry of Education have also to be represented besides IIT Guwahati in some case, no extra fee shall be paid to watch and safe guard the interests of Union of India and Ministry of Education or to contest the case on their behalf.
- l) Keep IIT Guwahati informed and updated on all-important developments in the designated cases, dates of hearing, order of the court on the date of its pronouncement, supplying copy of orders /judgment etc.
- m) Furnish monthly statement about the cases as represented before the concerned courts or any other authority and their outcomes.

- n) When any case attended is decided against the Organisation, the empaneled Advocates concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order.
- o) IIT Guwahati reserves the right to terminate the appointment/empanelment of Advocates with one month's notice in writing without assigning any reason. The empaneled Advocates may also resign from IIT Guwahati by serving one month's notice. In case of termination or completion of the empanelment, the empaneled Advocates are required to hand over all documents pertaining to the cases as held by them to the authorized offices of IIT Guwahati within 7 days from the date of completion/termination of the empanelment.
- p) In the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of IIT Guwahati shall be final and binding.
- q) The IIT Guwahati may at its discretion can withdraw this notice of empanelment, amend/revise or cancel the same at any stage of empanelment.

**Documents required to be submitted by the Advocate:**

The empaneled Advocates will be required to submit their Applications in the prescribed format as given in Annexure-I. The self-attested copies of the following documents are required to be submitted with application:

- a) High School certificate in support of age.
- b) Certificates in support of educational qualifications.
- c) Certificate of Registration with Bar Council.
- d) Documents regarding empanelment with other Organizations, if any.
- e) Details of representing other Govt. / PSU / Statutory Bodies/Universities etc. in courts/forums/tribunals etc., if any.
- f) Details regarding the cases in which the Advocate was able to get favorable outcome/decision which are reported/referred in reputed legal journals etc.
- g) Details of office(s) Infrastructure and number of Associates in addition to office staff.
- h) Other relevant information, if any in support of eligibility of empanelment.

### **How to Apply:**

Eligible practicing Advocates must submit application in the format prescribed in Annexure "I" enclosed herewith, along with all supporting documents in a sealed envelope to:-

Registrar,  
Administration Building,  
Indian Institute of Technology Guwahati,  
Guwahati, Assam, PIN-781 039

The envelope should be super scribed as following:-

**“Application for Empanelment of Advocates to represent IIT Guwahati before different  
Courts of Law”**

The last date of receiving Applications in the prescribed format along with supporting document is  
27.02.2023 till 16.00 hrs.

**ANNEXURE-I**

**APPLICATION NO. .... (To be filled by IIT Guwahati)**

**APPLICATION FORM FOR EMPANELMENT IN IIT Guwahati**

(TO BE FILLED BY ALL APPLICANT ADVOCATES INDIVIDUALLY)

To  
**The Registrar**  
**Indian Institute of Technology Guwahati**

**FORMAT OF BIO-DATA**

1.	Name of the Advocate	
2.	Date of Birth	
3.	Date of Enrolment in the Bar Council	
4.	Period of Practice	
5.	Details of Experience/Practice (use separate sheets, if required)	
6.	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.	
7.	Whether Central/State Govt. Counsel/Pleader (indicate period) (with documentary evidence)	
8.	Brief list of clients e.g. Govt./Organization/Institutes or Autonomous body/PSUs (Enclose the documentary evidence)	

9.	The Courts where the Advocate is regularly practicing (Enclose copy of Bar Association Member Certificate)	
10.	Details of infrastructure such as office premises, number of junior advocates, assistants, clerks, mobile phone, fixed phone and internet connection etc. (Use separate sheets, if required)	
11.	Income tax PAN Number (Enclose copy of PAN Card)	
12.	A brief note on your suitability for empanelment. (If required please enclosed separate sheet)	
13.	Office Address	
14.	Residential Address (enclose copy)	
15.	3 Years Income Tax Return (Enclose supporting documents)	
16.	3 years Audit Reports (in case of firm) ( Enclose supporting documents)	

I, declare that I have never been penalized / convicted by any bar Council/Court of Law.

I also undertake to maintain absolute secrecy about the cases that I shall represent on behalf of IIT Guwahati.

I agree with the Fee Scheduled notified by IIT Guwahati.

Place :- .....

Signature of Advocate

Date:- .....

Name:- .....

**ANNEXURE - II**  
**Fee Structure Payable to the Advocates in different Courts of Law**

**HIGH COURT CHARGES**

<b>S. No.</b>	<b>Particulars</b>	<b>Approved Fee</b>
1.	Drafting of Petition or Counter Affidavit	5000/-
2.	Drafting of Supplementary Affidavit or Rejoinder	5000/-
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	25000/- 6250/- (25% of Rs. 25000)
4.	(a) For appearances when assisting Senior Counsel (b) When the case is adjourned	NA

**DISTRICT COURTS / LABOUR COURTS/CONSUMER FORUM / TRIBUNALS**

<b>S. No.</b>	<b>Particulars</b>	<b>Approved Fee</b>
1.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	25000/- 6250/-
2.	Drafting of Petitions/Written statement/Counter Affidavit	5000/-
3.	Drafting of Supplementary Affidavit / Rejoinder / Miscellaneous Applications	5000/-



## **MISCELLANEOUS CHARGES**

<b>S. No.</b>	<b>Particulars</b>	<b>Approved Fee</b>
1.	For holding conference	2500/- per sitting
2.	Conference charges for briefing the senior counsel, as required.	NA
3.	Drafting /Filing of Caveat Petition	5000/-
4.	For vetting of Agreement/MoU/Lease/ Contract document etc.	4000/-
5.	For every written Legal Opinion/Legal Notice	4000/-
6.	Inspection of files in various Courts/Commissions/Tribunals.	NA
7.	Travelling allowances and other expenses for hearing/ appearances at the Courts/ Tribunals outside the state of Assam	Paid as per the rate approved by the Institute.

## **SUPREME COURT CHARGES / NATIONAL LEVEL TRIBUNALS**

<b>S. No.</b>	<b>Particulars</b>	<b>Approved Fee</b>
1.	Drafting of Petition or Counter Affidavit	7000/-
2.	Supplementary Affidavit or Rejoinder	7000/-
3.	(a) For all effective hearings/pleadings (b) When the matter is adjourned	25000/-
4.	When Institute Counsel is assisting Senior Counsel/ Advocate on Record (AoR)	Paid as per the rate approved by the Institute.

\*NB : Any other fee not covered in the above fee structure payable to the advocates will be as per negotiation.