



सीएसआईआर-संरचनात्मक अभियांत्रिकी अनुसंधान केन्द्र
CSIR-STRUCTURAL ENGINEERING RESEARCH CENTRE
(Council of Scientific and Industrial Research)

सीएसआईआर रोड CSIR Road, तरमणी Taramani, चेन्नै Chennai 600 113

सं.No. SE-1/1991-Vig.

दि. Dt. 26th July 2024

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES
FOR A PERIOD OF TWO YEARS

CSIR- Structural Engineering Research Centre (SERC), Chennai is a National Laboratory under the aegis of Council of Scientific & industrial Research (CSIR). It is one of the world's premier institute engaged in Research & Development in the area of Structural Engineering is located at CSIR Campus, CSIR Road, Taramani, Chennai, Tamil Nadu 600113.

CSIR/ CSIR- SERC, Chennai intends to form a panel of Advocates to plead, draft, defend and represent in the Court cases pertaining to CSIR / CSIR-SERC in the following Courts:

- (i) High Courts.
- (ii) Central Administrative Tribunals
- (iii) District Courts/Labour Courts/Tribunals.

The eligible and desirous Advocates having following qualification and experience may apply as per prescribed format enclosed with the notice by post enclosing (self-attested) documents showing length of experience, educational qualifications and copy of orders/ judgments of at least 10 cases of respective field for which applied i.e. Civil, Service, Labour or Tax matter in which applicant appeared, enrollment certificate and any other documents which the applicants desired to enclose in support of his/her experience.

I. Essential Qualification

I. Degree in law from a UGC recognized University.

II. Duly enrolled with concerned Bar Council.

II. Experience of practice

(a) **For conducting cases in High Court:**

12 years of experience in respective field for which applied i.e. Civil, Labour, Service or Tax matters in High Court.

(b) **For conducting cases in CAT:**

10 years of experience in Service matters as practicing Advocate in Central Administrative Tribunal.

- (c) **For conducting cases in District courts and other courts/tribunals:**
7 years of experience in respective field for which applied i.e. Civil, Labour, Service matters or Tax matters as practicing Advocate in District Court including other Courts and Tribunals.

III. Desirable Qualifications:

- (i) LLM from a UGC recognized University.
- (ii) Diploma/Certificate Course(s) in Labour Laws.

IV. TENURE OF EMPANELMENT:

The empanelment will be valid for a period of two years from the date of empanelment which may be further extended for one year (if required). The performance of empaneled Advocate shall be reviewed at regular intervals for continuance in the panel of Advocates.

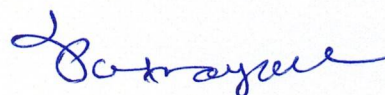
V. PAYMENT OF FEE AND OTHER CONDITIONS:

The fee payable to the Advocates for drafting and attending court cases (effective and non-effective hearing) in High Court, Central Administrative Tribunal and District Courts/Labour Courts shall be as per fee schedule laid down in accordance with CSIR letter No. F.No.3(89) EA-Law-Vol./532, dated 03.05.2024 and shall be applicable as per revision from time to time. No retainer fee shall be paid to any panel Advocate.

VI. HOW TO APPLY:

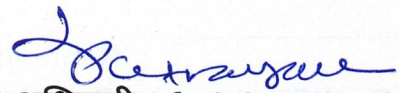
- (i) The desirous and eligible Advocates should apply in the format prescribed which is available on the website of CSIR-SERC and no other format of application will be accepted.
- (ii) An applicant Advocate willing to be empaneled for more than one Court (i.e. for High Court, CAT or District Court/Labour Court) may apply separately for each forum in separate **envelope super-scribed** with the relevant Court.
- (iii) The application form should be forwarded to by way of speed post/registered post addressed to :

Administrative Officer
CSIR-Structural Engineering Research Centre
CSIR Campus, CSIR Road, Taramani
Chennai - 600113.



- (iv) The application should reach on the given address **on or before 12th August 2024 (Monday)** . Any application received after the last date prescribed in the notification (i.e. 12th August 2024) shall not be accepted.
- (v) The Advocate will be required to furnish the following set of documents:
- Copy of Degree in Law.
 - Copy of Enrolment certificate issued by Bar Council.
 - Copy of identity card issued by Bar Association/Council.
 - Copy of judgments of 10 cases pertaining to the relevant field for which applied.
 - Copy of office order/letter of empanelment issued by other PSUs/Government Bodies etc.

VII. The Competent Authority, CSIR / CSIR-SERC reserves the right to accept/reject any application without assigning any reason thereof. The fact that a person had applied for Empanelment will in no way bind this Corporation to consider his/her claim for selection.


प्रशासनिक अधिकारी Administrative Officer
26.07.24

FORMAT

**APPLICATION FOR EMPANELMENT AS PANEL ADVOCATE WITH
CSIR / CSIR-SERC FOR (NAME OF COURT) FOR CIVIL/ LABOUR/ SERVICE
MATTERS (CHOOSE ANY ONE)**

1. Name :
2. Father/Husband's Name :
3. Residential Address :
4. Office Address :
5. Contact Details :
 - (a) Landline No.
 - (b) Mobile No.
 - (c) E-mail Address

Space for
Photograph

6. Enrollment No. and
Date of Registration :
7. Name of Bar Council :
8. Place of Practice :
9. Field of Specialization :
10. Educational Qualification (Commencing from degree in law).

Qualification	Name of Board/ University	Year of Passing	Subject (s)	Percentage of Marks and division
Degree in Law				
L.L.M				
Any Other Qualification(s)				

11. Whether the applicant is presently on the Panel of any other Government Departments/PSUs/ Statutory Bodies/Autonomous Bodies etc., and if yes, the details (Self-certified Copy of the Office Order/ letter of empanelment) may be attached.

12. Infrastructural facilities available with the applicant (Please tick if available) be provided below:

Sl. No	Office space	Associate Advocates	Steno/typist	Office clerk

13. Details of relevant cases which have been handled for the field applied:-

Sl. No.	Detail of case

14. Whether Income Tax return filed for last three years? Yes/No (If yes, please attach the copies of the ITRs.)

15. Whether any proceeding has ever been commenced or is continuing before the disciplinary Committee of the Bar Council for alleged professional misconduct:-

Sl. No.	Details of allegations and Proceedings	Finding made by the Disciplinary Committee

16. Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant Advocate:-

Sl. No.	FIR No. and Police Station	Details of allegations and proceeding	Pending or Decided

UNDERTAKING

- a) I hereby undertake and declare that the information furnished in the application and in the attached Certificate is true/correct and complete to 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 and matter will be referred to the appropriate authority.
- b) I also undertake to maintain absolute privity about the cases and information received from the CSIR / CSIR-SERC.
- c) I also undertake to return all case files and records to the CSIR-SERC as and when required by CSIR / CSIR-SERC.
- d) I agree with the Fee Schedule of CSIR / CSIR-SERC.

Place and Date:-

Signature of Advocate