

SPICES BOARD
Ministry of Commerce & Industry
Sugandha Bhawan. Palarivattom P O
Kochi 682 025

Empanelment of legal Counsels

Applications are invited for empanelment of legal counsels to represent Spices Board and its officers/officials before the High Court of Kerala, Madurai Bench of Madras High Court, Delhi High Court, Madras High Court, Labour Courts Kochi, New Delhi etc.

Practicing advocates are eligible for empanelment. The qualifications, experience and other terms and conditions have been prescribed by the Spices Board, Kochi, the details of which are available in Board's website www.indianspices.com.

Eligible applicants may send their applications in the enclosed proforma along with curriculum vitae and relevant supporting documents to the Secretary, Spices Board, Kochi 682 025 within 30 days from the date of this advertisement.

DIRECTOR (ADMINISTRATION)

PROFORMA FOR APPLICATION FOR EMPANELMENT OF LEGAL COUNSEL
IN SPICES BOARD

PHOTO

1	Name in full (in block letters)	
2	Date of Birth and Age (on closing date of the application)	
3	Father's Name	
4	Complete residential address with telephone/mobile No.	
5	Complete official address with telephone/mobile No. & Email id	
6	Educational qualification (photocopies of documents to be attached)	
7	Date of enrolment as an Advocate (photocopies of documents to be	

	attached)	
8	Experience in years (please specify the High Court where enrolled)	
9	Areas of specialization	
10	Whether working or have worked in the past as a panel Lawyer/ Standing Counsel/Legal Advisor in Central / State Government or its organization (photocopies of documents to be attached)	
11	A short note about educational qualification, experience including major concluded cases and any other relevant information (on a separate sheet)	

Signature:
Name:

Place:
Date:

Eligibility Criteria and Terms and Conditions

A. Eligibility Criteria

Empanelled Counsels would be responsible for conducting and handling Civil/Criminal/Service matters in High Courts of Kerala, New Delhi, Madras & Madurai Bench of Madras High Court, Labour Courts in Kerala, New Delhi.

The Counsel should be well conversant with Service matters, Labour laws, Civil cases, RTI matters.

The Counsel should have excellent communication skills and knowledge of legal practice acquired over a period of minimum 5 years of regular practice in conducting cases of Civil/Criminal/Service/Constitutional nature in the High Court.

B. Terms and Conditions and Remuneration payable to empanelled counsel:-

1. The Counsel shall represent the Spices Board and its officials before the High Courts and other courts in the cases assigned to him/her.
2. The Counsel shall receive the notice(s) meant for the Spices Board and its Officials from the courts and ensure that no 'ex-parte' order is passed against the Spices Board.
3. The 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 Counsel shall provide legal opinion to the Spices Board and shall also prepare reply to the Legal notices of the applicants on behalf of the Spices Board and its Officials whenever asked for.
5. The Counsel shall also assist in preparing written briefs and para-wise comments in the cases litigated before various courts, whenever asked for.
6. The Counsels shall give opinion regarding the advisability of filing appeal when any case is decided against the Spices Board and/or its officers.
7. The Counsel shall keep the Spices Board 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.
8. The Counsel shall perform such other duties of a legal nature which may be assigned to him/her by the Spices Board.
9. The Counsel shall not take any case against the Spices Board during the period of empanelment.
10. The Counsel shall hold the office at the pleasure of the Spices Board.
11. No retainer-ship fees, TA/DA or fixed telephone bill fees shall be paid to the Counsel by the Spices Board. The fees for appearance and other fees/expenses shall be payable to the Counsel as per the fees structure applicable to Central Govt. Standing Counsel of the High Court as may be decided by Department of Legal Affairs from time to time.
12. In the event of any doubt or difference of opinion regarding the terms and conditions of the empanelment, the decision of the Spices Board shall be final and binding.

C. Empanelment and Tenure of Counsel

The applications received shall be scrutinized by the Spices Board and the decision of the Board shall be final.

The number of Counsels to be empanelled shall be determined by the Spices Board based on its requirement.

The empanelment shall be made initially for a period of three years, which may be extended every year, thereafter, subject to performance of the counsel to the satisfaction of the Spices Board.
