



RIMS/Legal/No. 260...../Dated. 11-02-2026

**Notice Inviting application for urgent empanelment of Advocates to represent
RIMS in District Court Supaul, Bihar**

Rajendra Institute of Medical Sciences (RIMS), Ranchi invites application for empanelment of Advocates to represent RIMS, Ranchi and its Officers & Official cases before District Court Supaul, Bihar.

Advocate so empaneled would also be responsible for providing RIMS with legal advice and legal opinion as and when requested for.

Guidelines For empanelment of Advocates

1. Qualifications and Eligibility Criteria:

- 1.1. Applicant must possess a Degree in law from a University, recognized by the Bar Council of India. He must be an Advocate enrolled under a Bar Council as per Advocates Act, 1961.
- 1.2. Applicant, desirous of being empaneled for District Court Supaul, Bihar must be enrolled as an Advocate with the State Bar Council of Bihar and must be a member of local Advocate's Association. He must have 10 years of practice in the High Court/Subordinate Court/Commission/Tribunal.
- 1.3. In addition, the Applicant should be familiar with various branches of law, especially Constitutional Law, Service Law, Labour Law, Law of Contract, Property Law, CPC, Cr. P.C, Evidence Act, Limitation Act, Companies Act, Negotiable Instrument Act, Arbitration and Conciliation Act, Taxation Laws, Consumer Laws, EPF Rules etc.
- 1.4. Applicant is required to have a minimum professional/court practice experience as under: -

Sl. No.	Forum of Empanelment	Minimum Practice required in the Forum*
ii	For conducting cases in District Court Supaul, Bihar.	<ul style="list-style-type: none"> (i) Minimum 10 years experience in Bhar High Court/ Subordinate Court / District Court/ Commission / Tribunal. (ii) Enrolled with the Bihar State Bar Council. (iii) Member of Advocate Association of Bihar High Court / Subordinate Court. (iv) At least 10 cases argued by self.

1.5. Cumulative experience would be counted, however, at the date of application. Preference will be given to the applicants who are practicing in the District Court Supaul, Bihar for which empanelment is being sought and specially having experience of handling EPF cases.

1.6. The above-mentioned period of experience shall be reckoned from the date of enrolment mentioned in the Certificate of Enrolment issued by Bar Council.

1.7. Due weightage shall be given to Advocates having experience in handling cases of Central Public Sector Enterprises, Government Organizations, Academic Institutions and Hospital.

2. Mode of Application

2.1. Eligible applicants may mail their applications in the enclosed proforma along with bio data and relevant supporting documents (self-attested scanned copies) in the following email id- **legalrimsranchi@gmail.com**.

2.2. In case the attachments are voluminous the documents may be compressed/zipped or may be shared over an online drive link. Documents must be clear and legible. Seals/ Stamps/ Signatures/ Names/ Authorities/



- 3.4. The decision of the Committee constituted by the competent authority regarding shortlisting of the Advocates for interview shall be final.
- 3.5. A list of shortlisted candidates with the date and timing online interview/presentation will be uploaded on the website-www.rimsranchi.ac.in
- 3.6. The result will be made available on RIMS, Ranchi website-www.rimsranchi.ac.in
- 3.7. Letter for selected Advocates confirming their empanelment will be issued by RIMS, Ranchi separately.

4. Tenure of Empanelment:

- 4.1. The initial empanelment will be for the period of two years from the date of receipt of acceptance of empanelment. However, the performance would be reviewed periodically.
- 4.2. The tenure of empanelment may further be extended/ renewed for another two years in addition to the above by the Competent Authority of RIMS, Ranchi.
- 4.3. Notwithstanding anything mentioned in 4.1 or 4.2 above, RIMS reserves the right as regards to assignment of cases and revocation of empanelment without assigning any reason.

5. Payment of Fee and Other Conditions:

- 5.1. The fee payable to the counsels shall be as per decision of 55th Governing body of RIMS, Ranchi. (Enclosed)
- 5.2. No retainer fee shall be paid to any of the panel Counsels merely because of their empanelment only.

6. Duties of the Empanelled Counsels:

- 6.1. The counsel shall not advise any party or accept any case against the RIMS, Ranchi in which he/she has appeared or likely to be called upon to appear for or advise which is likely to affect or lead to litigation against the RIMS, Ranchi.



