



**Technology Development Board  
(Department of Science and Technology)  
Block II, 2<sup>nd</sup> Floor, Technology Bhawan,  
New Mehrauli, Road, New Delhi-110016.**

**Notice / Advertisement for Empanelment**

1. Technology Development Board (TDB) provides financial assistance to Indian industrial concerns and other agencies, attempting development and commercial application of indigenous technology, or adapting imported technology to wider domestic applications. TDB invites applications from eligible Advocates enrolled with Bar Council of Delhi having requisite qualification (LLB from recognized University) with minimum Seven (07) years of experience in handling Bank/NBFC loan default cases and also having offices in New Delhi for conducting litigations for and on behalf of TDB before various courts i.e., Hon'ble Supreme Court, the High Court of Delhi, District courts of Delhi, Arbitral Tribunal, NCLT, NCLAT, DRT, DRAT, NCDRC etc.
2. The Advocates who are on the existing panel of TDB are also required to apply afresh in response to this Notice.
3. The eligibility criteria for empanelment as Advocates, services to be rendered, schedule of fees, tenure of empanelment and other terms and conditions are available at TDB website.
4. Advocates who have forwarded their applications to TDB from time to time for empanelment are requested to apply afresh.
5. Mere submission of applications for empanelment by Advocates will not confer any right or assurance that they will be empanelled by TDB.
6. The proforma application and relevant details are available at TDB website [www.tdb.gov.in](http://www.tdb.gov.in). Interested candidates may send their duly filled application form along with supporting documents to the **Under Secretary, TDB, Block II, 2<sup>nd</sup> Floor, Technology Bhawan, New Mehrauli Road, New Delhi-110016 with subject line:- "Empanelment of Advocates and Law Firms in TDB" within 21 days from the date of publishing of this notice. Applications received after the closing date shall not be considered.**
7. The details of application/Format are available at TDB website.

**Note:** Any update/corrigendum/addendum etc. will be uploaded on the TDB's official website only, hence, candidates are advised to visit TDB's official website regularly.

**Under Secretary, TDB**

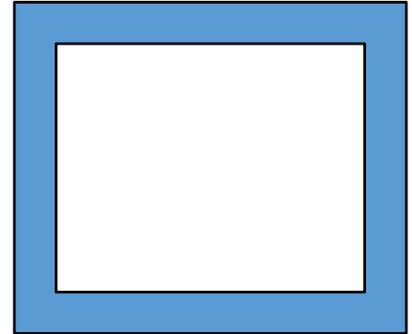
**FORMAT OF APPLICATION FOR EMPANELMENT OF ADVOCATES TO REPRESENT TDB BEFORE VARIOUS COURTS IN DELHI/ NCR**

(Application should be filled in CAPITAL LETTERS only)

(No column should be left blank else the application would be rejected)

Application No. \_\_\_\_\_

(For Office use)



**APPLICATION FOR EMPANELMENT OF ADVOCATES IN DELHI NCR**

1. Applicant's Name: \_\_\_\_\_

2. Father's/Husband's Name: \_\_\_\_\_

3. Date of Birth: \_\_\_\_\_

(In Words \_\_\_\_\_)

4. Age (as on .....): \_\_\_\_\_

5. Gender: \_\_\_\_\_

6. Nationality: \_\_\_\_\_

7. Residential Address: \_\_\_\_\_  
\_\_\_\_\_

Chamber/Office Address: \_\_\_\_\_

Mobile No.: \_\_\_\_\_

e-mail ID: \_\_\_\_\_

8. Details of Educational qualifications (10th onwards)

Name of School/College/Institution/University	Details of Exam Passed (10th onwards)	Marks Obtained	Year of passing


9. Date of Enrolment, Name of Bar Council

(enclose copy of enrolment certificate) :

10. Period of practice: \_\_\_\_\_

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

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12. Area of specialization: \_\_\_\_\_

13. The details of few important cases the Advocate has dealt with / handled and reported Judgment if any (litigation matters under section 138 of NI act, Arbitration, NCLT, DRT Civil and Commercial suits in District and High Courts) .

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14. Whether dealt with Central Govt. Autonomous Bodies / PSU / Counsel / Pleader (indicate period).

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15. Brief list of clients e.g. Govt. organizations/Commissions/PSUs/Autonomous bodies.

(Copy of Empanelment letters from the organizations to be enclosed)

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16. The courts where the Advocate is regularly practicing.

