



# BINOD BIHARI MAHTO KOYLANCHAL UNIVERSITY

DHANBAD, JHARKHAND

Email : [registrarbbmku@gmail.com](mailto:registrarbbmku@gmail.com)

Ref.No. BBM KU/PR/R/392/2026

Date: 25/02/2026

## NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES FOR LEGAL SERVICES TO BINOD BIHARI MAHTO KOYLANCHAL UNIVERSITY, DHANBAD

Binod Bihari Mahto Koylanchal University, Dhanbad, was established by the Act of Jharkhand Legislative Assembly (Jharkhand Government notification of 23<sup>rd</sup> march 2017, published as Gazette Notification no.216 dated 11 April 2017)

The University seeks to empanel eligible Advocates for handling the cases of the University before the High Courts, District courts, Tribunals, various other fora, authorities etc., for the following fields:-

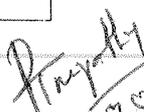
1. Issues related to Establishment/service matters.
2. Issues related to financial matters.
3. Issue related to criminal matters.
4. Any other matters which the University feels representation of the Advocate in any court or for seeking legal advice etc.

To handle the above-mentioned legal matters, the University invites applications from eligible Advocates registered with the Bar Councils for empanelment. The details of requisite qualification, experience, schedule of fees, other terms and conditions, and the application format are contained in this notice. Advocates with experience in dealing with the laws, regulations & statutes in relation to university matters will be given preferences.

A sealed Envelope containing the application along with duly signed enclosures should be sent by post or submitted in the office of Registrar Binod Bihari Mahto Koylanchal University, Dhanbad. "**Application for Empanelment as Advocate**" should be written on the envelope. Incomplete application will not be considered.

Note: Applying for empanelment of the University does not create any right assurance whatsoever that they will be empanelled in the panel of the University.

Application Start Date:	26/02/2026
Last date of Application:	13/03/2026
Address for submission of the Application:	To, The Registrar Binod Bihari Mahto Koylanchal University Bhelatand Pin- 826004

  
Registrar 25/02/26

BBMKU, Dhanbad

## Guidelines for empanelment of Advocates for representing the University before various Courts, Tribunals and Fora, etc.

The following guidelines are to regulate the procedure for empanelling the advocates to represent and assist the University before various courts, tribunals, forums etc. and for regulating the referrals of the cases and payment of fees/remuneration payable to such persons.

### 1) Eligibility Criteria

- i. The Applicant shall be an Advocate.
- ii. The applicant must be registered with the Jharkhand State Bar Councils.
- iii. The Applicant to be taken on the panel should be capable of handling matters before any District Court, High Court, Supreme Court of India or other various fora tribunals, authorities etc.
- iv. The Applicant must be familiar with all types of law preferably Establishment/Service matters, financial matters, criminal matters etc.
- v. The Empanelment request will be considered from individual Advocates with at least 10 years of relevant experience for the district courts/tribunals and High Courts.

### 2) Tenure of Empanelment

Selected Advocates shall be initially empanelled for a period of two years or until further orders whichever is earlier. The performance of empaneled advocates shall be reviewed on an annual basis. The university shall have sole discretion to consider renewal of empanelment for a further period based on the satisfactory performance of the Advocate. The University reserves the right to terminate the empanelment of any advocate at any time without assigning any reason thereof.

### 3) Procedure for Empanelment

- i. The applicant advocate must apply on the format prescribed by the BBMKU, Dhanbad. No other format will be entertained.
- ii. Any application received after the last date prescribed in the advertisement shall not be entertained.
- iii. No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- iv. Depending upon the requirement and number of applications received, university reserves the right to shortlist the candidates to be called for interview/interaction and to be empanelled.
- v. Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interview/interaction and to be selected.
- vi. The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- vii. A list of shortlisted applicant advocates with the date, time and venue of interview will be uploaded on our website i.e. [www.bbmku.ac.in](http://www.bbmku.ac.in).
- viii. The applicant advocate shall bring original documents at the time of interview.

- ix. The list of selected advocates will be made available on university website [www.bbmku.ac.in](http://www.bbmku.ac.in) . Letter to applicant advocates confirming their empanelment will be issued by University separately.