- 6.2. Timely appearance of the Counsel to contest the cases for RIMS, Ranchi in the Court is a must. His/her absence in the court, without any reasonable ground and notice in advance, will not be accepted.
- 6.3. RIMS, Authority is free to engage any Counsel from its panel or otherwise of its own choice and merely empanelment as Counsel in the panel of RIMS, Ranchi shall not make any claim/right that he/she has right to be entrusted with a case or particular case/cases pertaining to RIMS, Ranchi.
- 6.4. Refusal by any Counsel to accept any work without any reasonable cause (e.g. on grounds of conflict of interest) may entail removal of such Counsel from the panel forthwith without waiting for the empanelment period to expire.
- 6.5. The Counsels shall accept the terms and conditions of the empanelment as determined by the RIMS, Ranchi from time to time.
- 6.6. In order to ensure that there is effective check on the cases being conducted, the counsels on the panel must report the status of the cases after each date of hearing by uploading the information through email/phone.
- 6.7. When any case attended by him/her is decided against the Organization, the Counsel concerned must give considered opinion regarding the reasons for such adverse order with advice for filing an appeal for such a decision not later than 5 working days of the passing of such order(s).

7. Removal of Panel:

- 7.1. RIMS, Ranchi reserves the right to terminate the empanelment of a Counsel anytime with immediate effect without assigning any reason thereto. The Counsel may also submit his request for removal of his name from the panel by serving one month's notice.
- 7.2. Empanelment of the Counsel may be liable to be cancelled due to occurrence of any of the following disabilities on the part of the Counsel.
 - 7.2.1. Failing to attend the hearing of the case without any sufficient reason and/or prior information.
 - 7.2.2. Not acting as per RIMS instructions or going against specific instructions.

A handwritten signature in black ink, appearing to be a stylized 'A' or a similar character, is located in the bottom right corner of the page.

- 7.2.3. Threatening, intimidating or abusing any of the RIMS employees, officers, or representatives.
- 7.2.4. Passing / leaking of information relating to RIMS case(s) to the opposite party/ parties or that their Counsel(s) or any third party which is likely to cause any damage to the interest of RIMS, Ranchi.
- 7.2.5. Giving false or misleading information to the RIMS, Ranchi relating to the proceedings of the case.
- 7.2.6. Failing to follow the terms and conditions of empanelment.

8. Right to Private Practice and Restrictions thereon:

- 8.1. A Counsel shall have the right to private practice, which should not, however, interfere with or be in conflict with the efficient discharge of his duties as an empanelled Counsel of the RIMS, Ranchi keeping in view of provisions of the Advocates Act, 1961.
- 8.2. Counsel shall not advise any party or accept any case against the RIMS, Ranchi in which he has appeared or is likely to be called upon to appear or advise.
- 8.3. If the Counsel happens to be a partner of a firm of lawyers or solicitors, it will be incumbent upon the firm not to entertain any case against the RIMS, Ranchi arising in any court.

Abhaya
Abhaya
Additional Law Officer
RIMS, Ranchi.

ANNEXURE-A

Rajendra Institute of Medical Sciences, Ranchi-834009

APPLICATION FOR EMPANELMENT FORMAT OF BIO-DATA FOR ADVOCATE

Applicant (Advocate):

Forum of Empanelment (District Court Supaul):

1. Name:
2. Father's Name:
3. Date of Birth: Age:
4. Address:
5. Office Address:
E-mail Id: Phone No./Mob. No:
6. Date of Enrolment, Name of Bar Council:
(Enclose copy of enrolment certificate)
7. Details of experience/and period of practice:
8. Area of practice:
9. Specialization, if any (constitution/taxation/services etc.):
10. Details of a few important cases the advocate has dealt with/handled/and reported judgment if any:
11. Whether Central Govt./State Govt./PSU counsel/pleader (Indicate period of empanelment):
12. Brief list of clients e.g. Govt./organizations/Company/PSUs:
13. Courts where the Advocate is regularly practicing:
(Enclose copy of Bar Association Membership Certificate if any)
14. Date of enrolment as an Advocate-on-record of the Supreme Court if applicable and Registration No.:
15. Income Tax PAN number:
16. Notable achievements:
17. A brief note on suitability of empanelment:

Declaration cum undertaking:

I declare that I have never been blacklisted / removed from panel/service by any organization and have never been penalized by any Bar Council in any matter. All the information provided by me in my application is true and correct.

Date:

Place:

Signature of Advocate

ANNEXURE-B

1. Self-attested Scanned copies (PDF) of the following documents required to be submitted with application:
2. Registration No./Enrolment No. with the Bar Council/Bar Association.
3. Copies of Certificate of Identity of Practice/Card Issued by Bar Association/Membership Certificate of Bar Association/Certificate of Practice.
4. Registration as Advocate on record (for aspirants of empanelment for Supreme Court).
5. Copies of letters/testimonials/Certificate showing empanelment with other academic institute / Hospital / PSUs / Companies.
6. Certificate in support of academic and professional educational qualifications.
7. Income Tax Return of the preceding 3 years.
8. All India Bar Exam Certificate, if applicable.
9. Copies of judgments.
10. Declaration that the Advocate is fluent in Computers and has the necessary expertise and infrastructure for occasioning online/virtual meetings and hearing.