

NO. IGMK/HR(Legal)/Empanelment of Advocates/86

Date: 14/01/2025

**NOTICE INVITING APPLICATION FOR EMPANELMENT OF ADVOCATES  
FOR A PERIOD OF TWO YEARS.**

India Government Mint, Kolkata (A Unit of SPMCIL) wholly owned by Government of India, proposes to appoint a panel of Advocates to plead, draft, defend and represent India Government Mint, Kolkata, a Central Public Sector Enterprise, in the following Courts:

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

The eligible and desirous Advocate having following qualification and experience may apply as per prescribed format (Annexure-1) enclosed with the notice by post enclosing (self-attested) documents showing length of experience, educational qualifications and copies of orders/ judgments of at least 10 cases of respective field for which applied i.e. Civil, Service, Labour or Tax matter in which the applicant appeared, enrollment certificate and any other documents which the applicant desires 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.** The General Manager & HoD of the India Government Mint, Kolkata (A Unit of SPMCIL) 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.

**V.** The desirous and eligible Advocate may send their applications in prescribed format complete in all respects along with documents to reach in the office of the GENERAL MANAGER & HOD, INDIA GOVERNMENT MINT, KOLKATA within 21 days from the date of publication of Notice.

**NOTE : 1. The format of the application form and guidelines may be downloaded from the website (<http://igmkolkata.spmcil.com>).**

**2. Please read carefully the guidelines cum terms and conditions for panel Advocates, which are part and parcel to this notice.**

  
Dy. General Manager (HR) & H.O.O.  
For General Manager & HoD

**ANNEXURE-I****APPLICATION FOR EMPANELMENT AS PANEL ADVOCATE WITH INDIA GOVERNMENT MINT, KOLKATA (A UNIT OF SPMCIL) 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
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				
LL.M				
Any Other Qualification(s)				

11. Whether the applicant is presently in 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:

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

13. Details of relevant cases which have been handled for the field applied (Attach separate sheets if necessary):-

Sr. 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:-

Sr. No.	Details of allegations and Proceedings	Findings 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:-

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

**UNDERTAKING**

- 1 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.
- 2 I also undertake to maintain absolute privity about the cases and information received from the India Government Mint, Kolkata (A Unit of SPMCIL).
- 3 I also undertake to return all case files and records to the India Government Mint, Kolkata (A Unit of SPMCIL) as and when required by the India Government Mint, Kolkata (A Unit of SPMCIL).
- 4 I agree with the Fee Schedule of the India Government Mint, Kolkata (A Unit of SPMCIL).

Date:-

Signature of Advocate

Place:-



**ANNEXURE-II**  
**GUIDELINES CUM TERMS & CONDITIONS**  
**FOR EMPANELMENT OF ADVOCATES**

Following are the guidelines provided to regulate the manner and procedure for empanelling the Advocates to plead, draft and represent India Government Mint, Kolkata (A Unit of SPMCIL) before various Courts and for regulating the referral of the case and payment of fee/remuneration. These guidelines are subject to change without assigning any reason.

Before filling the application form, the candidates are advised to carefully read and follow the criteria, instructions and terms and conditions for the empanelment of Advocates by India Government Mint, Kolkata (A Unit of SPMCIL).

**1. ELIGIBILITY FOR EMPANELMENT:**

- 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 matter 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 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.

**2. 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 empanelled Advocate shall be reviewed at regular intervals for continuance in the panel of Advocates.

**3. 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 for Advocates decided by Union of India vide Office Memorandum No. 26(1)/2014/judl., Government of India, Ministry of Law and Justice, Department of Legal Affairs dated 01.10.2015 and shall be applicable as per revision from time to time. No retainer fee shall be paid to any panel Advocate.



#### 4. HOW TO APPLY:

- (i) The applicant Advocate should apply in the format prescribed which is available on the website of the Unit and no other format of application will be accepted.
- (ii) An applicant Advocate willing to be empanelled for more than one Court (i.e. for High Court, CAT, CGIT 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 by way of speed post/registered post addressed to :

**The General Manager & HoD  
India Government Mint, Alipore,  
Kolkata-700053**

- (iv) The application should be reached on the given address within 21 days from the date of publication of Notice. Any application received after the last date prescribed in the advertisement shall not be accepted.
- (v) The Advocate will be required to furnish the following set of documents (self attested):
  - a. Copy of Degree in Law.
  - b. Copy of Enrolment certificate issued by Bar Council.
  - c. Copy of identity card issued by Bar Association/Council.
  - d. Copy of judgments of 10 cases pertaining to the relevant field for which applied.
  - e. Copy of office order/letter of empanelment issued by other PSUs/ Government Bodies etc.

