

APPLICATION FOR EMPANELMENT IN NHDC

Recent passport size photograph (self attested)

Court Location Applied for _____

Category Applied For (Sr. Advocate/Advocate) _____

1. Name (in capital letters):
2. Father's/Spouse's Name:
3. Date of Birth (both in numerical and words):
4. Educational Qualification and Year of passing/Completion of LL.B from the University recognized by the Bar Council of India:

(Self attested copy of LL.B Degree)

5. In case of any further Degree of LL.M, etc. submit details and copies as mentioned at (4) above.

6. Date of enrolment and details of the Bar Council:

(Self attested copy of Enrolment Certificate)

7. Details of post qualification experience:
 - a. Total number of years of experience (after enrolment in Bar)
 - b. Court where regularly practicing:

8. Office/Chamber Address:

9. Residence Address:

(Self attested copy of any proof)



10. Mobile No. and Telephone No. with STD code:

FAX number with STD code:

Email address:

11. Copies (self attested) of ITRs (for last three years)

12. PAN No.: (self attested copy of PAN Card)

13. Aadhar No.: (self attested copy of Aadhar Card)

14. Number of cases presently being contested:
(Please mention in brief the types of cases/arbitrations)

15. Categories/areas of expertise/specialization:
(Choose the categories from Contractual/Arbitral/Recovery/Writ/Service matters, etc.. More than one category can be mentioned depending on specialization/expertise)

16. A brief note (not exceeding 200 words) on suitability for empanelment or any other information you may like to give.

17. Whether you have been blacklisted/debarred by any Central Govt./State Govt./PSU, etc.. If yes, give details.

I state that the information provided above and the copies of documents attached herewith are true and genuine and that no material information has been concealed. I understand that in the event of any information/document being found to be false/not genuine, my application will be summarily rejected.

Signature and seal: _____

Name: _____
(In capital letters)

Place: _____

Date: _____



ANNEXURE-B**DETAILS TO BE PROVIDED**

S. No.	Parameters for Selection	Details (including numbers) to be filled with documentary evidence, if applicable	Remarks, if any.
1	Length of experience in providing legal services in Central Govt./State Govt./PSU, etc.		
2	Number of Clients from Central Govt./State Govt./PSU, etc.		
3	Arbitral Awards passed in favour of the Client duly represented by you on behalf of Central Govt./State Govt./PSU, etc.		
4	Judgments/orders of Hon'ble Supreme Court in matters represented by you on behalf of Central Govt./State Govt./PSU, etc.		
5	AOR since when (applicable only for those applying for Advocate on Record)		

Note:

1. The applicants must submit documentary proof thereof and a list of Clients. In case any document is not provided, the eligibility will be examined based on the available documents and no subsequent claim in this regard will be accepted.
2. With respect to Arbitral Awards and judgments, the self attested copies or downloaded copies must be provided.
3. In case of any confidentiality issue, redacted details may be provided to establish the eligibility.

Signature and seal: _____

Name: _____

(In capital letters)

Place: _____

Date: _____



ANNEXURE-C**CHECK LIST OF DOCUMENTS**

S. No.	Supporting Documents	Attached (Yes/No) If yes, page number of application.
1	Application Form (Annexure-A) along with the tabular format (provided in Annexure-B) duly filled in and signed.	
2	One passport size photograph of the applicant (self attested)	
3	Matriculation/equivalent certificate (as proof of age)	
4	Certificate/s in support of educational qualification/s (LL.B and higher Degree, if any)	
5	Enrolment Certificate issued by the Bar Council	
6	Recommendation letter from the Bar Council where he normally practices.	
7	Photocopies of PAN and Aadhar Cards (self attested)	
8	ITRs of last three years (self attested)	
9	Advocate on Record Certificate, if applicable.	
10	Photo ID (self attested) of applicant (such as Driving License, EPIC, etc. for residence proof)	



ANNEXURE-D

VERIFICATION

1. I have read all the terms and conditions set out in the EOI issued by NHDC and hereby accept the same without any deviation.
2. I have no objection if enquiries are made about the entries made/work listed by me in the accompanying sheets/Annexures.
3. I have verified the details indicated above and do confirm that all the information submitted is true.

Signature and seal: _____

Name: _____

(In capital letters)

Place: _____

Date: _____



CONFIDENTIALITY UNDERTAKING

1. I, _____, do hereby commit myself to confidentiality in respect of my empanelment with NHDC in respect of services in relation to legal advice on various matters/disputes. In specific, the following terms of confidential agreement are being undertaken:

2. I shall not, either during the term or even after expiry/termination of empanelment disclose:

- a. any proprietary information, including information relating to reports, Board Meetings, data, drawings, software or any other material, whether written or oral, in electronic or any other format, and the contents thereof;
- b. any reports, summaries, briefs, written statements created or derived from any of the foregoing that is provided to me by NHDC;
- c. any information provided by or relating to NHDC, its technology, processes, business affairs or finances or any other information relating to NHDC's employees, officers or others or other professionals or suppliers, customers, contractors of NHDC, etc.;
- d. any other information which I am under obligation to keep confidential in relation to NHDC, without the prior written consent of NHDC.

3. Notwithstanding the aforesaid, I may disclose any information to the extent that such information :

- a. was in the public domain prior to its delivery to me or becomes a part of the public knowledge from a source other than me;
- b. was obtained from a third party with no known duty to maintain its confidentiality;
- c. is required to be disclosed by applicable laws or judicial or administrative or arbitral process or by any governmental instrumentalities, provided that for any such disclosure, I shall give prompt written notice to NHDC and use reasonable efforts to ensure that such disclosure is accorded confidential treatment.

Signature and seal: _____

Name: _____
(In capital letters)

Place: _____

Date: _____


