HEMVATI NANDAN BAHUGUNA GARHWAL UNIVERSITY
(A Central University)
Srinagar (Garhwal), Uttarakhand – 246174
Website: www.hnbgu.ac.in

EXPRESSION OF INTEREST (EOI)

FOR EMPANELMENT OF ADVOCATES FOR REPRESENTATION OF THE UNIVERSITY BEFORE THE HON'BLE SUPREME COURT OF INDIA AND THE HON'BLE HIGH COURT OF UTTARAKHAND

EOI No.	**HNBGU/Legal Cell/EOI/2026/441**
Date of issue	**19-11-2026**
Last date and time for submission	**11-12-2026, up to 05:00 PM**

Hemvati Nandan Bahuguna Garhwal University, a Central University established under the Central Universities Act 2009, invites Expressions of Interest from eligible and experienced advocates for empanelment to represent the University on an approved fee schedule of the University before the following judicial forums:

1. **Panel A:** Hon'ble Supreme Court of India.
2. **Panel B:** Hon'ble High Court of Uttarakhand, Nainital.

The University particularly invites applications from advocates having substantial experience in representing Central Universities, State Universities, the University Grants Commission, government departments, statutory bodies and other higher educational institutions.

Applicants are expected to possess a sound understanding of the legal, statutory and administrative framework governing Central Universities, including the Central Universities Act, 2009, the applicable Act, Statutes, Ordinances and Regulations of HNBGU, UGC Regulations, Government of India instructions, constitutional law, service jurisprudence, reservation and roster matters, recruitment and selection, Affiliations, Examinations and other matters concerning university administration.

Interested and eligible advocates are requested to submit their applications through **email** to: **drlegalhnbgu@gmail.com** with Subject: ***"EOI for Empanelment of Advocates — Panel A (Supreme Court) / Panel B (High Court of Uttarakhand)"*** by the abovementioned prescribed timeline in accordance with the terms and conditions specified herein.

Registrar
Hemvati Nandan Bahuguna Garhwal University
Srinagar, Garhwal, Uttarakhand

PART I — TERMS AND CONDITIONS OF THE EOI

1. Objective

The objective of this EOI is to constitute separate panels of competent, experienced and professionally qualified advocates for effective representation of the University in judicial proceedings, legal advisory assignments and related litigation work.

The selection process shall be based on prescribed eligibility conditions, relevant professional experience, demonstrated legal competence, an objective evaluation of applications and approval by the competent authority.

2. Categories of empanelment

2.1 Panel A — Supreme Court of India

This panel shall primarily comprise Advocates-on-Record (AoRs) eligible to act for the University before the Hon'ble Supreme Court of India.

Applicants should have substantial experience in constitutional law, service law, education law, public law litigation and matters concerning universities and statutory institutions.

2.2 Panel B — High Court of Uttarakhand

This panel shall comprise advocates having substantial experience in practice before the Hon'ble High Court of Uttarakhand, at Nainital.

Preference shall be given, on the basis of documented relevant experience, to advocates who have represented Central or State Universities, government departments, UGC, statutory bodies or other higher educational institutions in writ petitions, service matters, constitutional matters and related litigation.

2.3 Separate selection

The University shall maintain separate court-wise panels. Applicants may apply for either or both panels, provided they satisfy the relevant eligibility and professional requirements.

Selection for one panel shall not automatically confer empanelment for the other.

3. Scope of work

The empanelled advocates may be assigned any of the following matters, as determined by the University:

1. Writ petitions, civil appeals, special leave petitions, review petitions, contempt proceedings, interlocutory applications and other judicial proceedings.
2. Recruitment and selection of teaching and non-teaching personnel, appointment disputes, seniority, promotion, Career Advancement Scheme, pay fixation, pension, disciplinary proceedings, termination and other service matters.
3. Reservation policy, roster maintenance, category-wise vacancies, recruitment-related litigation and compliance with applicable Government of India and UGC instructions.
4. Interpretation and implementation of the University's Act, Statutes, Ordinances, Regulations, resolutions and decisions of its statutory authorities.

