

F.No.. A-55/5/2023-Admin I
National Institute of Health and Family Welfare

Dated the 24th August, 2026

Sub: Empanelment of Legal Counsels

Applications are invited from the Counsel/advocate, empanelled by the Department of Legal Affairs for the empanelment of legal counsel/s in the NIHFW, preferably living in Delhi and having empanelment / experience in the office of Central Government of India /Autonomous Bodies/ Teaching Institutes / Universities /College etc., its Officers/Officials for Service Matters, Land Matters, Property Tax, Contractual and Temporary Employment, Arbitration matters, etc. before District Courts, Labour Courts, Central Administrative Tribunal (Principle Bench), High Court, and Supreme Court of India, providing of legal opinion, vetting of MoUs with other institutes as well as NIHFW etc. Fee will be paid according to the orders / guidelines of Ministry of Law and Justice, Department of Legal Affairs.

Eligible applicants may send their applications in the enclosed proforma along with Curriculum Vitae and relevant supporting documents to Deputy Director (Administration), National Institute of Health and Family Welfare, Baba Gang Nath Marg, New Delhi-110 067, within 21 days from the date of advertisement.

The Eligibility Criteria, Terms and Conditions and proforma for application for empanelment of legal counsel in the NIHFW may be downloaded from the website www.nihfw.ac.in

Director

**PROFORMA FOR APPLICATION FOR EMPANELMENT OF LEGAL COUNSEL IN THE NATIONAL
INSTITUTE OF HEALTH AND FAMILY WELFARE, NEW DELHI-110067.**

PHOTO

1	Name in full (in block letters)	
2	Date of Birth and Age (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	Whether Counsel/advocate engaged by the Department of Legal Affairs (DoLA), if yes then please mention the Enrollment No., Panel Category, Court Name, Date of engagement and expiry etc.	
9	Date of Enrolment as an Advocate (self-attested photocopies of documents to be attached)	
10	Experience, in years (Please specify the Court where enrolled)	
11	Whether working or have worked in the past, as a panel Lawyer/Standing Counsel/Legal Advisor in Central /State Government or its organizations (self-attested photocopies of documents to be attached)	
12	A short note about educational qualification, experience and any other relevant information (on a separate sheet)	

Signature: -----

Name:-----

Place:

Date:

Eligibility Criteria for Empanelment of Legal Counsels and Terms And Conditions

Eligibility Criteria:

1. Counsel/advocate should have been empanelled by the Department of Legal Affairs (DoLA).
2. Empanelled Counsels would be responsible to represent the NIHFW and Union of India and Others Institute staff (whenever required) for Service Matters, Land Matters, Property Tax, Contractual and Temporary Employment etc. before Districts Courts, Labour Courts, Central Administrative Tribunal (Principal Bench), High Court, Labour Court and Supreme Court of India in Delhi, as and when required and asked for it.
3. The Counsel should be well conversant with represent the NIHFW and Union of India for Service Matters, Land Matters, Property Tax, Contractual and Temporary Employment etc. before Central Administrative Tribunal (Principle Bench), High Court, Labour Court and Supreme Court of India.
4. The age should not exceed 62 years.
5. The Counsel should have excellent communication skills and knowledge of legal practice acquired over a period in Service Matters, Land Matters, Property Tax, Contractual and Temporary Employment etc.
6. The Counsel should have minimum 5 years of regular practice in conducting cases of Service Matters, Land Matters, Property Tax, Contractual and Temporary Employment, vetting of MoUs with other institutes as well as NIHFW, etc. nature in the Central Administrative Tribunal (Principal Bench), High Court, Labour Court and Supreme Court of India.

Terms and Conditions & Remuneration Payable to Empanelled Counsel: -

1. The Counsel shall represent the NIHFW and Union of India and its Officers/Officials before District Courts, Labour Courts, Central Administrative Tribunal (Principal Bench), Other Tribunals, High Court, Labour Court and Supreme Court of India and other courts in the cases assigned to him/her.
2. The Counsel shall receive the notice(s) meant for the NIHFW and Union of India and its Officers/Officials from the courts and ensure that no 'ex-parte' order is passed against the NIHFW and Union of India in the cases assigned to him/her..
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 and asked for it.
4. The Counsel shall provide legal opinion to the NIHFW and Union of India and shall also prepare reply to the Legal notices of the applicants on behalf of the NIHFW and Union of India and its Officers/Officials, vetting of MoUs with other institutes as well as NIHFW as and when required and asked for it.
5. Payment of Fee will be made in accordance with Govt. rates laid down vide Ministry of Law, OM No.F.24(2)/99-Judl dated 24.09.1999 and subsequent instructions and as amended from time to time.
6. The Counsel shall also assist in preparing written briefs and para-wise comments in the cases litigated before various Courts in Delhi and / or outside Delhi, whenever asked for.
7. The Counsels shall also give opinion regarding the administrative/disciplinary matters / court cases for filing appeal, vetting of MoUs with other institutes as well as NIHFW etc. as and when asked by the NIHFW and/or its officers.
8. The Counsel will not be entitled to any other benefit of TA/DA etc. for coming to the NIHFW or for attending court etc. The Counsel will be required to attend the office of the Director, NIHFW, for rendering advice on legal matters as and when necessary.
9. The empanelment / appointment of advocate shall be purely temporary and liable to be terminated by giving one months notice on either side. At its discretions the NIHFW may assign the Court Cases / Matters to any one of the advocate in panel and the advocate shall have no right to claim for the assignment of Court Case/Matter.
10. The NIHFW reserves the rights for the selection of advocate / the number of advocate/s for empanelment or none of them without assigning any reason.

11. Application forwarded through any other means including by FAX or e-mail etc. will not be entertained and NIHFW will not be responsible for any postal delay/loss in transit in submission of application within specified time.
12. The Counsel shall render all assistance to the Law Officers, Solicitor General or other Counsels, if engaged by the National Institute of Health and Family Welfare in a particular case before Delhi High Court or any other court/forum.
13. The Counsel shall keep the National Institute of Health and Family Welfare 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.
14. The Counsel shall perform such other duties of a legal nature which may be assigned to him by the National Institute of Health and Family Welfare.
15. The Counsel shall not take up any case against the National Institute of Health and Family Welfare during the period of empanelment.
16. The Counsel shall hold the office at the pleasure of the National Institute of Health and Family Welfare.
17. No retainer-ship fees, TA/DA or fixed telephone bill fees shall be paid to the Counsel by the National Institute of Health and Family Welfare.
18. 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 Delhi High Court, as may be decided by Department of Legal Affairs from time to time.
19. In the event of any doubt or difference of opinion regarding the terms and conditions of empanelment, the decision of the National Institute of Health and Family Welfare shall be final and binding.

(C) Empanelment and Tenure of Counsel: -

The applications received shall be scrutinized by the National Institute of Health and Family Welfare and the decision of the Institute shall be final.

The number of Counsels to be empanelled shall be determined by the National Institute of Health and Family Welfare based on its requirement.

The empanelment shall be made initially for a period of one year, and extendable based on the performance