#### 4) Duties of the Empanelled Advocates

- i. The Advocates shall be engaged in cases where the BBMKU (Governor cum Chancellor, V.C., Registrar or any other official of the BBMKU) is a necessary party or interest of the BBMKU is involved.
- ii. The empaneled advocate will not delegate cases and would deal themselves 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 University, if required.
- iii. The empaneled Advocate shall maintain absolute secrecy and confidentiality about the cases of the University as required under the Act and rules/regulations framed there under.
- iv. 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 litigation against the university.
- v. The Advocate shall keep the university informed of the important developments in the case from time to time particularly with regard to the drafting, filling of papers, dates of hearing of the case and its outcome, and order or the judgments passed.
- vi. The Advocate shall furnish periodical reports about the case or as and when may be called for by the university.
- vii. In the event of a case, attended to by him, is decided against the university or its officer. The advocate shall give his opinion in writing about the further course of action available against such decision.
- viii. 30% of the fees payable to the counsel shall be deducted if the certified copy of the judgment is not handed over or sent through email to the Proctor Section/legal cell of university within three days (excluding the time taken by the Court in preparation of the copy) from the date of judgment.

#### 5) General Terms and Conditions

- i. The empaneled Advocate shall not use the name, emblem or official seal of the University, or any abbreviation of the name of the University, in connection with its business or otherwise without the written permission of the University.
- ii. The advocates shall accept the terms and conditions of the empanelment as determined by the University from time to time.
- iii. These guidelines shall also be applicable to the designated Senior Advocates of the High Courts and Supreme Court for all purposes except the requirement of empanelment.
- iv. If required and considered appropriate by the Competent Authority, the Attorney General of India/Solicitor-General of India/Additional Solicitor General/Advocate General/Designated Senior advocates may be engaged to argue the cases on behalf of the University keeping in view the urgency and importance of a particular matter. They shall be engaged on a case-to-case basis with the approval of the Competent Authority. Engagement of Sr. advocates etc. and their fee for such cases may be approved and decided by the university's Competent Authority on the merits of each case.

- v. All applications received on or before the last date and time will be examined by the University to determine if they meet eligibility criteria or terms and conditions mentioned in this document including its subsequent amendments, if any, and whether applications are complete in all respects.
- vi. On scrutiny, any application not found in order or failing to fulfill the relevant requirement will be rejected.
- vii. University reserves the right to relax/waive any of the requirements of this notice if it is deemed necessary.
- viii. The University reserves the right to accept or reject any or all applications received without assigning any reason whatsoever and the decision of the University in this regard will be final. No contractual obligation whatsoever shall arise from the application process.
- ix. Any effort on the part of the applicant to influence the evaluation process may result in the rejection of the application.
- x. The University is not responsible for the non-receipt of application within the specified date and time due to any reasons including postal delays or holidays in between.
- xi. The cases to the Advocates will be allotted by the Proctor office with approval of the Competent Authority preferably in equitable proportion and keeping in view the nature of the case and expertise required for handling the particular case.
- xii. The Advocate shall be entitled for special fee only in rare cases where the nature of the work is so intricate and complicated involving question of law and arduous work with multiplicity of hearing etc., a reasonable claim for special fee can be considered and allowed by the Competent Authority under DOP.

#### **6) Fee Payable to the Empanelled Advocates**

The amount of fee payable to the advocates for the professional services rendered in terms of this scheme is provided in the schedule (**Annexure B**) to this notice.

#### **7) Documents required to be submitted along with the Application**

The advocate will be required to submit their applications in the prescribed format as given in Annexure-A. The self-attested copies of the following documents are required to be submitted with the application-

- i. Certificate of Registration with Bar Council.
- ii. Experience certificate in a specified field along with details of cases handled.
- iii. Any other supporting documents.

#### **8) Private Practice and Restriction**

(i) An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled advocate of the University.

(i) An advocate shall not advise any party or accept any case against the University as it will be the direct cause of their removal from the empanelment of the University.

