हैदराबाद विश्वविद्यालय
UNIVERSITY OF HYDERABAD

P.O. Central University, Gachibowli, Hyderabad-500046, Telangana State.
(A Central University established in 1974 by an Act of Parliament u/s 24/1974)

Notification No. UoH/Legal/2021/44 Date: 05/04/2021

About The University of Hyderabad

The University of Hyderabad (UoH) has been ranked fourth best among Universities in the country by the National Institutional Ranking Framework of MHRD for the year 2019. It was declared the Best Central University for the year 2015 and given the Visitor's Award by the then Hon'ble President of India, Shri Pranab Mukherjee. UoH is in the top league of institutions with QS Global Rankings 600-650 (2019-20). It is among the top 100 fastest growing Universities under the age of 50.

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES

The University of Hyderabad invites Applications from eligible Advocates for Empanelment of Advocates/Law firms to represent the University before different Courts and Tribunal, rendering legal advice, drafting and vetting of petitions, appeals, replies, etc.

The practicing advocates who are registered with Bar Council of India/State Bar Councils are eligible for empanelment. The qualification, experience, schedule of fee other terms and conditions and the application format in which the application has to be made, have been prescribed.

The advocates/firms who are on the existing panel of University of Hyderabad Shall cease to be on the panel of University of Hyderabad after new panel is finalized against this notice. Therefore, they may also apply afresh in response to this Notice /Advt.

How to apply:

Eligible practicing advocate/Law Firm must submit application in the format prescribed In Annexure "A" enclosed herewith, along with all supporting documents in a sealed envelope to :-

The Deputy Registrar,
Recruitment/EC & Legal Cell,
Room No. 221, First Floor,
Administration Building,
University of Hyderabad
Gachibowli
Hyderabad – 500 046

The envelope should be super scribed as following:-

"Application for Empanelment of Advocates/Law firms to represent the University of Hyderabad before different Courts of Law"

The last date of receiving Applications in the prescribed format along with supporting documents is 20/05/2021.

Mere Submission of Application for empanelment at University of Hyderabad does not confer any right /assurance whatsoever to an applicant that he/she will be empaneled on the panel of University of Hyderabad. Letters to advocates confirming their empanelment will be issued by University of Hyderabad separately.

GUIDELINES FOR EMPANELMENT OF ADVOCATES

Following guidelines are designed to provide and regulate the manner and procedure for empaneling the advocates to represent and assist University of Hyderabad before various courts including the district courts.

Eligibility of Empanelment:

Before filling the application form, the Advocates/Law Firm are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in University of Hyderabad mentioned herein below:

Qualification & Experience:

a) Bachelor degree in Law from a recognized University and registration with Bar Council of India/ State Bar Councils.

b) Professional experience of at least 15 years in handling Central Universities/ other Central Educational Institutes such as Indian Institute of Technology's (IIT's), Indian Institute of Management's (IIM's), Indian Institute of Science Education's (IISE's), National Institute of Technology's (NIT's) etc., and Government departments cases.(W.Ps., Writ Appeals and Civil Suits) in The Hon'ble High Court and District Courts.

d) The Advocates / Law Firms should be familiar with various branches of law especially those conceiving laws of matters related to various writs, PIL, Land Disputes/Constitutional/Service Laws/Contract Laws/Property Laws and Taxations, etc.

Documents required to be submitted by the Advocate:

The Advocates will be required to submit their Applications along with latest passport size photograph in the prescribed format as given in Annexure-A. The self-attested copies of the following documents are required to be submitted with application:

a) Certificates in support of educational qualifications of Advocate (Senior Partner in case of law firm)
b) Certificate of Registration with Bar Council.
c) Identity card issued by Bar Association/ Bar Council.
d) Details regarding representation of other Govt. /PSU/ Statutory Bodies/ Universities etc.
e) Documents regarding empanelment with other Organizations, if any.
f) Details of office Infrastructure and number of Associates in addition to office staff.
g) Other relevant information, if any.

Tenure/ terms of Empanelment:

The initial empanelment of the Advocates/ Law Firm (s) will be for a period of **Three (3) years**. Performance of empanelled advocate shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate/Law Firm the empanelment may be renewed for a further period as the Authority may decide. The Authority reserves the right to terminate the empanelment of any Advocates/ Law Firms at any time without assigning any reason, upon termination or no renewal of the empanelment concerned Advocate/Law Firm shall return briefs to the University along with related documents and records with no objection certificate.

Payment of Fee and other Conditions:

The fee payable to the empanelled Advocate/ Law firm shall be governed by the Schedule of Fee structure given at Annexure - B attached with these guidelines as amended from time to time.