5. Matters involving UGC Regulations, Ministry of Education instructions, Central Government rules and instructions, constitutional provisions and judicial precedents.
6. Admission, examination, academic, student grievance, hostel, research, affiliation, recognition and other educational matters.
7. Legal opinions on maintainability, limitation, merits of litigation, interim relief, appeals, review, special leave petitions and compliance with judicial orders.
8. Drafting, vetting and settling counter-affidavits, rejoinders, written submissions, applications, appeals, petitions, affidavits, legal notices and other legal documents.
9. Coordination with the Registrar, Legal Cell, concerned administrative departments, University officers and other engaged counsel.
10. Any other legal assignment lawfully entrusted by the competent authority.

4. Eligibility criteria

4.1 General eligibility

Applicants must:

a. Possess an LL.B. degree from a recognised university.

b. Be duly enrolled with the Bar Council of India and/or a State Bar Council and fulfil the applicable requirements for legal practice.

c. Have **at least ten years of professional practice** as an advocate, calculated up to the last date of submission of the application.

d. Possess demonstrable experience relevant to the category for which application is made.

e. Be professionally available to attend hearings, prepare pleadings and comply with court-imposed and University-prescribed timelines.

f. Maintain professional integrity and disclose all material facts relevant to suitability, professional standing and potential conflicts of interest.

g. Submit complete and verifiable information in the prescribed application form.

4.2 Additional requirements for Panel A

Applicants seeking empanelment as lead counsel for Supreme Court matters must be registered Advocates-on-Record and submit proof of their current status.

4.3 Additional requirements for Panel B

Applicants must demonstrate substantial practice before the Hon'ble High Court of Uttarakhand. Particular weightage shall be given to relevant experience in constitutional, service, education and administrative law.

4.4 Preference for university and Higher Education Institutes (HEIs) litigation

Preference shall be accorded, to applicants who demonstrate substantive experience in matters involving:

- Central Universities and State Universities;
- UGC and higher education regulatory requirements;
- University recruitment, service conditions, reservation and roster matters;
- Interpretation of University Acts, Statutes, Ordinances and Regulations.

5. Documents to accompany the application

Each application shall include:

1. Duly completed and signed application form in **Annexure I.**
2. Self-attested copy of LL.B. degree certificate.
3. Bar Council enrolment certificate and current Certificate of Practice, wherever applicable.
4. Proof of professional practice for at least ten years.
5. Proof of AoR registration for applicants seeking appointment as lead counsel for Supreme Court matters.
6. Detailed professional profile, including principal areas of practice.
7. Details of representation of Central/State Universities, UGC, Government departments, statutory bodies and educational institutions.
8. Details of previous and current empanelment with government or public institutions.
9. Details of professional office, chamber, associates and available infrastructure.

6. Mode and deadline for submission

Applications shall be submitted through **email** to: drlegalhnbgu@gmail.com with Subject: "EOI for Empanelment of Advocates — Panel A (Supreme Court) / Panel B (High Court of Uttarakhand)" by the last **date and time:** ..... up to .....

Applications received after the deadline may not be considered.

7. Scrutiny and evaluation

Applications shall be scrutinised by the University for eligibility, completeness, and documentary support.

The empanelment shall be communicated through the e-mail provided by the applicants after approval by the university's competent authority.

8. Fee schedule and terms of payment

1. The professional fees payable to empanelled advocates shall be governed exclusively by the approved schedule in **Annexure II.** Payment shall be processed in accordance with the University's applicable financial rules and prescribed procedure. Payment of the fee will be made upon submission of bills, annexed to a certified copy of the judgment, upon final disposal of the assigned case. No advance. No advance payment is permissible.

9. Tenure

The initial tenure of empanelment shall be **two years** from the date specified in the formal empanelment order/communication.

