



A Grade  
NAAC Re-Accredited  
(4th Cycle)

॥ अंतरी पेटवु ज्ञानज्योत ॥

**Kavayitri Bahinabai Chaudhari  
North Maharashtra University, Jalgaon**

**NOTICE**

**Requirement of Advocates / Law firms for empanelment to represent the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon before various Courts, Tribunal, Commissions etc.**

A Panel of Advocates / Firms & Senior Standing Counsels for representing the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon before various Courts, Tribunals, Commissions etc. is to be formed. Law firms and practicing advocates who are registered with Bar Council of India /State Bar Council are eligible for empanelment. Format for application and guidelines for empanelment of advocates/law firms are available on official Website of this University ([www.nmu.ac.in](http://www.nmu.ac.in)). Application for empanelment can be made upto 22/06/2023 addressed to the undersigned. Eligible applicants may obtain the details from website for further necessary process.

Ref. No. : KBCNMU/2/131/2023

Date : 01/06/2023

**(Dr.Vinod P. Patil)**

Registrar



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**KAVAYITRI BAHINABAI CHAUDHARI  
NORTH MAHARASHTRA UNIVERSITY, JALGAON**

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*Vinod P. Patil*

**(Dr. Vinod P. Patil)**  
Registrar

## **GUIDELINES FOR EMPANELMENT OF ADVOCATES :**

Following guidelines are to provide and regulate the manner and procedure for empanelling the advocates to represent and assist the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon before various courts, tribunal, commissions etc to defend the University as well as to plead the University in various court cases/matters.

### **Tenure/Terms of Empanelment**

The initial empanelment will be for two years or until further orders whichever is earlier. Performance of empanelled advocates shall be reviewed after two years. However, on completion of the term and satisfactory performance of the advocate, empanelment may be renewed by the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. Also, the University reserves the right to terminate the empanelment of any advocate at any time.

### **Eligibility :**

The Advocates having minimum professional experience of at least ten (10) years & well conversant and experienced with the Maharashtra Public Universities Act, 2016 and other important and relevant acts and having fluency in English & Marathi. Preference will be given to those who are having experience to handle cases by or against the Universities, Government, Higher Educational Institutions etc.

### **Terms and Conditions :**

- a) The advocate shall not necessarily be empanelled for specific court and shall have to accept the work assigned to him/her.
- b) Refusal by any Advocate to accept any work otherwise than on grounds of conflict of interest, may entail removal of such advocate from the panel.
- c) The empanelled Advocates will not delegate/assign cases to others and has to deal with the cases personally.
- d) The empanelled Advocate shall maintain absolute secrecy and confidentiality about the cases of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
- e) The empanelled Advocate should have proper and adequate infrastructure such as office premises, assistants, clerks, fax, mobile phone, emails, internet connection etc.
- f) The Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon shall be the sole authority to decide the honorarium to be paid to the empanelled advocate and such decision shall be binding to all the empanelled advocates.
- g) An undertaking shall be furnished by an advocate to the effect that all information furnished by him/her is correct.



- h) An advocate shall not advise any party or accept any case against the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
- i) If the advocate happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon arising in any court.
- j) Those Advocates, who are interested in the assignment may submit their application in the prescribed format along with affidavit clearly mentioning the details of court cases undertaken by them as attorney, number of cases pending /undecided and no of cases decided in favour of them.
- k) After scrutiny, eligible candidates will be communicated by way of SMS/E-mail or by way of letter.
- l) The Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon reserves the right to amend/ alter/ change/ modify any or all of the condition/s if necessary or cancel the advertisement without assigning any reason thereof.
- m) Tribunal means University and College Tribunal, Aurangabad.
- n) Advocates may be engaged for various courts / tribunal / commission / authorities such as Taluka Court, District Court, Labour Court, Industrial Court, Consumer Court, RTI commissions/matters, Land Acquisition authorities, Departmental Enquiries, Grievances Committee, High Courts, etc.
- o) Civil as well as criminal cases, if required, will have to be dealt with.
- p) In case of any dispute between advocate and the University, decision of Vice Chancellor of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon shall be final.
- q) The Honorable Vice Chancellor shall have full authority to assign and seek services of advocate for any matter of the university including filing of case, defending of case and getting legal opinion.


### **Communication of Empanelment :**

After a decision to empanel the advocate is taken, a communication in writing to this effect shall be sent to the Advocate as per Annexure-B with acknowledgement and acceptance due. The process of empanelment shall be complete when the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon receives an acceptance letter from the advocate.

