

NOTICE INVITING APPLICATIONS

SUBJECT: INVITATION OF APPLICATIONS FOR EMPANELMENT OF ADVOCATES AS PANEL COUNSEL TO REPRESENT FOOTWEAR DESIGN AND DEVELOPMENT INSTITUTE

Applications are invited from eligible Advocates for empanelment as **Panel Counsel** to conduct litigation on behalf of Footwear Design and Development Institute (FDDI) before the **Hon'ble Supreme Court of India, various High Courts, District & Subordinate Courts, and Tribunals/Forums** across India.

1. Engagement Terms & Tenure

- **Role:** Conduct of litigation assigned by FDDI before Courts, Tribunals, and other Fora.
- **Tenure:** Empanelment shall generally be for a period of **three (3) years** or until further orders.

2. Essential Qualifications

Applicants must fulfil all of the following requirements:

1. **Bachelor's Degree in Law (LL.B.)** from a university or college recognised by the Bar Council of India.
2. Valid **enrollment with a State Bar Council** under the Advocates Act, 1961.
3. Qualified the **All-India Bar Examination (AIBE)** and obtained a **Certificate of Practice (CoP)**, if enrolled as an advocate after **March 2011**.

3. Eligibility & Practice Experience

- **Court/Tribunal Specific Experience:** Candidates must meet the minimum legal practice experience of at least twelve (12) years
- **Specialised Experience:** Advocates with practice in **Special Laws** (Income Tax, Customs, GST, PMLA, etc.) or those with **10 years of prior legal work experience in Government Service** will be considered for specialised panels.
- **Track Record:** Overall professional standing, case complexity handled, and integrity will be evaluated.

4. Disqualification

An Advocate will be ineligible if disqualified under **Section 24A of the Advocates Act, 1961**, subject to professional disqualification by any Bar Council, or found to have abused their position to the detriment of the Union of India.

5. Prescribed Format & Enclosures

Applications must be submitted using the **prescribed application format (Annexure-I)** along with self-attested copies of:

1. **Duly signed Application Form** detailing professional background and specifying the Court/Tribunal applied for.
2. **Educational Qualification Certificates** (10th, 12th, LL.B., etc.).

3. **State Bar Council Enrollment Certificate and AIBE Certificate of Practice (CoP) (if applicable).**
4. **Experience Testimonials** and copies of prior Government/PSU empanelment orders, if applicable.
5. **Signed Undertaking** agreeing to abide by the guidelines, terms, and fee structure of the Department of Legal Affairs.
6. **Signed Declaration** confirming no criminal convictions, debarment, or pending disciplinary proceedings.

6. Submission Procedure

- **Addressed to:** Manager (Legal)
- **Submission Mode:** Sent via Speed Post/Courier in a sealed envelope to A-10/A, Sector-24, Noida-201301, Uttar Pradesh
- **Important Note:** Applications that are incomplete, illegible, not in the prescribed format, or failing eligibility norms will be **summarily rejected**.

7. Professional fees

Professional fees will be admissible to the Panel Counsel for the conduct of litigation assigned to them and shall be governed by Office Memorandum Number J-12011/6/2025-Judicial/E. 158060 dated 5th February 2026, issued by the Department of Legal Affairs, as amended from time to time.

8. De- empanelment and Resignation

1. The Advocates may be de-empanelled as Panel Counsel at any time for acting against instructions, failing to return briefs, misappropriation of money (court fees/costs etc.), contempt of court, professional misconduct, or conviction by a court of Law.
2. An empanelled advocate may resign by giving at least one month's prior notice in writing to the Managing Director-FDDI. During the notice period in the event of resignation, and also upon expiry, termination, or non-renewal of empanelment, the advocate shall return all original case files, records, documents, briefs, and any other property to the Manager (Legal) or to an officer duly authorised by the Managing Director-FDDI, and shall ensure the orderly handover of all pending matters within a period of 15 days from the date of commencement of the notice period or, as the case may be, from the date of expiry, termination, or non-renewal of the empanelment.
3. The one-month prior notice may be relaxed with the approval of the Competent Authority.