The University may review performance annually and may renew or extend the empanelment, subject to continuing requirements, satisfactory performance and approval of the competent authority.

Renewal shall not be automatic and shall not create any right to continuation.

10. Nature of empanelment

a. Empanelment shall not constitute appointment to a regular or contractual post in the University's establishment.

b. Empanelment shall not confer any right to a minimum number of cases, assured remuneration, exclusive engagement or a continuing retainer unless expressly approved in writing.

c. The University may allocate matters according to subject expertise, urgency, court jurisdiction, availability, conflict-of-interest considerations and the University's requirements.

d. The University may engage Senior Advocates, specialised counsel, other advocates or additional counsel for a particular case wherever required.

e. Every assignment shall be authorised in writing by the Registrar or another officer duly authorised by the competent authority.

11. Duties and responsibilities of empanelled advocates

The empanelled advocate shall:

a. Act diligently, independently and in accordance with law, applicable professional ethics and lawful instructions of the University.

b. Scrutinise the case record and seek necessary factual instructions from the designated University officer before settling pleadings.

c. Identify limitation issues, urgent interim relief, compliance deadlines and appeal-related timelines promptly.

d. Prepare and settle pleadings and other documents within the prescribed schedule and ensure timely filing through the appropriate authorised channel.

e. Attend hearings and make appropriate arrangements for continuity of representation.

f. Inform the Legal Cell of the University promptly of material hearings, interim orders, judgments, adverse developments and urgent requirements.

g. Furnish copies of pleadings filed, orders passed and judgments delivered in the assigned matter.

h. Submit a brief written hearing report ordinarily within two working days after each material hearing, or earlier where urgency requires.

i. Advise the University in writing on the implications of adverse orders and the feasibility, limitation and advisability of appeal, review or other remedies.

j. Maintain confidentiality of records, privileged communications, personal data and other information entrusted by the University.

k. Refrain from making concessions, admissions, undertakings or commitments on behalf of the University without appropriate authority, except where necessary to comply with a lawful court direction.

l. Submit bills and supporting documents in the prescribed format and within the stipulated period.

m. Return or securely transfer all University records upon completion of an assignment or cessation of empanelment, subject to applicable law and professional obligations.

12. Conflict of interest

Applicants must disclose actual or potential conflicts of interest that may affect the proposed engagement.

Any restriction on accepting matters adverse to the University shall be governed by applicable law, professional obligations and the express terms of the empanelment.

13. Confidentiality and records

The empanelled advocate shall not disclose, reproduce or use University documents, confidential information, legal advice or privileged communications for any unauthorised purpose.

Records shall be handled securely and shall not be shared with unauthorised persons. The advocate shall comply with applicable legal requirements relating to privacy, confidentiality and information security.

14. Performance review and termination

The University may review the performance of empanelled advocates annually or whenever circumstances require.

Performance may be assessed on the basis of diligence, attendance, quality and timeliness of pleadings, legal advice, case reporting, coordination, professional conduct and compliance with the terms of engagement.

The University may suspend or terminate empanelment for professional misconduct, material misrepresentation, concealment of a conflict, breach of confidentiality, persistent failure to discharge assigned work, unauthorised commitments, or other sufficient grounds.

Termination shall not affect the University's right to reassign pending cases or take steps necessary to protect its legal interests. The outgoing advocate shall cooperate in the orderly transfer of briefs and records.

15. Reservation of rights

The University reserves the right, in accordance with law and the approved selection framework, to:

a. Verify credentials and supporting documents.

b. Seek clarification or additional information.

c. Shortlist applicants and conduct interactions.

d. Accept or reject applications.

e. Empanel fewer or more advocates than initially anticipated, according to institutional requirements.

f. Cancel, amend or withdraw the EOI before final empanelment.

g. Issue corrigenda or clarifications through the official website.

No applicant shall have a vested right to empanelment merely by meeting the eligibility criteria or participating in the process.

