

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES FOR LEGAL SERVICES TO
SRI SRI ANIRUDDHADEVA SPORTS UNIVERSITY

No. SASU/CHB/EOI-Lawyer/2024/1989

Date- 19/06/2024

Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh was established by the Act of Assam Legislative Assembly (No LGL.164/2018/7) which received the assent of the Hon'ble Governor of Assam on 10th December'2018. The University came into force from 22nd June'2020 by Act No.XXIX of 2018 of the State Legislature of Assam. Sri Sri Aniruddhadeva Sports University invites Expression of Interest (EOI) from qualified and experienced advocates to represent the University mainly in court cases.

The University seeks to empanel eligible Advocates for handling the cases of the University before the Supreme Court, High Courts, District courts, Tribunals, various other forums, authorities etc., for the following fields: -

1. Issues related to Establishment/service matters.
2. Issues related to financial matters.
3. Issue related to criminal matters.
4. Any other matters which the University feels representation of the Advocate in any court etc.

To handle the above-mentioned legal matters, the University invites applications from eligible Advocates registered with the Bar Councils, for empanelment. The details of qualification, experience, schedule of fees, other terms and conditions, and the application format are contained in this notice.


A sealed Envelope containing the Application along with duly signed enclosures may be sent by post or submitted in the office of Registrar Sri Sri Aniruddhadeva Sports University, Chabua, Dibrugarh. "Application for empanelment as Advocate" should be written on the envelope. Incomplete application will not be considered.

Note: Applying for empanelment of the University does not create any right assurance whatsoever that they will be empanelled in the panel of the University.

Application Start Date	20-06-2024
Last date of Application	11-07-2024, till 4.00 PM
Address for submission of the Application	To, The Registrar Sri Sri Aniruddhadeva Sports University, 2 nd floor, DICC Building, Near District Library, Dibrugarh, Assam, Pin 786003



Registrar

Sri Sri Aniruddhadeva Sports University
 Chabua, Dibrugarh

Guidelines for empanelment of Advocates for representing the University before various Courts, Tribunals and Forums, etc.

The following guidelines are to regulate the procedure for empanelling the advocates to represent and assist the University before various courts, tribunals, forums etc. and for regulating the referrals of the cases and payment of fees/remuneration payable to such persons.

1) Eligibility Criteria

- i. The Applicant shall be an Advocate.
- ii. The Applicant to be taken on the panel should be capable of handling matters before any District Court, High Court, Supreme Court of India or other various forums tribunals, authorities etc.
- iii. The applicant must be registered with the Bar Councils.
- iv. The Applicant must be familiar with all types of law preferably Establishment/Service matters, financial matters, criminal matters etc.
- v. The Applicant should have handled a reasonable number of cases.
- vi. The Applicant has not appeared against in any case against the University.
- vii. There would not be any court-specific empanelment. The Empanelment request will be considered from individual Advocates with at least 7 years of experience for the district courts/ tribunals and High Courts, and more than 15 years for Supreme Court.
- viii. The competent Authority has the right to relax the above conditions at its discretion if otherwise found eligible in certain cases.

2) Tenure of Empanelment

Selected Advocates shall be initially empanelled for a period of two years or until further orders whichever is earlier. The performance of empaneled advocates shall be reviewed on an annual basis. The university shall have sole discretion to consider renewal of empanelment for a further period based on the satisfactory performance of the Advocate. The University reserves the right to terminate the empanelment of any advocate at any time without assigning any reason thereof.

3) General Terms and Conditions

- (i) The Advocates shall be engaged only in cases where the University is a necessary party.
- (ii) Pro forma matters: - where the University is a Pro forma party in matters pending before any court, the same may be taken care of by the officers of the University. However, the Advocates may be engaged if deemed necessary in exceptional cases by the Competent Authority.
- (iii) The advocate shall not necessarily be empanelled for any specific court and shall accept the work assigned to him for the courts for which he is basically designated on the basis of minimum eligibility conditions for such referrals and shall not refuse to accept any work without any reasonable cause.
- (iv) Refusal by any advocate to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such advocate from the panel.
- (v) The empaneled advocate will not delegate cases and would deal themselves with the same. They may have to coordinate and work with designated Senior Advocates, if any, engaged in the case as well as with the officers of the University, if required.

vii) The empaneled Advocate shall maintain absolute secrecy and confidentiality about the cases of the University as required under the Act and rules/regulations framed there under.

viii) The empaneled Advocate shall not use the name, emblem or official seal of the University, or any abbreviation of the name of the University, in connection with its business or otherwise without the written permission of the University.

