

NATIONAL COUNCIL FOR VOCATIONAL EDUCATION & TRAINING

No. 11001/23/2022/NCVET/2476

Date: 24.07.2025

Notice for Empanelment of Legal Counsels

Applications are invited for empanelment of Legal Counsels for availing their services as and when required for representing National Council for Vocational Education & Training (NCVET) and its Officers/Officials before various Courts, Tribunals and other Forums.

2. Practicing Legal Counsels empanelled with High Court of Delhi, the Central Administrative Tribunal (Principal Bench), the Armed Forces Tribunal (Principal Bench), the National Green Tribunal (Principal Bench) all at New Delhi and various District & Subordinate Courts in the state of Delhi vide Order No. J-11017/26/2023-judicial dated 13.03.2024 by Ministry of Law & Justice, D/o Legal Affairs (as amended from time to time) **or any other such order, in force, issued by Ministry of Law & Justice** are eligible for empanelment. The qualification, experience and other terms and conditions prescribed by the National Council for Vocational Education & Training, New Delhi are available on Council's website ncvet.gov.in.

3. Eligible applicants may send their application (hard copy) in the enclosed proforma along with *Curriculum Vitae* & details of other empanelment with Government department/ Agencies/ Companies with supporting documents to "Director (A&F), 04th Floor, NCVET, Kaushal Bhawan, Chanakyapuri, New Delhi-110021" **by 05:00 PM of 06th August 2025 (Wednesday).**


(Milan Kumar Sahu)
Deputy Director (Legal)

**PROFORMA FOR APPLICATION FOR EMPANELEMENT OF LEGAL COUNSEL IN
NATIONAL COUNCIL FOR VOCATIONAL EDUCATION & TRAINING (NCVET)**

PHOTO

1.	Name in full (in block letters)	
2.	Date of Birth and Age (as on the closing date of the application)	
3.	Father's Name	
4.	Complete Residential Address with Telephone No./Mobile No.	
5.	Complete Official Address with Telephone No./Mobile No.	
6.	Email ID	
7.	Educational Qualification & (Self attested photocopies of documents to be attached)	
8.	Date of Enrolment as an Advocate (Self attested photocopies of documents to be attached)	
9.	Serial and page number in the relevant Order of Deptt. of Legal Affairs empanelling you and indicating your name	
10.	Experience in years (Please specify the High Court where enrolled)	
11.	Whether working or have worked in the past, as a panel Lawyer/Standing Advocate/Legal Advisor in Central/ State Government or its organizations. (Self-attested photocopies of empanelment documents to be attached)	
12.	A short note about educational qualification, experience and any other relevant information (on a separate sheet)	

DECLARATION

I hereby declare that all the statements in this application are true and complete to the best of my knowledge and belief.

Signature:

Name:

Place:

Date:

ELIGIBILITY CRITERIA FOR EMPANELMENT OF LEGAL COUNSELS IN NCVET AND TERMS & CONDITIONS

(A) ELIGIBILITY CRITERIA: -

1. Practicing Legal Counsels empanelled with High Court of Delhi, the Central Administrative Tribunal (Principal Bench), the Armed Forces Tribunal (Principal Bench), the National Green Tribunal (Principal Bench) all at New Delhi and various District & Subordinate Courts in the state of Delhi vide Order No. J-11017/26/2023-judicial dated 13.03.2024 issued by M/o Law and Justice, D/o Legal Affairs (as amended from time to time) only are eligible to apply.
2. The Legal Counsel should be well conversant with Prevention of Corruption Act, Central Vigilance Commission Act, Delhi Special Police Establishment Act, Indian Penal Code, RTI Act, Contract Act, Arbitration Act and Economic law/legislation etc.
3. The Legal Counsel should have excellent communication skills and knowledge of legal practice acquired over a period as mentioned in para (4) below.
4. The Legal Counsel should have minimum 5 years of regular practice in conducting cases of Civil/Criminal nature, preferably of Skilling and Social sector in the High Court/Tribunals etc.

(B) TERMS & CONDITIONS AND REMUNERATION PAYABLE TO EMPANELLED LEGAL COUNSEL: -

1. The Empanelled Legal Counsel would be responsible and shall represent the National Council for Vocational Education & Training (NCVET) and its Officers/Officials Legal Counsels for conducting and handling Civil/Criminal/Service matters in Delhi High Court, Central Administrative Tribunal, Principal Bench, Delhi and District Courts & other fora in Delhi or outside Delhi whenever asked for.
2. The Legal Counsel shall receive the notice(s) meant for the National Council for Vocational Education & Training and its Officers/Officials from the courts, and ensure that no 'ex-parte' order is passed against the National Council for Vocational Education & Training.
3. The Legal Counsel shall handle the cases, which are assigned to him/her and appear in such assigned cases in the Courts and shall prepare Written Statement, Application, Reply Affidavit etc. as and when required.
4. The Legal Counsel shall provide legal opinion to the National Council for Vocational Education & Training and shall also prepare reply to the Legal notices of the applicants on behalf of the Central Vigilance Commission and its Officers/Officials, whenever asked for.
5. The Legal Counsel shall also assist in preparing written briefs and para-wise comments in the cases litigated before various Courts/for outside Delhi, whenever asked for.
6. The Legal Counsels shall give opinion regarding the feasibility of filing appeal when any case is decided against the National Council for Vocational Education & Training and/or its officers.

7. The Legal Counsel shall render all assistance to the Law Officers, Solicitor General or other Legal Counsels, if engaged by the National Council for Vocational Education & Training in a particular case before Delhi High Court or any other court/forum.
8. The Legal Counsel shall keep the National Council for Vocational Education & Training informed of the important developments in the case from time to time, particularly with regard to drafting, filing of papers, dates of hearing of the case, supplying copies of judgments etc.
9. The Legal Counsel shall perform such other duties of a legal nature which may be assigned to him by the National Council for Vocational Education & Training.
10. The Legal Counsel shall not take up any case against the National Council for Vocational Education & Training during the period of empanelment.
11. The Legal Counsel shall hold the office at the pleasure of the National Council for Vocational Education & Training.
12. No retainer-ship fees, TA/DA or fixed telephone bill fees shall be paid to the Legal Counsel by the National Council for Vocational Education & Training.
13. The fees for appearance and other fees/expenses shall be payable to the Legal Counsel as per the fees structure applicable to Central Govt. Standing Legal Counsel of Delhi High Court, as prescribed by Department of Legal Affairs from time to time.
14. In the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of the National Council for Vocational Education & Training shall be final and binding.
15. The engaged Legal Counsel shall maintain absolute secrecy and confidentiality about the cases of the Council entrusted to him/ her and any other sensitive information acquired by him/her during the course of defending the Council in various forums or otherwise.
16. Legal Counsel should not have a conflict of interest in dealing with its cases/ advices etc. and any breach thereof shall be viewed seriously.
17. Preference may be given to Legal Counsels who have dealt earlier with matters in the sphere of Skill Development.

(C) EMPANELMENT AND TENURE OF LEGAL COUNSEL: -

1. The applications received will be opened and evaluated by one or more Committees of the National Council for Vocational Education & Training, duly constituted for the said purpose and the decision of the Council shall be final.
2. The number of Legal Counsels to be empanelled will be at the discretion of National Council for Vocational Education & Training (NCVET).
3. The empanelment of Legal Counsel will for a 02 (Two years) at the discretion of NCVET and extendable thereafter year to year basis. The term of two years may be extended only depending upon the assessment of performance of the Legal Counsel.
4. The appointment of the Legal Counsel may be terminated at any point of time by the NCVET without assigning any reason.