## 9) Disablements

Disablement on the part of the advocate shall mean and include any of the following:-

- i. Giving false information in the application for empanelment;
- ii. Parting the brief of the matter of the University to another advocate without prior written permission of the University;
- iii. Passing information relating to the University's case to the opposite parties or their advocates or any third party that is likely to cause any prejudice/damage to the University's interests;
- iv. Failing to attend the hearing of the case without any sufficient reason and/or prior information;
- v. Not returning the brief when demanded or not allowing or evading to allow its inspection of demand.

## 10) Reservation of Rights

(i) The University reserves the right to reject any applications for the empanelment of Advocates without any explanation.

(ii) The University also reserves the right to determine the size of the panel from time to time depending on the requirement and quantum of work.

  
Registrar

BBMKU, Dhanbad

NOTE: Send Application in sealed envelope to the address:-

Empanelment of Advocates  
To,  
The Registrar  
Binod Bihari Mahto Koylanchal University  
Bhelatand  
Pin- 826004

## Annexure-A

### APPLICATION FORM FOR EMPANELMENT (To be filled in by all applicant Advocates)

PERSONAL DETAILS		
Sl.No	Particulars	Details
1	Full Name of the Advocate (in block letters):	
2	Date of Birth:	
3	Address:	
4	Contact No.:	
5	Email-id:	
6	Enrolment no, and name of the Bar Council (Enclose copy of enrolment/registration certificate of the advocate:	
7	PAN no. of the Advocate:	
8	Nationality:	
9	GST registration No., If applicable:	
10	Are you related to any university employee? If so, lease give details (viz, Name, Designation, place of work & relationship with the applicant)	

#### 11. Details of Educational Qualification

Examination passed	Name of the Board/University	Class or division	% of Marks	Subject	Year of Passing
10 <sup>th</sup> / Matriculation:					
12 <sup>th</sup> / Intermediate:					
Graduation: LLB/Law Graduate Degree:					
Post-Graduation:					
Other:					

12. Whether the applicant is currently on the Panel of any other Government Department/PSU/Statutory Body/Autonomous Body etc., and if yes, the details below:

Name of the Department/PSU/Statutory Body/Autonomous Body etc.	From	To
1.		
2.		

13. Details of Experience:

Sl.No	Particulars	Details
1.	Details of Experience/specialization with supporting documents:	
2.	a. Court where Advocate is regularly Practicing: b. Period of practice: c. Area of practice: i. Issues related to Establishment/service matters: ii. Issues related to financial matters: iii. Issue related to criminal matters: iv. Any other matters which the University feels/representation of the Advocate in any court:	
3.	Number of cases handled during previous two years:	
4.	Number of cases relating to Jharkhand State Universities, Act 2000, if handled earlier:	
5.	Any other relevant information (A separate sheet may be attached if required):	

14. Whether any proceeding has ever been commenced or is continuing before the Disciplinary Committee of the Bar Council of alleged professional misconduct/ Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate:

Sl. no.	Details of allegations and Proceedings	Finding made by the Disciplinary Committee/the Court
1.		
2.		

- The candidate should submit the above details in support of the candidature.

Signature of the Advocate

Name:



**Declaration:**

I hereby declare and confirm that all the information provided above is true and nothing has been concealed. I have never been penalized by any Bar Council in any disciplinary proceedings. I agree to abide by the general terms & condition and others stipulations mentioned in this Notice. I also undertake to maintain absolute secrecy about the work assigned by the University. I further understand if that at any time I am found to have concealed/distorted any material information or do any act or omission against the interest of the university, my contract shall be summarily terminated without any notice to us.

Signature of advocate

Name:

A handwritten mark consisting of a circled letter 'B' followed by a horizontal line extending to the right.