. (ix) The advocates shall accept the terms and conditions of the empanelment as determined by the University from time to time.

x) These guidelines shall also be applicable to the designated Senior Advocates of the High Courts and Supreme Court for all purposes except the requirement of empanelment.

(xii) If required and considered appropriate by the Competent Authority, the Attorney General of India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior advocates may be engaged to argue the cases on behalf of the University keeping in view the urgency and importance of a particular matter. They shall be engaged on a case-to-case basis with the approval of the Competent Authority. Engagement of Sr. advocates etc. and their fee for such cases may be approved and decided by the Competent Authority on the merits of each case.

(xiii) All applications received on or before the last date and time will be examined by the University to determine if they meet eligibility criteria or terms and conditions mentioned in this document including its subsequent amendments, if any, and whether applications are complete in all respects.

(xiv) On scrutiny, any application not found in order or failing to fulfill the relevant requirement will be rejected.

(xv) University reserves the right to relax/waive any of the requirements of this notice if it is deemed necessary.

(xvi) The University reserves the right to accept or reject any or all applications received without assigning any reason whatsoever and the decision of the University in this regard will be final. No contractual obligation whatsoever shall arise from the application process.

(xvii) Any effort on the part of the applicant to influence the evaluation process may result in the rejection of the application.

(xviii) The University is not responsible for the non-receipt of application within the specified date and time due to any reasons including postal delays or holidays in between.

4) Payment of fee and other conditions

(i) The fee payable to the Advocates shall be governed as per the fee annexed at Annexure "B".

(ii) The Fee schedule, however, may be revised as and when deemed necessary by the University.

(iii) The Advocate shall not be paid any additional fees for providing Legal opinion pertaining to the result of a case where the said Advocate has represented the University.

(iv) The Competent Authority shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned in the annexed schedule keeping in view the importance of the matter and the labor and efforts put in by the advocate in a particular case. It shall also have the power to fix the fee for eventualities which have not been mentioned in the schedule till the appropriate amendment is made in this regard in the Fee Schedule by the University. The decision on the quantum of fee payable by the University shall be final and binding in this regard.

5) Documents required to be submitted along with the Application

The advocate will be required to submit their applications in the prescribed format as given in Annexure-A. The self-attested copies of the following documents are required to be submitted with the application:-

- (i) Certificate of Registration with Bar Council.
- (ii) Experience certificate in a specified field along with details of cases handled.
- (iii) Income Tax Returns for the last 2 (Two) financial years.
- (iv) Any other supporting documents.

6) Private Practice and Restriction

- (i) An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled advocate of the University.
- (ii) An advocate shall not advise any party or accept any case against the University as it will be the direct cause of their removal from the empanelment of the University.

7) Disablements

Disablement on the part of the advocate shall mean and include any of the following: -

- (i) Giving false information in the application for empanelment;
- (ii) Parting the brief of the matter of the University to another advocate without prior written permission of the University;
- (iii) Failing to attend the hearing of the case without any sufficient reason and/or prior information;
- (iv) Not returning the brief when demanded or not allowing or evading to allow its inspection of demand.
- (v) Misappropriation of the University's funds or earmarking, using the same towards the fee without the University's permission.
- (vi) Threatening, intimidating, or abusing any of the University's employees, officers, or representatives.
- vii) Making any of his associates or juniors to appear on behalf of any of the opposite parties in any case related to the University.
- (ix) Committing an act that is tantamount to contempt of court or professional misconduct;
- (x) Conviction of the advocate in any offence resulting in arrest or detention or disbarment by the Bar Council;
- (xi) Passing information relating to the University's case to the opposite parties or their advocates or any third party that is likely to cause any damage to the University's interests;
- (xii) Giving false or misleading information to the University relating to the proceedings of the case, and
- (xiii) Seeking frequent adjournments or not objecting to the adjournment moved by other parties without sufficient reason; Empanelment shall liable to be canceled due to occurring of any of the above disablements on the part of the advocate.

8) Doubt/Difficulty

If there arises any doubt/difficulty with respect to the implementation/interpretation of any clause of these guidelines, the same shall be placed before the Hon'ble Vice Chancellor and his decision in this regard shall be final and binding.