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(Enclose Bar Association Membership Certificate)

17. Income Tax PAN number:

18. Aadhar Card number:

18. Any other information you may like to give.

19. A brief note on suitability for empanelment.

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20. Whether any disciplinary case/complaint was against the applicant with any Bar Council?  
(YES/NO)

21. List of the documents to be attached with the application form:

- Self Attested copy of Degree of Law.
- Self Attested copy of Certificate of Enrolment issued by the State Bar Council under the Advocates Act, 1961.
- Self Attested copy of Experience Certificate issued by the Bar Association.
- Self Attested copy of Bar Association Membership Certificate.

(Signature of Applicant)

Name:

### DECLARATION

I hereby confirm and declare that the information furnished in the application and in the attached Certificate is true/ correct and complete to the best of 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 secrecy about the cases of the Board as required under the Act, Rules and Regulations thereunder.

3) I also undertake to return all case files and records to the Board as and when required by Board.

Place: \_\_\_\_\_

Date: \_\_\_\_\_

(Signature of Applicant)

Name:

## **GUIDELINES FOR EMPLANELMENT OF ADVOCATES**

Following guidelines are designed to provide and regulate the manner and procedure for empaneling the advocate to represent and assist TDB before various courts in litigation matters under section 138 of NI act, Arbitration, NCLT, DRT Civil and Commercial suits in District and High Courts. These guidelines shall supersede all existing instructions in this regard, if any, and is subject to change without assigning any reason. Before filling the application form, the candidates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of Advocates in TDB mentioned herein below: -

### **A. Eligibility Criteria for empanelment**

#### **1. Educational Qualification:**

Minimum LLB and currently practicing advocates.

2. **Experience:** Minimum 5 years of experience mainly in litigation matters under section 138 of NI act, Arbitration, NCLT, DRT Civil and Commercial suits in District, High Court and Supreme Court.
3. Only individual persons will be empaneled.
4. The Counsel must be presently enrolled with the bar council and is a regular practitioner.
5. The Counsel has not have been blacklisted /removed from any panel due to deficiency of service, involvement in fraud, naming the advocate as accused in any criminal complaint by any other organizations or his/her license has not been suspended by Bar Council & an affidavit cum declaration in the attached format to this effect is to be enclosed with the application by the Counsel.

### **B. BROAD SCOPE OF WORK AND DUTIES**

#### **Scope of Work**

- a. Handling matters and to represent TDB or its various Unit(s) before various Courts/Statutory Authorities/Quasi-Judicial Authorities /Forums/Tribunals i.e. the Supreme Court of India, High Courts, Subordinate Courts and Tribunals including quasi- judicial authorities established under law for the time being in force.
- b. To represent TDB before various Arbitration Tribunals in disputes which are referred by the Courts to the Arbitration Tribunals or by the choice of the parties to the dispute.
- c. Drafting and vetting of affidavits, applications, petitions, suits, appeals, replies, written statements, replications, rejoinders, notices & their replies, FIR, complaints, caveats,

briefs for opinion and any other legal document including deeds, agreements, guidelines etc.

- d. To provide a legal opinion on queries raised by TDB.
- e. To prepare and/or vet MoUs, agreements/contracts/RFPs/Tenders/EoI/bid documents/letters and other documents of any nature.
- f. Keep TDB informed of the date-wise developments in cases from time to time, particularly with regards to settling of drafts, filing of papers, dates of hearing of cases, and supplying copies of judgments/interim orders.
- g. To keep TDB informed and updated regarding the relevant rules and regulations/laws as amended from time to time.
- h. To perform such other duties that may be assigned by TDB from time to time.
- i. The TDB may unilaterally change the terms and condition before or after execution of the contract with the empaneled advocate.
- j. The advocate shall not raise any claim/litigation against the TDB, beside claim towards his actual fees as per the fee schedule.
- k. The TDB can remove the advocate from panel without assigning any reason in its sole discretion.
- l. TDB can also remove the advocate from panel without assigning any reason, if found inefficient in handling the matters or found involved in any kind of misconduct. Advocate shall not be entitled to raise any claim or objection if removed from panel under such conditions.
- m. The TDB is not bound to intimate the refusal of the application for empanelment to the advocate applied for empanelment. Neither TDB is bound to give reason or explanation as to why the application of an advocate is not selected. Advocate applying for empanelment shall not raise any issue/objection against refusal of his/her application before any forum.

### **Duties of Advocates**

While pursuing/ defending any litigation on behalf of the TDB, the Panel Advocate shall,

- a. Intimate day-to-day progress of the matter to the TDB. In this regard, empaneled Advocate is required to send reporting email for every effective hearing/hearing on very same day and if not possible on very same day then at least within 2 working days,

briefly stating therein the gist of proceedings held in the said hearing before the Hon'ble Court/Tribunal/other Statutory/Quasi-Judicial Forums.