16. Communication and contact

All communications concerning this EOI shall be addressed to:

The Registrar
Hemvati Nandan Bahuguna Garhwal University
Srinagar, Garhwal, Uttarakhand – 246174

Email: drlegalhnbgu@gmail.com
Website: www.hnbgu.ac.in

Any clarification or corrigendum shall be published on the University's official website.

Registrar
Hemvati Nandan Bahuguna Garhwal University

ANNEXURE I

PRESCRIBED APPLICATION FORM

Application for Empanelment of Advocates — Hemvati Nandan Bahuguna Garhwal University

EOI No.: HNBGU/Legal Cell/EOI/2026/.....

Part A — Applicant particulars

1. Full name of applicant:
2. Name of chamber/law firm, if applicable:
3. Office address:
4. Chamber address:
5. Mobile number:
6. Email address:
7. PAN:
8. Bar Council enrolment number and date:
9. Date of commencement of professional practice:
10. Total years of professional practice as on the closing date:
11. LL.B. degree, awarding institution and year:
12. Current Certificate of Practice details, where applicable:
13. AoR registration number and date, if applying for Panel A as lead counsel:

Part B — Panel applied for

Tick the applicable category:

[ ] Panel A — Supreme Court of India, as Advocate-on-Record

[ ] Panel B — High Court of Uttarakhand

An applicant applying for both panels shall indicate the relevant experience separately.

Part C — Professional experience

1. Brief professional profile and principal areas of practice.
2. Details of cases involving Central Universities, State Universities, UGC or other higher educational institutions.
3. Experience in constitutional law, service law, recruitment, reservation/roster, UGC Regulations and University governance.
4. Details of previous and current empanelment with government or public institutions.
5. Details of professional office, associates, support staff and availability for urgent matters.

Additional sheets may be attached, duly signed and indexed.

Part D — Acceptance of terms

1. I confirm that I have read the EOI and accept its terms and conditions.
2. I accept the approved fee schedule in Annexure II.
3. I agree to provide case-status reports and copies of material orders within the prescribed timelines.
4. I agree to disclose any actual or potential conflict of interest.
5. I agree to maintain confidentiality and comply with applicable professional obligations.
6. I understand that empanelment does not guarantee allocation of cases or minimum remuneration.

Part E — Declaration

I hereby declare that the information and documents furnished in this application are true, complete and correct to the best of my knowledge and belief. I have not knowingly withheld any material information relevant to my eligibility, professional standing or suitability.

I understand that material misrepresentation or concealment may result in rejection of the application or termination of empanelment, subject to applicable law and the terms of the EOI.

Place: _____

Date: _____

Signature: _____

Name: _____

List of enclosures: _____

ANNEXURE II

APPROVED PROFESSIONAL FEE SCHEDULE

	Supreme Court of India	**High Court/Tribunal**
Fee Payable (Rs)	40,000.00	16,500.00
Clerkage (Rs)	5,000.00	2,500.00
Total fee payable (Rs)	45,000.00/case	19,000.00/case
Fee payable for Contempt Petition (Rs)	20,000.00+2,000.00 (Clerkage) = 22,000.00/case for all courts.	

Terms and Conditions:

1. The Empanelled Counsel's shall be paid as per above revised rates only and in no case for payment of fee at higher rates than the rates prescribed above shall be entertained by the University.
2. Empanelled Counsel's claim for his or her professional fee for the concerned case shall be entertained only when the certified copy of the concerned Judgement and the documents pertaining to the case filled in the court (counter affidavit/ compliance affidavit/ rejoinder/caveat etc.) is enclosed with the bill.
3. Payment shall be made against the bill on original with signature of the claimant on affixed revenue ticket of the rupee along with supporting documents shall be submitted to the University.
4. There will be no provision for advance payment to the Empanelled Counsels. However, considering circumstances of the case, a maximum of 60% fee of the concerned case may be paid as an advance.
5. The Empanelled Counsel shall provide advice free of cost on the case he or she is dealing with.

Registrar