Procedure for Empanelment:

The Competent Authority of University of Hyderabad will consider the applications for Empanelment in terms of these guidelines only on merit after due notice in this regard is published on the website of the University. For this purpose, the Competent Authority of University may authorize group of officers of University and such authorized officers while appraising the applications of the Advocate/Law firm, may consider the following points:

a) Length of practice and specialization.

b) Proper and adequate infrastructure such as office premises, number of junior Advocates, assistants, clerks etc.

c) 3 years Annual income-tax return filed with the Tax Authorities.

d) Track record and integrity.

e) If considered necessary, an enquiry with the respective Bar Council/ Bar Association about the claims and conduct of the Advocate to be empanelled may be made and credentials may also be verified.

f) If the Advocate is empanelled by other organizations/authorities, opinion of those organizations may be obtained.

g) The applicant advocate must apply on the format prescribed by the University of Hyderabad only. No other format will be entertained.

h) Any application received after the last date prescribed in the advertisement shall not be entertained.

i) No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.

j) Depending upon the requirement and number of applications received, University of Hyderabad reserves the right to be shortlist the candidates and to be empaneled.

k) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be empaneled.

l) The decision of the competent authority of University of Hyderabad regarding short listing and selection of the candidates shall be final.

m) A list of shortlisted applicant advocates with the date, Time and venue of interaction session will be uploaded on our website i.e. www.uohyd.ac.in.

n) The applicant advocate shall bring original documents at the time of interaction with the University of Hyderabad committee.

o) The list of selected advocates will be made available on University of Hyderabad website www.uohyd.ac.in . Letter to applicant advocates confirming their empanelment will be issued by the University of Hyderabad.

Duties of the Empanelled Advocates:

a) The Advocate shall not advise any party or accept any case against the University in which he/she has appeared or is likely to be called upon to appear for or advise which is likely to affect or lead to litigation against the University of Hyderabad.

b) Timely appearance of the Counsel to contest the case for University in the court is a must. His/her absence in the Court, without any reasonable ground and notice in advance, will not be accepted.

c) The advocate shall accept the terms and conditions of the empanelment as determined by the University from time to time.

d) In case where on the request of the Union of India, Ministry of Human Resource Development and University Grants Commission (UGC) have also to be represented, no extra fee shall be paid to the advocate to watch and safe guard the interests of Union of India, Ministry of Human Resource Development and University Grants Commission (UGC)

e) If required and considered appropriate by University, Designated Senior Advocates may be engaged to argue the cases before the Supreme Court, High Court and other Judicial bodies on behalf of University of Hyderabad keeping in view of the urgency and importance of a particular matter. They shall be engaged on case to case basis with the approval of University authorities.

Removal from panel:

a) University of Hyderabad reserves the right to terminate the empanelment of Counsel with one month notice in writing without assigning any reason. The counsel may also resign from the Organization by serving one month notice.

b) Empanelment shall be liable to be cancelled due to occurring of any of the following disablements on the part of the Advocate.

c) Giving false information in the application for empanelment.

d) Failing to attend the hearing of the case without any sufficient reason and/ are prior information.

e) Passing on information relating to University's case on to the opposite parties or their advocates or any third party which is likely to cost any damage to the University's interests.

f) Giving false or misleading information to the University relating to the proceedings of the case.

g) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

P. Sardar Singh
Registrar

ANNEXURE-A

APPLICATION NO---------- (To be filled by UoH)
APPLICATION FORM FOR THE EMPANELMENT OF ADVOCATE IN THE UNIVERSITY OF HYDERABAD
(For Individuals)
(TO BE FILLED IN BY APPLICANT ADVOCATE)

latest passport size photograph

To,
The Registrar
University of Hyderabad (UoH)
Hyderabad.

FORMAT OF BIO-DATA FOR ADVOCATE/LAW FIRM

1	Name of the Advocate	
2	Name of the Law Firms	
3	Date of Birth	
4	Nationality	
5	Date of Enrolment, Name of Bar Council (Enclose attested copy of enrolment Certificate)	
6	Period of Practice	
7	Details of Experience/Practice	
8	Area of Practice (specialized)	
9	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.	
10	Whether Central/State Govt. Counsel/Pleader (indicate period with documentary evidence)	
11.	The Court 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, mobile phone and internet connection etc,. Please provide details.	
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. (If required please enclose separate Annexure)	
16	Office Address	
17	Residential Address	
18	3 years Income Tax Return (Enclose the supporting documents)	
19	3 years Audit Reports (Enclose the supporting documents)	

Declaration

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 of the University of Hyderabad.

Place:

Date:

Signature of Advocate:

Name:

Address (Office, Residence):

Mobile No:

E-mail:

ANNEXURE-B

SCHEDULE OF FEE STRUCTURE

Sl. No.	Details of Fee	Amount of Fee
1.	Monthly Retainer Fee	Rs. 30,000/-
2.	Professional Fee on disposal of each case	Rs. 20,000/-
3.	Misc. Expenses on Professional Fee	Rs. 500/-

Note: There will be an annual increase of 10% every year on both Retainer Fee and Professional Fee.