## FEE SCHEDULE (Annexure-B)

Sl.No	Particulars	Supreme court	High Court/APTEL	Lower Court/Any other Tribunal Forum/Commission
1	Drafting of SLP/Writ Petition/LPA/WS/Revision/Review Petition/Plaint/Original Suit/Counter Affidavit/Appeal/Reply etc.	Rs.10,500/-	Rs. 5,500/-	Rs.3,000/-
2	Fee for drafting Misc. Application/Interlocutory Application/Replies thereto/Interim Application and its Replies/Affidavit etc.	Rs. 5,000/-	Rs. 2,500/-	Rs. 2,000/-
3	Conference (involving more than one hour sitting)	Rs.5,500/-	Rs.3,000/-	Rs.2,000/-
4	Written Legal opinion (other than the cases entrusted to him)	Rs.7,500/-	Rs.3,500/-	Rs.2,500/-
5	Appearance fee for effective hearing for three consecutive dates. Thereafter 1/3rd of fee per date if hearing continues for more than three days.	Rs.10,000/-	Rs.7,000/-	Rs.2,500/-
	Appearance fee for non-effective hearing restricted for three dates only.	Rs.3,500/-	Rs.2,500/-	Rs.1,250/-
6	For Drafting Legal Notice/Reply Notice	Rs.7,000/-	Rs.2,500/-	Rs.1,500/-
7	For Drafting & Filing Caveat petition	Rs.7,000/-	Rs.3,500/-	Rs.2,000/-
8	Outstation Appearance/Case Fees + Boarding & Lodging + Daily Allowances	Double the Appearance fee. Boarding and Lodging to and fro journey and Conveyance as may be sanctioned by the V.C.	Double the Appearance fee. Boarding and Lodging to and fro journey and Conveyance as may be sanctioned by the V.C.	Double the Appearance fee. Boarding and Lodging to and fro journey and Conveyance as may be sanctioned by the V.C.
9	Misc. expenditure (Fax, Photostat, Court Fee/Stamps/Orders/Cost deposited in Courts/Attestation charges/Typing/Dictation/Spiral Binding/Paper Books/Courier/Telephone call/Postal Charges/Vakalatnama/Certified copy etc.)	Actual expenses based on the written certification of the Advocate concerned.	Actual expenses based on the written certification of the Advocate concerned.	Actual expenses based on the written certification of the Advocate concerned.

10	Connected Cases/Identical Cases	<p>a) When the Advocate files Affidavits, Applications or Grounds of Appeal etc. in all Connected/Identical Cases and the Cases are decided accordingly, the Advocate shall be paid the full fee in the Main case and one fourth in each of the connected cases.</p> <p>b) When the Main case and the connected cases are disposed of without contest, the Advocate shall get 1/3rd fee in the Main case and 1/3rd fee of the Main case in each of the connected matter.</p>	<p>a) When the Advocate files Affidavits, Applications or Grounds of Appeal etc. in all Connected/Identical Cases and the Cases are decided accordingly, the Advocate shall be paid the full fee in the Main case and one fourth in each of the connected cases.</p> <p>b) When the Main case and the connected cases are disposed of without contest, the Advocate shall get 1/3rd fee in the Main case and 1/3rd fee of the Main case in each of the connected matter.</p>	<p>a) When the Advocate files Affidavits, Applications or Grounds of Appeal etc. in all Connected/Identical Cases and the Cases are decided accordingly, the Advocate shall be paid the full fee in the Main case and one fourth in each of the connected cases.</p> <p>b) When the Main case and the connected cases are disposed of without contest, the Advocate shall get 1/3rd fee in the Main case and 1/3rd fee of the Main case in each of the connected matter.</p>
11	Fee for Drafting, Vetting, Finalization of Agreement/Deed/MOU etc. & other similar legal documents.	Rs.7,500	Rs.5,500/-	Rs.3,500/-
12	Lumpsum fee for services rendered i.e. preparation of Brief, obtaining Opinion of Sr. Counsel.  For attending the case on special instruction.	Rs.7,500/-	Rs.3,500/-	Rs.1,500/-
13	File Inspection	Rs.3,000/-	Rs.2,500/-	Rs.1,000/-
14	For setting the Index/Paper Book	Rs.5,000/-	Rs.2,000/-	.....
15	Clerkage	10% of the professional fees of Advocate.	10% of the professional fees of Advocate.	10% of the professional fees of Advocate
16	Upper Ceiling for advocate per case.	Rs. 50,000/- (excluding expenditure) per case.	Rs. 30,000/- (excluding expenditure) per case.	Rs. 20,000/- (excluding expenditure) per case.

By order of the Vice Chancellor/-