9. Other terms and conditions

1. The empanelled advocate shall not assign, transfer, or delegate any case, brief, or matter entrusted to them to any other advocate without the prior written approval of the Competent Authority.
2. The empanelled advocate shall maintain strict confidentiality with respect to all information, records, documents, and matters relating to the case and shall not disclose any such information to any unauthorised person.
3. The allocation of cases, briefs, or legal matters to an empanelled advocate shall be entirely at the discretion of the Manager (Legal). Empanelment shall not confer any right or guarantee to receive a minimum number of assignments. No retainership fees shall be payable to empanelled advocates

4. The empanelled advocate shall comply with all instructions, guidelines, and directions issued by the FDDI from time to time in connection with their empanelment and the conduct of legal matters.
5. By accepting empanelment, the advocate agrees to abide by all the terms and conditions of empanelment, including any amendments or additional conditions that may be prescribed by the FDDI from time to time.

ANNEXURE-I**APPLICATION FORM FOR EMPANELMENT AS PANEL COUNSEL****1. Basic Information**

Field Name	Applicant Details
Full Name of Advocate	
Father's Name	
Date of Birth	
Gender	
Residential Address (with PIN)	
Office Address (with PIN)	
Mobile Number	(Mandatory)
Alternate Contact Number	
Email ID	(Mandatory)

2. Professional Enrollment Details

Field Name	Applicant Details
Name of State Bar Council	(Mandatory)
Bar Council Enrollment Number	(Mandatory)
Date of Enrollment	(Mandatory)
AIBE Qualification Status	Yes / No
Certificate of Practice (CoP) No.	(If applicable)

3. Educational Qualifications

(Attach self-attested copies of certificates)

Degree	University	Year of Passing	Division / Class
10 th			
12 th			
BA.LLB / LL.B.			
Other (LL.M. / Specialisation)			

4. Practice and Experience

Field Name	Details
Total Years of Legal Practice	
Primary Area(s) of Practice	
Specialized Experience	Constitutional / Service / Tax / Criminal / Civil / Arbitration / Special Laws (specify)
Government / PSU Experience	Details of prior representation for Government, PSUs, or Statutory Authorities
Significant Cases Argued	Details of reported or significant cases (attach separate sheet if required)

5. Empanelment Details

Field Name	Details
Court / Tribunal Applied For	
Category of Law applied for	☐ Service matters ☐ Labour and industrial matters ☐ Construction and works matters ☐ Contractual and other civil matters ☐ Tax and financial matters ☐ Matters regarding services provided by FDDI to Government and other agencies ☐ Property and land matters ☐ IPR ☐ All of the above

6. Professional Conduct and Declarations

Question	Response (Yes / No)	Details (if Yes)
Have you ever been convicted of any criminal offence?	Yes / No	
Have you ever been disqualified or debarred by any Court or Bar Council?	Yes / No	
Are any disciplinary proceedings currently pending against you?	Yes / No	

7. Undertaking & Declaration

I hereby declare and undertake that:

1. The information furnished above is true and correct to the best of my knowledge and belief.
2. I undertake to abide by all terms and conditions, including fee structures, as prescribed by the Department of Legal Affairs from time to time.
3. I understand that empanelment is a temporary engagement for a period of three years (or until further orders) and may be terminated at any time by the Central Government.

Signature of the Applicant: _____

Place: _____

Date: _____

TAILORED APPLICANT SUBMISSION CHECKLIST

Applicants must ensure that the following self-attested documents are compiled and enclosed before submission:

- **Duly Completed & Signed Application Form (Annexure-I).**
- **Bio-data / Resume** outlining contact details, educational background, and bar qualifications.
- **Educational Qualification Certificates:**
 - 10th Certificate.
 - 12th Certificate.
 - Bachelor's Degree in Law (LL.B.) / Integrated BA.LLB Degree.
- **Professional Credentials:**
 - State Bar Council Enrollment Certificate.
 - All-India Bar Examination (AIBE) Certificate of Practice (CoP).
- **Supporting Documents:**
 - Supporting documents for specialised law practice (Tax, PMLA, Customs, GST, Arbitration, etc.).
 - List of reported/significant cases argued before relevant Courts/Tribunals.
- **Prior Empanelment Orders:** Copies of orders issued by Government Departments, PSUs, or Statutory Authorities (if applicable).
- **Signed Undertaking & Declaration:** Regarding no criminal conviction, no pending disciplinary proceedings, and acceptance of the Department's fee schedule.