#### 5. PROCEDURE FOR EMPANELMENT:

While considering the request from the Advocates, following shall be considered:

- a) Length of practice and specialization in the area of law.
- b) Proper and adequate infrastructure of an Advocate such as office premises, number of associate Advocates/assistants etc.
- c) Track record and integrity of the Advocate.
- d) No applicant/Advocate shall be called for interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same. Merely fulfilling the eligibility criteria will not confer any right on applicant to be called for interaction and to be empanelled.
- e) Depending upon the requirement and number of applications received, India Government Mint, Kolkata (A Unit of SPMCIL) reserves the right to shortlist the candidates to be called for interaction and to be empanelled.
- f) The decision of the Competent Authority regarding short-listing and selection of the candidates shall be final.
- g) A list of shortlisted Advocates for interaction shall be uploaded on the website of the India Government Mint, Kolkata (A Unit of SPMCIL) to appear before



the interaction/empanelment Committee along with the date, time and venue of interaction. No individual intimation will be sent to any candidate for their appearance before the interaction/empanelment Committee.

- h) While considering the empanelment cases, if necessary, confidential enquiries may be made from the respective Bar Council/Bar Associations regarding the expertise and reputation of the Advocate.
- i) No retainer fee shall be paid to any Advocate.
- j) Written consent of the Advocates shall be obtained as to the acceptance of the rates, terms & conditions of the Corporation for empanelment, as amended from time to time.

**6. CONFLICT OF INTEREST:**

The Advocate shall not advise any party or accept any case against Security Printing and Minting Corporation of India Limited, Corporate office and it's all nine Units.

**7. DUTIES OF EMPANELLED ADVOCATES:**

- i. Timely appearance of the Counsel to contest the cases for India Government Mint, Kolkata (A Unit of SPMCIL) in the Court is mandatory. Not attending the court case without any reasonable ground and notice in advance will not be accepted.
- ii. India Government Mint, Kolkata (A Unit of SPMCIL) is free to engage any Advocate of its own choice and an empanelled Advocate shall make no claim that he/she alone should be entrusted with India Government Mint's cases.
- iii. 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, forthwith without waiting for the empanelment period to expire.
- iv. The Advocates shall accept the terms and conditions of the empanelment as determined by India Government Mint, Kolkata (A Unit of SPMCIL) from time to time.
- v. In order to ensure that there is effective check on the cases being conducted, the Advocates on the panel must report the status of the cases on monthly basis to the Unit.
- vi. In cases if it is required the Security Printing and Minting Corporation of India Limited, Corporate Office or its other Units and/or Union of India/ Ministry of Finance have also to be represented and defended in the same case and no extra fee shall be paid to the Advocate for the same.
- vii. If required render all assistance to special or senior Counsel engaged in particular cases before the Supreme Court, High Court and other judicial bodies.
- viii. India Government Mint, Kolkata (A Unit of SPMCIL) shall be informed and updated on all-important developments in the designated cases on day to day hearings basis.
- ix. The panel Advocate shall immediately apply for the certified copies of order/ judgment immediately on decision of case and the same shall be handed

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over to India Government Mint, Kolkata (A Unit of SPMCIL) within three days after receiving the same.

- x. That after order/judgment in the case, panel Advocate shall provide his/her opinion mentioning therein reasons for (if) any adverse order and the advice for filing an appeal for such decision within a period of three days after receiving the certified copy of the order/judgment.
- xi. The panel Advocate during and after his tenure as a panel Advocate shall maintain the secrecy and confidentiality with regard to cases as well as information received during his tenure as a panel Advocate.

#### **8. REMOVAL FROM PANEL:**

The India Government Mint, Kolkata (A Unit of SPMCIL) reserves the right to terminate the empanelment of Advocate with one month's notice in writing without assigning any reason. The panel Advocate may also resign from the panel by serving one month's notice.

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

- (i) Giving false information in the application for empanelment;
- (ii) Failing to attend the hearing of the case without any sufficient reason or prior information;
- (iii) Conflict of interest
- (iv) Not acting as per, SPMCIL, and its respective 9 Units' instructions or going against specific instructions;
- (v) Threatening, intimidating or abusing any of the employees, officers, or representatives of SPMCIL and its Units ;
- (vi) Passing on any information relating to SPMCIL and its respective 9 Units to the opposite parties or their Advocates or any third party which is likely to cause any damage to SPMCIL and its Units' interests;
- (vii) Giving false or misleading information to SPMCIL and its respective Units relating to the proceedings of the case;
- (viii) Seeking frequent adjournments or not objecting the adjournment moved by other party without sufficient reason.

**9. REMOVAL OF DIFFICULTY** – If any difficulty arises in the implementation of these guidelines or any doubt occurs regarding the interpretation of any of the clauses of these guidelines, the same shall be placed before the Competent Authority and its decision in the matter shall be final.

*Sanjay K. Pillay*

Dy. General Manager (HR) & H.O.O.  
For General Manager & HoD