



INDIAN INSTITUTE OF TECHNOLOGY JODHPUR

IITJ/LEGAL/2025-26/87

Date: 14.10.2025

Notification

Sub: - Empanelment of Advocate(s) / Law Firms(s) in IIT Jodhpur

Notification no.	IITJ/LEGAL/2025-26/87
Opening date of application	16.10.2025
Closing date of application	31.10.2025

1. This notification and application have also been uploaded on the official website of IIT Jodhpur <http://www.iitj.ac.in>.
2. The applications are invited online in prescribed proforma (as per Annexure-I) from the Advocate(s) / Law Firm(s) possessing requisite qualifications and experience (as per Annexure-II), Applications received through email shall only be entertained.
3. Eligible candidates must submit the application in prescribed proforma (as per Annexure - I & II) along with an Undertaking (as per Annexure-III) through email to registrar@iitj.ac.in and legalcell@iitj.ac.in in clear scanned single PDF format (not in JPG/JPEG format, etc.) latest by 31st October, 2025.
4. The application(s) shall be scrutinized by the Institute.
5. Eligibility criteria of Advocate(s)/Law Firm(s) i.e.
 - (i) The Advocate or representative partner/member of the Law firm shall possess a professional degree in Law from a recognized University/Institute and should be enrolled as an Advocate with Bar Council.
 - (ii) Advocate(s)/Law Firm(s) to be eligible for empanelment shall have active practice in the respective Court/Tribunals/Forums for at least 05 years at the



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bar and within the Jurisdiction of the Jodhpur.

- (iii) The Advocate(s)/Law Firm(s) must have relevant experience and expertise in Civil Cases, Criminal Cases, Service Laws, Labour Laws, Taxation Laws, Consumer Forums, Public Premises & Eviction Laws and other Acts, Rules and Regulations relating to educational Institutions, Service matters or otherwise.
- (iv) The Advocate(s)/Law Firm(s) should be well versed with the Institutes of Technology Act, 1961/The Institutes of Technology (Amendment) Act (2012) and the Statutes, Rules and Regulations framed there under.
- (v) Advocate(s)/Law Firm(s) must have adequate infrastructure including Office, Computer with e-mail facility, well maintained Law journal/library etc.
- (vi) Preference shall be given to Advocate(s)/Law Firm(s) having more relevant experience and having exposure in dealing with matters on behalf of educational Institute/University.

6. IIT Jodhpur shall conduct an interaction/interview/presentation of short-listed Advocate(s) / Law Firm(s) fulfilling the eligibility criteria.

7. In respect of any clarification, the decision of IIT Jodhpur shall be final.

8. An Advocate(s) / Law Firm(s) will submit application for empanelment at IIT Jodhpur. However, final decision for empanelment shall be at the discretion of IIT Jodhpur.

9. The short-listed candidates shall be intimated on their Email Id for the purpose of interaction on specific date/s.

10. Fees:- Selected Advocate(s)/Law Firm(s) shall be empaneled as the Counsel of the Institute. Following rates per case shall be paid to them:



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S. No.	Particulars	Matter(s) pertaining to Junior Advocate	Matter(s) pertaining to Senior Designated Advocate/Advocate with 20 years of Experience
1.	Retainership fees	Retainership fees - 10,000	No retainership fees will be paid.
2.	Representation fees for full case	30,000	70,000
3.	Preparation of case	5,000	5,000
4.	Drafting/pleading and written submission of each case	5,000	5,000
5.	Conference with Senior Advocate	NA	5,000
6.	Filing Caveat	7,000	7,000
7.	Written opinion/vetting of agreements/MoUs/NDA & drafting of contracts	3,000	NA
8.	Clerkage charges	10% of the total fee	10% of the total fee

11. **i) Supreme Court:** The fee for Senior Advocate and Advocate on record shall be decided mutually at the time of need with the approval of Competent Authority.



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ii) Special Case: Cases which are important from the point of view of the institute, the fee payable to Advocate(s)/Law Firm(s) may be fixed mutually depending on the case, with the approval of Competent Authority.