- b. Not to seek adjournment without any substantial and justifiable reason.
- c. Not to make any submissions contrary to the interest of TDB before any Court/Forum/Tribunal.
- d. Not to advise neither appears either directly or indirectly or through his/its juniors/assistant advocates against TDB.
- e. TDB shall send the information to the empaneled advocates through email/ SMS/whats app as the case may be, regarding entrusting of a case and after receiving email/ SMS/whats app as the case may be, it is the duty of the said empaneled advocate to collect the brief/ copy of the petition from the legal division of TDB.
- f. TDB is free to engage any advocate of its own choice and empaneled Advocate(s) shall make no claim that he/she alone should be entrusted with the legal matter(s) of TDB. Engagement of Advocate whether from among the empaneled advocates or outside would depend exclusively on the nature of the case. It would be absolutely discretionary on the part of TDB.
- g. TDB is free to withdraw any matter entrusted to empaneled Advocate and assigned the same to other Advocate without assigning any reason. On such scenario, the empaneled Advocate, from whom the matter was withdrawn, shall return the entire file to TDB.
- h. Refusal by any advocate to accept any work without any reasonable cause may entail removal of such advocate from the panel of TDB.
- i. The Advocates shall accept the terms and conditions of the empanelment prescribed by TDB without any condition.
- j. It will be mandatory for empaneled advocates to visit the unit/concerned division of TDB as and when required to enable empaneled advocates to handle cases efficiently. The empaneled Advocates shall also visit the concerned Division of TDB periodically (as directed) for general discussions and to review the progress of court matters.
- k. Empaneled advocate shall promptly respond in cases of emergency; even though the situation may arise on holidays/ non-working days.
- l. Pleading(s), as filed before Court, shall be shared forthwith either physical copy or soft copy via email with the TDB.
- m. The Advocates will be required to keep TDB informed and updated on all important developments in the designated cases, dates of hearing, order of the court on the date

of pronouncement, supplying copy of judgment etc. Failure to submit status report will be a ground for removal of the name of said advocate from the panel of TDB.

- n. The Advocate shall provide certified copy of the judgment to TDB within two (02) days (excluding the time taken by the court in preparation of the copy) from the date of judgment/any order/final order. The advocate will pay back to TDB any cost imposed by the court on the opposite party in litigation with TDB in the bank account of TDB details of which will be provided on request for above purpose.
- o. To maintain absolute secrecy and confidentiality about the cases of TDB and if at any point in time it has been noticed that the Advocate is violating the terms and conditions of empanelment, such Advocate shall be de-paneled with the immediate effect besides legal action will be taken as deemed fit.
- p. Coordinate with Senior Advocates, if engaged, in the case as well as with the officers of TDB.
- q. To give a considered opinion within 07 (Seven) days of the judgment/award delivered in the assigned case with suggestions to proceed further.
- r. Preparing and accompanying the witness during examination-in-chief and cross examination.
- s. To perform such other duties that may be assigned by TDB from time to time.
- t. In the event, Advocate does not confirm to above parameters, it will entail TDB for removal of such advocate from the panel.
- u. The empaneled advocate shall not take up or pursue any case against the TDB/DST during or after tenure of the empanelment.

### **C. TENURE OF EMPANELMENT**

The initial empanelment will be for the period of three years. Performance of empaneled advocates shall be reviewed at regular interval for continuance in panel of Advocate.

### **Instructions to be followed**

- a) The applicant advocate must apply on the format prescribed by the Board only. No other format will be entertained.
- b) All applications should reach office of TDB in the mentioned address on or before the last date and time as mentioned in the advertisement. No reasons or justifications for delay in the applications will be entertained. All applications should to addressed to **Under Secretary, TDB, Block II, 2nd Floor, Technology Bhawan, New Mehrauli**

**Road, New Delhi 110016 with subject line:- “Empanelment of Advocates and Law Firms in TDB” within 21 days from the date of publishing of this notice.**

Applications received after the closing date shall not be considered.

- c) No applicant advocate shall be called for interview/interaction unless he/she satisfies the eligibility conditions and is shortlisted for the same.
- d) Depending upon the requirement and number of applications received, TDB reserves the right to shortlist the candidates to be called for interview/interaction and to be empaneled.
- e) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interview/interaction and to be empaneled
- f) The decision of the competent authority regarding short listing and empanelment of the candidates shall be final.
- g) Canvassing in any form will lead to disqualification. The candidature of such applicants shall be cancelled forthwith.
- h) A list of shortlisted applicant advocates with the date, time and venue of interview will be intimated to the short-listed candidates.
- i) The applicant advocate shall bring original documents at the time of interview.
- j) Letter to applicant advocates confirming their empanelment will be issued by TDB separately.