

# THE LIFE LOTUS FOUNDATION

D-89, LGF, East of Kailash, NewDelhi-110065

Email : thelifelotusfoundation@gmail.com website :www.thelifelotusfoundation.com

Ref. No. 01/TLLF/ LAW/Empanelment/2023/1-6

Dated: 01.04.2023

## NOTICE

Online applications are invited in prescribed format from eligible candidates for empanelment as external Advocates for various panels in various courts in Delhi as per requirement mentioned herein below. The selected external advocates shall be assigned/allotted cases of aided persons from the vulnerable sections of the society who have approached the organization and/or have been identified/approached by the organization.

Requirement of Advocate for various Panels in various courts in Delhi			
S no.	Court	Panel Name	Total
1.	Saket	ASJ+MM-2 ADJ+CJ-1	3
2.	Patiala House	ASJ+MM-2 ADJ+CJ-1	3
3.	Tis Hazari	ASJ+MM-2 ADJ+CJ-1	3
4.	Karkardooma	ASJ+MM-2 ADJ+CJ-1	3
5.	Dwarka	ASJ+MM-2 ADJ+CJ-1	3
6.	Rohini	ASJ+MM-2	3

		ADJ+CJ-1	
Total			18

#### **A. INSTRUCTIONS:-**

**Please read following instructions carefully before mailing the application Form:-**

- A. Online Application Form is available on the website [www.thelifelotusfoundation.com](http://www.thelifelotusfoundation.com). Applications shall be filled online only.
- B. Hard copy of the application will not be entertained.
- C. **A candidate shall fill only one application clearly specifying the panel preferred. All applications of the individual Candidate applying for more than one Panel will be rejected.**
- D. Already empanelled Advocates in any Government panel shall be preferred.
- E. Only those candidates who fulfil the eligibility criteria may apply for empanelment.
- F. Please mention your contact number and e-mail address properly.
- G. Candidate must give all required particulars in the application form else the application would be rejected.
- H. Applications shall be accepted from **01.04.2023 till 20.04.2023 5:00 P.M.**
- I. No application would be entertained after the last date.
- J. **In case, the applicant does not get a confirmation e-mail regarding successful submission of application form within 48 hours, he/she may contact us at: [thelifelotusfoundation@gmail.com](mailto:thelifelotusfoundation@gmail.com)**

#### **B. ELIGIBILITY CRITERIA:-**

Candidates who possess the following eligibility and experience can only apply for empanelment with The Life Lotus Foundation:-

❖ **Applicant must have an experience of five (05) years as on 01.04.2023 of conducting cases in following panels:**

- Empanelment in ASJ/MM Courts
- Empanelment in ADJ/Civil Courts
- ❖ Excellent understanding of Civil/Criminal Law
- ❖ Excellent oral and written communication skills
- ❖ Skill in legal research
- ❖ Thorough understanding of the ethical duties of an advocate
- ❖ Ability to work effectively and efficiently with others
- ❖ IT knowledge and proficiency in work
- ❖ Must have handled at least 15 civil/criminal trials before the ASJ/ADJ court, maybe relaxed in exceptional circumstances by the selection panel

**C. SELECTION PROCEDURE: -**

1. No candidate will be called for interview unless he/she satisfies the eligibility conditions, during the scrutiny of the Application forms.
2. Merely fulfilling the eligibility criteria will not confer any right on a candidate to be called for interview or selection.
3. Depending upon applications received and requirement, the organization reserves the right to short list the candidates to be called for the Interview.
4. List of Shortlisted candidates shall be put on the official website about the date, time and venue of interview.
5. Candidate shall bring all the original documents at the time of interview.
6. Interview Board will take into consideration that the candidate who shall be appearing in the interview for empanelment as external Advocate shall be assessed on criteria like personality/ eligibility, legal knowledge/ legal aptitude, commitment/ spirit to work in the field of legal aid, regularity/ availability in the said Tribunals/Commissions.

7. The empanelment result will be displayed on the website of The Life Lotus Foundation i.e. [www.thelifelotusfoundation.com](http://www.thelifelotusfoundation.com).

**D. TERMS AND CONDITIONS FOR EMPANELMENT:-**

1. This empanelment shall be constituted till further orders or for two Years from the date of notification of result as per discretion of the organization.
2. Empanelment shall be subject to review of performance/work done of each lawyer by the organization.
3. In order to ensure that there is effective check on the legal services being rendered, the lawyers on the panel must submit case wise progress of the case assigned, every month. Non submission of the same would entail removal from the panel.
4. Empanelled External Advocates will be paid fee as per approved Fee-Schedule of the organization. Nominated external Advocates shall not be entitled to any other relief/claim in excess to the fee prescribed in the Fee-schedule.
5. It will be mandatory for all empanelled Advocates to attend training programmes and refresher courses organized by The Life Lotus Foundation from time to time including the orientation programme to enable empanelled advocates to handle the assigned work, as well as training to upgrade skills in various aspects of trial. Absence from such training programmes and courses, without prior permission would be a ground for removal from panel.
6. The Organization reserves the right to avail the services of empanelled external Advocates to perform duties in Legal aid Clinics/camps, Observation Homes, Legal Literacy Clubs, etc. and for any other activities/awareness programmes including presence in the functions to be organized by the Organization.

**E. REMOVAL FROM PANEL**

Services of any panel counsel shortlisted by the organization can be terminated at any time with a prior notice OF 7 days in the following cases in writing:

1. He/she substantially breaches any duty or service required in the office, or
2. Seeks or accepts any pecuniary gains or gratification in cash or kind from the client/beneficiary or his friend or relative, or
3. Charged or Convicted for any offence by any court of law, or
4. Found incapable of rendering professional services of the required standards, or
5. Failure to attend training programmes without any sufficient cause, or
6. Indulges in activities prejudicial to the working of the beneficiaries/clients/The Life Lotus Foundation, or
7. Using his/her position as the panel counsel of the organisation to secure unwarranted privileges or advantages for him/herself or others, or
8. Acts in breach of code of ethics, or
9. Does not appear for hearings in the assigned matter without informing the client/beneficiary/the organization, or
10. If services are found unsatisfactory during a performance review by The Life Lotus Foundation
11. If performance of the external panel Advocate is found unsatisfactory or the Advocate is found to be guilty of charging or collecting or demanding any remuneration from an aided person in any form he/she can be removed from the panel.

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Pranam Priya  
Settlor Trustee