

MAULANA AZAD EDUCATION FOUNDATION

Maulana Azad Campus, Chelmsford Road, New Delhi-110055

Notice for Empanelment of Advocates in MAEF

Maulana Azad Education Foundation (MAEF) is implementing various schemes like scholarship, Grant-in-Aid etc to promote education amongst educationally backward sections of the society. MAEF is fully funded by Ministry of Minority Affairs (MOMA). MAEF invites applications from eligible applicants for empanelling them as Advocates. The services of Advocates would be utilized to undertake various legal matters of MAEF like representing MAEF in various courts/Tribunals/Commissions and other Judicial and quasi-judicial authorities across the country, scrutinizing/vetting the proposals for all polices/Acts/Rules/Procedures, drafting of contracts/agreements, preparation of replies of RTI applications/Grievances, Legal opinion etc.

The Eligibility criteria shall be as follows:

- I. Advocate/Law Firm having minimum 5 years' experience in litigation/ legal cases of the Government Department/PSU before Hon'ble Supreme Court of India/ High Courts/ District Court / Commission/Tribunals. Preference shall be given to those who are at present working as Panel Advocates of one or more central/ State Government Organization/PSU in Hon'ble Supreme Court/High Court/ District Court / Commission/ Tribunal.
- II. The Advocate/law Firms should have adequate setup/infrastructure to deal with the matters and should be currently practicing in the relevant fields as aforesaid.
- III. The Advocates/Law Firms shall not appear/appearing against MAEF/MOMA in any matter before any forum/Courts/Tribunals etc.
- IV. Advocates/Law Firms desirous of applying for empanelment may submit in the format provided at **ANNEXURE-A**.
- V. The Advocate/Law Firms' payment will be at the MAEF's approved rates. The Approved rate list is enclosed with this notification as **ANNEXURE B**
- VI. No retainer fee shall be paid to any panel Advocate merely because such advocate has been empanelled.
- VII. The terms of empanelment of advocate may be renewed with the approval of the competent authority.

- VIII. Applications are invited in sealed envelope superscripted as “Application for empanelment of Advocates. Sealed envelope containing complete set of had copy of application along with enclosures, if any, should be submitted by post to or delivered in person at MAEF office.
- a. Application should be typed and submitted on A4 size paper, spirally and securely bound and with all pages therein in serial order.
 - b. All pages of the application should be signed. Any interlineations, erases or overwriting shall be valid only if the person (S) signs and authenticates them.
 - c. Contact details of the applicant are to be provided as under
Name:
Designation:
Email ID:
Mobile No.:
Address:
- IX. The last date for submission of application is 05th November, 2021 up to 05:00PM. In case the designated day is declared a holiday, the next working day will be deemed as the last date for submissions of Applications.
- X. On scrutiny, any application not found in desired format/illegible/complete/not containing clear information, or failing to fulfill the relevant requirement will be rejected for further evaluation process at the sole discretion of MAEF.
- XI. Short listing or empanelment by MAEF does not create any right in favor of shortlisted or empanelled Advocate to get appointed as dealing Advocate in any case/matter.
- XII. MAEF reserves the right to accept or reject any or all applications received without assigning any reason therefore whatsoever and the MAEF decision in this regard will be final. No contractual obligation whatsoever shall arise from the application process.
- XIII. MAEF is not responsible for non-receipt of applications within the specified date and time due to any reason including postal delays or holiday in between.
- XIV. MAEF reserves the right to verify the validity of information provided in the application and reject any application where the contents appears to be incorrect, inaccurate or inappropriate at any time during the process of application/empanelment.

XV. The applicants shall bear all costs associated with submission of application desired by MAEF. MAEF will not be responsible or liable for any cost thereof, regardless of the conduct or outcome of the process.

Interested candidate may submit their application in the format as at ANNEXURE –A addressed to the “Secretary & CEO, Maulana Azad Education Foundation, Maulana Azad Campus, opposite New Delhi Railway Station Entry Gate, Chelmsford Road, new Delhi 110055.” Applications may be sent latest by 05th November, 2021 for further details kindly refer our official website www.maef.nic.in



(Pramod Kumar Thakur)
Secretary & CEO

ANNEXURE-A

Application for empanelment as Advocate/Law Firm in MAEF

Ref No: XI/2/MAEF/LEGAL/2021-Legal

S.No.	PARTICULARS	
1.	Name of Advocate /Law Firm	
2.	Address with Telephone No.s& E-mail ID	
3.	Academic Qualification(in case of Firm of all partners of the Firm)	
4.	Location and Court of Practice along with registration number and name of Bar Council	
5.	Area of Specialization	
6.	Income Tax Return (Last 3 years)	
7.	Bar Council Registration No.	
8.	Whether fulfils the requisite eligibility conditions	YES/NO
9.	Whether documentary proof in support of essential eligibility attached	YES/NO
10.	Whether documentary proof in support of desirable experience attached.	
11.	Any other information you may like to give	
12.	List of enclosures	

DECLARATION

I hereby undertake that the information given above is true and correct. I agree to the terms and conditions for engagement and placement of panel.

Name & Signature of the Advocate/Authorized Signatory

Place:

Date:

ANNEXURE-B

APPROVED SCHEDULE OF FEE

S. No.	Description of proceedings	Metro cities	Non Metro Cities
1.	Lower Court Civil/Criminal (for suit amount exceeding rs. 5 corers)	<ul style="list-style-type: none"> • Professional Fee: Rs..... • Clerkage: Rs. 10% • Out of pocket expenses and Rs..... fixed for per Appearance 	<ul style="list-style-type: none"> • Professional Fee: Rs..... • Clerkage: Rs. 10% • Out of pocket expenses and Rs..... fixed for per Appearance
2.	High Court	<ul style="list-style-type: none"> • Professional Fee: Rs..... • Clerkage: Rs. 10% • Out of pocket expenses and Rs..... for per appearance 	<ul style="list-style-type: none"> • Professional Fee: Rs..... • Clerkage: Rs. 10% • Out of pocket expenses and Rs..... for per appearance
3.	Supreme Court	<ul style="list-style-type: none"> • Professional Fee: Rs. • Clerkage : 10 % • AOR Fee on actual basis • Actual expenses and Rs..... Per Appearance. 	
4.	Drafting & Vetting of Agreements	• Rs.....	
5.	Drafting and processing of Legal Notices/Reply/s to the notices	• Rs.....	
6.	Drafting of RTI/RTI reply/ letter	• Rs.....	
7.	Legal opinion from Panel Advocate /Law Firm	•	
8.	The fee of Senior Advocate shall be decided on case to case basis as per Ministry of Minority Affairs rates or other Ministry Rates & Approved by Governing Body of MAEF.		