No. : KBCNMU/2/131/2023

Date : 01/06/2023



  
(Dr. Vinod P. Patil)  
Registrar

## APPLICATION FORM

To,  
**The Registrar,**  
 The Kavayitri Bahinabai Chaudhari  
 North Maharashtra University (KBCNMU),  
 Jalgaon.

**Subject :** Empanelment of Advocates on KBCNMU  
 Panel in \_\_\_\_\_  
 (Please write name of Court/Tribunal/Commission/Authority etc).

Sir/Madam,

In response to your advertisement dated ..... on the subject noted above, I intend to represent as advocate for the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, and accordingly request that I may be empanelled as KBCNMU advocate in \_\_\_\_\_ (Please write name of Court/Tribunal/Commission/Authority etc).

My particulars are given below :-

1. Full Name : \_\_\_\_\_
2. Father's Name : \_\_\_\_\_
3. Date of Birth :    /    /
4. Address for Correspondence with Mobile/Landline/E-mail/Website, if any : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_
5. Permanent Address with Tel.No. : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_



6. PAN No. : \_\_\_\_\_

7. Educational Qualification : \_\_\_\_\_  
(Give details).

8. Date of Enrolment with : \_\_\_\_\_  
the name of Bar Council  
(attach self attested copy of enrolment certificate)

9. Details of Experience/practice : \_\_\_\_\_

10. Field of Specialization : \_\_\_\_\_

11. If in the panel of KBCNMU/ : \_\_\_\_\_  
State/Central Govt.,

12. please give details. : \_\_\_\_\_

\_\_\_\_\_

13. A note of 50 words describing nature of cases by or against the  
University/government/government organizations etc. :

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Note:** An advocate will be empanelled for various Courts, Tribunal, Commissions, Authorities and for legal opinions. Therefore, the candidate shall apply for various Courts/Tribunal/ Commissions / Authorities / Opinion.



**Undertaking :**

- i) I undertake to maintain absolute secrecy about the cases of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon as required under the Act, Rules and Regulations, thereunder.
- ii) I agree with the Fee Schedule of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

**Signature of Advocate**

Address : \_\_\_\_\_  
(office & residence  
/chamber) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Tel. No. :  
Mobile No. :  
Fax No. :  
Email ID :  
Website :



To,  
Mr -----  
Advocate  
-----  
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Dear Sir,

**Sub. :** Empanelment as Advocate for the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.

This is with reference to your application dated ----- wherein you have evinced interest for empanelment as an advocate with the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon. We are pleased to inform that your request has been considered favourably and you are advised to give your assent for empanelment on following terms and conditions

(A copy of guidelines enclosed):

1. You will abide by the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon terms and conditions and you will not claim any retainer fee or employment in the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
2. You will not accept any case against the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
3. You will take necessary steps to protect the interest of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
4. Matters entrusted to you, from time to time, will be safeguarded by you.
5. Empanelment does not confer any right or claim that you alone should be entrusted with work.
6. The empanelled Advocates will not delegate cases and themselves deal 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 Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, if required.
7. The Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon may, at any time, at its discretion, withdraw from you any proceedings/matters/brief and may discontinue you as advocate without assigning any reason thereof and without paying any further fees.





8. You will keep the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon informed about the developments in the matters entrusted to you.
9. Unless a case is specially assigned to you by the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon, you will not, on your own, receive Summons / Notices of the matters of the University, and even if you receive, if no Vakalatnama is given to you, you shall not otherwise deal with such cases. However, you will immediately inform the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon in this regard.
10. You shall not use the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon name, symbol or logo etc in your letter heads, sign boards, name plates etc.
11. In case of any misconduct, the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon will take appropriate action against you which includes filing complaint with Bar Council and recovery of financial loss caused to the University due to your misconduct.
12. In case of initiation of any disciplinary proceedings/ criminal proceedings against you, the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon may remove you from the panel even without waiting for the conclusion of such proceedings.
13. Your performance will be reviewed on yearly basis and if your services are not required/ found up to the mark, the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon may remove you from panel and the cases/matters entrusted to you will be taken back from you.
14. You are required to maintain absolute secrecy about the cases of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon as required under the Act, relevant rules and regulations and you shall not divulge any details to an outsider or opponent as the case may be without written consent of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon.
15. In case of any dispute between the advocate and the University, decision of Vice Chancellor of the Kavayitri Bahinabai Chaudhari North Maharashtra University, Jalgaon shall be final.
16. You are requested to return the duly signed duplicate copy of this letter indicating your unconditional consent.

We look forward for better cooperation and hope for good relations with you.



Yours faithfully  
(Authorized Signatory)