12. Period, termination, resignation and expiry of term:

- a. The Advocate(s)/Law Firm(s) shall be empaneled for the period of three years which may further be extended on yearly basis at the discretion of the Institute.
- b. The counsel may resign from the empanelment by giving notice of minimum period of three months.
- c. The name of any Advocate/Law Firm may be removed from the panel at the discretion of the Institute with immediate effect.

13. After the approval of committee, the final list of empaneled Advocate(s)/Law Firm(s) will be prepared and intimated to the concerned.

14. The application should reach this office on or before 31st October, 2025, no application shall be entertained, received beyond the prescribed date.

15. It may please be noted that incomplete/unreadable applications, application submitted in other format and those who do not fulfill the requisite conditions during interaction/interview/presentation shall summarily be rejected.

Enclosures:

1. Annexure-I (Application proforma)
2. Annexure-II (Qualification & Experience)
3. Annexure-III (Undertaking)

Sd/-
Registrar
IIT Jodhpur



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Annexure-I

1- Application form for Empanelment of Advocate(s) / LawFirm(s)

[To be filled by Advocate(s)/Legal Counsel(s)/Law Firm(s)]

CURRICULUM VITAE				
1.	Name:	Affix a latest photograph self attested by Advocate		
2.	Date of			
3.	Birth:			
4.	Official			
5.	Address:			
6.*	Residential Address:			
7.	Chamber/Office			
	Address:			
	PAN-Permanent Account Number:			
	E-Mail ID:			
8.	Professional Qualification: -			
	Degree	Year of Passing	Name of University	Mark Percentage



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9.	Area of Professional Expertise : -			
	Field / Branch of Law	Year of Experience	Total No. of Case of personally handled as on	No. of Successful disposal of cases
10.	Details of Bar Enrolment: -			
10(a)	Enrolment No. & Date:		Place:	
10(b)	Name of Partner applying on behalf of the firm(s):		Enrolment No. & Date:	Place:

11.	Professional Association/enrolment in other organization as on date:- (Attached separate sheet, if required)							
	Sl. No.	Organizati on Name	Cas e Typ e	From	To	Total No. of cases allotted, as on	Total No. of cases disposed, as on	No. of cases disposed success fully

12.	Details of succeeded cases: - (Attached separate sheet, if required)						
	Sl. No.	Organization name	Case No.	Court	Cause title	Amount involved	Year of Court verdict



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13.	Details of Reported cases:- (Attached separate sheet, if required)						
	Sl. No.	Case No.	Court	Cause title	Citation details		
14.	Details of references/Appreciation (if any): -						
15.	Any other Details: -						

DECLARATION

I, hereby, solemnly declare that all the statements made in the above proforma are true and correct to the best of my knowledge and belief. If selected, for empanelment in the Institute, my willingness will not be withdrawn.

Place:

Date:

Signature with seal



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*List of following documents proof to be attached.

1. Degree Certificate
2. Enrolment Certificate
3. Copy of Enrolment Card
4. Bar Experience certificate issued by Bar Council/Association
5. Certificate(s)/letter of Professional Association/Enrolment
6. Copy of reported cases
7. Letters of References/Appreciations
8. Copy of PAN card

Annexure-II

PROFORMA FOR EXPERIENCE

[To be filled by Advocate(s)/ Legal Counsel(s) Law Firm(s)]

Sl. No.	Name of the Advocate/Law Firm	Area of Expertise	Year of Experience in Supreme Court of India	Year of Experience in High Court of India	Year of Experience in District Court of India	Year of Experience in Arbitration cases	Organization/Clients for whom worked

Place:

Date:

Signature with seal



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Annexure-III

UNDERTAKING

[To be furnished by Advocate(s)/ Legal Counsel(s)/Law Firm(s)]

I/We hereby agree to unconditionally accept and agree to all the terms and conditions of the Expression of Interest for Empanelment of Advocate(s)/Legal Counsel(s)/Law Firm(s) without any deviations. I also undertake and understand that the specified rate(s) for service rendered under the said EoI are subject to revision from time to time, which shall be appropriately adhered by me/my Firm.

Place:

Date:

Self/Authorized Signatory with seal