



**PDPM - INDIAN INSTITUTE OF INFORMATION TECHNOLOGY,
DESIGN AND MANUFACTURING, JABALPUR**
(An Institute of National Importance established by an Act of Parliament)
Dumna Airport Road, Jabalpur – 482005, M.P. (India)

**NOTICE INVITING EXPRESSION OF INTEREST FOR EMPANELMENT OF
ADVOCATES IN IIITDMJ.**

Date: 11/05/2022

Pandit Dwarka Prasad Mishra Indian Institute of Information Technology, Design & Manufacturing (PDPM IIITDM) Jabalpur is the third among IIITs and the first in the areas of Design & Manufacturing set up by the Ministry of Education (erstwhile MHRD), Govt. of India in the year 2005 and is a fully funded Autonomous Institute under the Central Government. The Institute established to provide high quality education in IT enabled Design and Manufacturing, the Institute has also been given the status of Institute of National Importance as per the IIIT Act 2014. The Institute has its own permanent campus at Mehgawan, Dumna Airport Road, Jabalpur.

Institute is planning for empanelment of Advocates to undertake various legal matters of IIITDMJ like representing IIITDMJ in various courts/Tribunals/Commissions and other Judicial and quasi-judicial authorities across the country, scrutinizing/vetting the proposals for all polices/Acts/Rules/Procedures, drafting of contracts/agreements, preparation of replies of RTI applications/Grievances, Legal opinion etc.

The Eligibility criteria shall be as follows:

- I. Advocate/Law Firm having minimum 15 years' experience in litigation/ legal cases of the Government Department/PSU before Hon'ble Supreme Court of India/ High Courts/ District Court/ Commission/Tribunals. Preference shall be given to those who are at present working as Panel Advocates of one or more central/ State Government Organization/PSU in Hon'ble Supreme Court/High Court/District Court/Commission/Tribunal.
- II. The Advocate/law Firms should have adequate setup/infrastructure to deal with the matters and should be currently practicing in the relevant fields as aforesaid.
- III. The Advocates/Law Firms shall not appear/appearing against IIITDMJ in any matter before any forum/Courts/Tribunals etc.
- IV. Advocates/Law Firms desirous of applying for empanelment may submit in the format provided at ANNEXURE-A.
- V. No retainer fee shall be paid to any panel Advocate merely because such advocate has been empanelled.

VI. Initially the duration of empanelment of advocate will be for three years and can be further extended by the Institute. If the duration of empanelment is not extended then the advocate/legal firm will immediately provide NOC's.

VII. Applications are invited in sealed envelope superscripted as "Application for Empanelment of Advocates" or by email. Complete set of hard copy of application along with enclosures, if any, should be submitted by post or email at registrar@iiitdmj.ac.in, with the subject titled, "Application for Empanelment of Advocates."

a. Application should be typed and submitted on A4 size paper, spirally and securely bound and with all pages therein in serial order. In the case if the submission is done by email, then pdf file should be preferably used.

b. All pages of the application should be signed. Any interlineations, erases or overwriting shall be valid only if the person(s) signs and authenticates them.

c. Contact details of the applicant are to be provided as under

Name:

Designation:

Email ID:

Mobile No.:

Address:

VIII. The last date for submission of application is 30/05/2022 up to 05:00 PM. In case the designated days declared a holiday, the next working day will be deemed as the last date for submissions of Applications.

IX. On scrutiny, any application not found in desired format/illegible/complete/not containing clear information, or failing to fulfill the relevant requirement will be rejected for further evaluation process at the sole discretion of IIITDMJ.

X. Short listing or empanelment by IIITDMJ does not create any right in favor of shortlisted or empanelled Advocate to get appointed as dealing Advocate in any case/matter.

XI. IIITDMJ reserves the right to accept or reject any or all applications received without assigning any reason therefore whatsoever and the IIITDMJ decision in this regard will be final. No contractual obligation whatsoever shall arise from the application process.

XII. IIITDMJ is not responsible for non-receipt of applications within the specified date and time due to any reason including postal delays or holiday in between.

XIII. IIITDMJ reserves the right to verify the validity of information provided in the application and reject any application where the contents appears to be incorrect, inaccurate or inappropriate at any time during the process of application/empanelment.







XIV. The applicants shall bear all costs associated with submission of application desired by IIITDMJ. IIITDMJ will not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

Interested candidate may submit their application in the format as at ANNEXURE-A addressed to the "Registrar, Indian Institute of Information Technology, Design & Manufacturing, Mehagwan, Dumna Airport Road, Jabalpur (M.P.) 482005". Applications may be sent latest by **30/05/2022**. For further details kindly refer our official website www.iiitdmj.ac.in

Registrar

IIITDM, Jabalpur



ANNEXURE-A

Application for Empanelment as Advocate/Law Firm at IIITDM, Jabalpur (M.P.)

S.No.	PARTICULARS	DETAILS		
1.	Name of Advocate /Law Firm			
2.	Address with Telephone Nos. & E-mail ID			
3.	Academic Qualification (in case of Firm of all partners of the Firm)			
4.	Location and Court of Practice Along with Name of the Bar Council			
5.	Length of Practice & Area of Specialization			
6.	Bar Council Registration No.			
7.	List of Empanelment with Other Organizations			
8.	Financial Standing/ Income Tax Paid during last Three Years	Assessment Year	Income	Income Tax

DECLARATION

I hereby undertake that the information given above is true and correct. I agree to the terms and conditions for engagement and placement of panel.

Name & Signature of the
Advocate/Authorized Signatory

Place:

Date:

Documents required to be submitted by the law firms/advocates along with the application:

- a. Certificate of registration with Bar Council of Advocates of Law Firm
- b. Identity card issued by Bar Association/Bar Council
- c. Details regarding representation of other Govt./Statutory Bodies before the various court of law
- d. Documents regarding empanelment with other Organizations if any
- e. Details regarding the cases in which firm/Advocate of the firm was able to get favorable outcome/decision which are reported/referred in reputed legal journals, etc.
- f. Details of office infrastructure
- g. Copies of Income tax returns of last three preceding years
- h. Acceptance of all the terms and conditions of empanelment unconditionally and unequivocally
- i. An undertaking to the effect that all information furnished by him is correct
- j. Other relevant information if any

