

File No. XI/2/MAEF/LEGAL/2019- Legal
Maulana Azad Education Foundation
Maulana Azad Campus, Chelmsford Road, New Delhi – 110055

22.11.2019

Advertisement 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), Govt. of India. MAEF invites applications from eligible applicants for empaneling 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 county, scrutinizing/ vetting the proposals for further processing to ensure the quality, completeness and compliance of all policies/ acts/ rules/ procedures, drafting of contract/ agreements, preparation of replies of RTI applications/ grievances, legal opinion etc.

The eligibility criteria shall be as follows:-

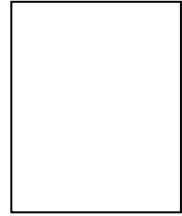
- i. An Advocate should have an experience of minimum of 3 years in representing the legal cases of any Government Department/ PSU before the Hon'ble Supreme Court/ High Court/ District Court/ Commission/ Tribunal. Preference shall be given to those who are at present, working as Panel Advocates of one or more Central / State Government Organization/ PSU in Hon'ble Supreme Court/ High Court/ District Court/ Commission/ Tribunal.
- ii. No retainer fee shall be paid to any panel advocate merely because such advocate has been empanelled.
- iii. The terms of empanelment of advocate may be renewed with the approval of the competent authority.

- iv. Applications are invited in sealed envelope superscripted as “Application for empanelment of Advocates. Sealed envelope containing complete set of hard 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:
- v. The last date for submission of Application is 23.12.2019 up to 5:00 P.M. In case the designated day is declared a holiday, the next working day will be deemed as the last date for submission of Application.
- vi. 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.
- vii. 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.
- viii. 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.

- ix. MAEF is not responsible for non-receipt of applications within the specified date and time due o any reason including postal delays or holidays in between.
- x. MAEF reserves the right to verify the validity of information provided in the application and reject any application where the contents appear to be incorrect, in accurate or inappropriate at any time during the process of application/empanelment.
- xi. 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.

- xii. Interested candidate may submit their application in the format as at Annexure – I, 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 23rd December, 2019. For further details kindly refer our official website www.maef.nic.in.

Annexure - I
BIO-DATA



1	Full Name (in Block Letters)			
2	Date of Birth			
3	Religion			
4	Address for Correspondence			
5	Contact Number (Mobile):			
	E-mail:			
6	Education Qualifications			
7	Complete Experience/Posting Profile			
S. No.	Period	Post Held/ Organization	Place of Posting	Brief Job description
7.1				
7.2				
7.3				
7.4				
8	Relevant Experience in years			
9	Any other Achievements			

It is certified that the above particulars are correct and complete.

(Signature of Applicant)

Date

Note: - Self attested copies of credentials to be enclosed.