9) Reservation of Rights

(i) The University reserves the right to reject any applications for the empanelment of Advocates without any explanation.

(ii) The University also reserves the right to determine the size of the panel from time to time depending on the requirement and quantum of work.



Registrar

Sri Sri Aniruddhadeva Sports University
 Chabua, Dibrugarh

Annexure – „A“
FORM OF APPLICATION

Sl.No	Particulars	Details
1	Name of the Advocate	
2	Address	
3	Contact No.	
4	Email-id	
5	Enrolment no. and name of the Bar Council (Enclose copy of enrolment/ registration certificate of the advocate)	
6	PAN no. of the Advocate	
7	Nationality	
8	GST registration No., if applicable	
9	Details of Experience/ specialization with supporting documents	
10	Court where Advocate is regularly Practicing a) period of practice b) Area of practice i. Issues related to Establishment/service matters. ii. Issues related to financial matters. iii. Issue related to criminal matters. iv. Any other matters which the University feels/representation of the Advocate in any court.	
11	A brief list of clients (especially Govt./ PSUs/ Commissions/ Autonomous Authorities)	
12	ITR for the last 2 financial years	
13	Number of cases handled in the area of practice	
14	Have you ever been convicted of under any law? If yes, please provide details	
15	Whether any criminal case pending against the Advocate (if yes, provide details thereof)	
16	Any other relevant information (A separate sheet may be attached if required)	

- The candidate may submit the bio data in support of the candidature.

Signature of the Advocate

Declaration

I hereby declare and confirm that all the information provided above is true and nothing has been concealed. I have never been penalized by any Bar Council in any disciplinary proceedings. I agree to abide by the general terms & conditions and other stipulations mentioned in this Notice. I also undertake to maintain absolute secrecy about the work assigned by the University. I further understand if that at any time I am found to have concealed/distorted any material information or do any act or omission against the interest of the University, my contract shall be summarily terminated without any notice to us.

Signature of Advocate

Address:

Place:

Tel. No.

Date:

Mobile No.

Email ID-

ANNEXURE-B**IN THE SUPREME COURT OF INDIA**

Drafting and filing fees	Rs. 10,000/- per Special Leave Petition Rs. 8,000/- per Counter Affidavit/ Rejoinder Affidavit. Rs. 8,000/- per interlocutory application/ reply of interlocutory application
Appearance for each matter for Miscellaneous hearing	Rs. 7,500/- per day
Appearance for final hearing for each matter	Rs 10,000/- per day
Fee for filing caveat	Rs 3,000/-
Clerkage	10% of the fee

IN THE GAUHATI HIGH COURT

	Fee
Drafting fees	Rs. 5,000/- per Writ Petition/ Writ Appeal/ 1 st Appeal/ 2 nd Appeal/ Criminal Revision Rs. 2,000/- per Criminal Appeal Rs. 3,000/- per Interlocutory Application including Restoration Application. Rs. 2500/- per Affidavit in-Opposition/Affidavit-in Reply/Additional Affidavit
Filing fees	Rs. 1,000/- per day
Fees for hearing for final disposal	Rs 3,500/- per day
For cases listed under the head "Motion" "Admission" and "Orders"	Rs 1,500/-

IN THE DISTRICT AND SUBORDINATE COURTS

Sl No.	Item of Work	Fee
1	Fee for effective hearing	Rs 1,800/- per day
2	Fee for non-effective hearing	Rs 600 per day (not more than 5 such hearings in a case)
3	Fee for drafting written statement, Grounds of Appeal etc	Rs 1,500/- per pleading
4	Fee for drafting other pleadings of misc. nature	Rs 600/- per pleading
5	Fee per Conference	Rs 900/- (subject to maximum of 5 such conferences in a case / group of identical cases)
6	Daily fee for out of Headquarters	Rs 2,700/- per day
7	Conveyance charges for local journey outside Headquarters	Rs 900/- (lump sum)
8	Expenses for stay in hotels	Rs 1,800/- per day
9	Clerkage	@ 10% of total fee excluding miscellaneous and out of pocket expenses (maximum Rs. 5,250/- in a case)
10	Fee for identical cases	Full fee in the 1 st case and Rs. 750/ in per suit for connected cases (max 3 cases)
11	Miscellaneous and out of pocket expenses	As per actual to the satisfaction of the University.