



क.रा.बी.नि.

कर्मचारी राज्य बीमा निगम

(श्रम एवं रोजगार मंत्रालय, भारत सरकार)

Employees' State Insurance Corporation

(Ministry of Labour & Employment, Govt. of India)



उप क्षेत्रीय कार्यालय

एस.सी.एफ-22/23, फेस-2

अर्बन एस्टेट, फोकल प्वाइंट, लुधियाना

Sub Regional Office

S.C.F-22/23, Phase-2, Urban Estate,

Focal Point, Ludhiana

Phone 0161-2670838

Email: esic-ludhiana@esic.nic.in

EMPLOYEES' STATE INSURANCE CORPORATION

(A Statutory Body under the Ministry of Labour & Employment, Government of India)

NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF ADVOCATES

The Employees' State Insurance Corporation (ESIC) invites applications from eligible and practicing Advocates for empanelment as Panel Counsel to represent the Corporation before the District Consumer Forum, District and Subordinate Courts, E.I. Court, Magistrate Court, and other Tribunals at Ludhiana.

Practicing Advocates, having minimum 5-year experience, duly enrolled with and registered under the respective State Bar Council are eligible to apply for empanelment. The prescribed qualifications, experience requirements, schedule of fees, terms and conditions of engagement, and other relevant details are contained in **Annexure-A**.

Interested Advocates who fulfil the prescribed eligibility criteria and are willing to abide by the terms and conditions specified in Annexure-A may submit their applications in the prescribed format attached as **Annexure-B**. The application must be duly completed and accompanied by all requisite supporting documents.

The completed application should reach the office of the undersigned at the address given below on or before 18.06.2026:

The Joint Director (In-Charge)

Sub Regional Office

Employees' State Insurance Corporation

SCF 22-23, Focal Point, Urban Estate, Phase-II

Ludhiana - 141010

Applications received after the prescribed deadline or found incomplete in any respect shall not be considered.

Sd/-

Joint Director (In-Charge)

Employees' State Insurance Corporation

Sub Regional Office, Ludhiana

ESI CORPORATION, SUB REGIONAL OFFICE, LUDHIANA
TERMS AND CONDITIONS FOR PANEL ADVOCATES

1. Terms for empanelment of Counsels: -

The Counsels will be empanelled for defending the cases in which the Employees' State Insurance Corporation is a party. The cases will be assigned to them on a case to case basis as may be entrusted to them and the counsel would be required to conduct the cases to its finality.

The Counsels would be on the panel ordinarily for a period of three years and continue with the cases allotted to them even beyond 3 years unless terminated before 3 years. They may be removed from the panel earlier than time stipulated on immediate notice on either side without assigning any reason thereof.

2. Allocation of cases to the Counsels: -

The cases will be allocated to the Counsels on the panel on a case to case basis by the Sub Regional Office, ESI Corporation, Ludhiana.

3. Duties of the Counsels on the Panel: -

- i) The Counsel shall appear before the District Consumer Forum, District and Subordinate Courts and other tribunals, E.I. Court, Magistrate Court at Ludhiana.
- ii) Advise the ESI Corporation on matters incidental to such litigation and when the case attended by him is decided against the ESI Corporation/Government and/or its Officers, written Legal opinion regarding the advisability of filing an appeal from such a decision shall be given.
- iii) Render all assistance to Sub Regional Office, Ludhiana through its Legal Branch, Social Security Officer (Legal) and Branch Office Managers if required to do so.
- iv) Keep this Office informed the developments of the case from time to time, particularly with regard to drafting, filing of papers, dates of hearing of the cases, supply of copies of Judgements etc.
- v) Perform such other duties of legal nature, which may be assigned to him by this office from time to time.

4. Right to private Practice and Restrictions: -

- i) A Counsel empanelled with the ESI Corporation will have the right to private practise which should not, however, interfere with the efficient discharge of his duties as a Counsel for the ESI Corporation.
- ii) A Counsel shall not advise any party or accept any case or brief against the ESI Corporation in which he has appeared/or likely to appear which is likely to affect or lead to litigation against the ESI Corporation.
- iii) If the Counsel happens to be Partner of a firm of Lawyers of Solicitors, it will be incumbent on the firm not to take up any case against the ESI Corporation in any Court or any case arising in other courts out of these cases e.g. appeals/revisions in the High court or Supreme Court or other Courts or Tribunals.

Procedure for Empanelment: -

- i) The applicant advocate must apply on the format prescribed by the ESIC Only. No other format will be accepted.
- ii) Depending upon the requirement and number of applications received, ESIC reserves the right to shortlist the candidates to be called for interview/Interaction for selection/empanelment.
- iii) Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for interview/interaction and to be selected.
- iv) The decision of the competent authority regarding short listing and selection of the candidates shall be final.
- v) Letter to applicant advocates confirming their empanelment will be issued by ESIC Separately.

General Conditions: -

- i) Applicant Advocates will not absent without prior approval of Competent Authority from appearance in Court for any reason whatsoever.
- ii) Appeals, Revision or Petition arising from one common judgement or order will be together considered as one case if they are heard together.
- iii) The Social Security Officer(Legal) / Manager of the concerned Branch Office/any other Officer deputed by the Sub Regional Office will liaise between the Counsel and the ESI corporation in all the matters connected with the cases entrusted to the Counsels.
- iv) Counsel/Advocate will have to represent the ESI Corporation in the District Consumer Forum, District and Subordinate Courts and Other Tribunals, E.I. Court, Magistrate

Court at Ludhiana and should be well versed with the ESI Act as well as other related Acts and relevant Codes.

- v) Counsel/Advocate should receive the notices meant for the ESIC from various Courts and should be able to handle the cases and appear in such matters in the courts and ensure that no Ex-party order is passed against the ESIC.
- vi) Counsel/Advocate should be able to handle the cases, which are assigned to them, and appear in such assigned cases in the Courts and should prepare Written Statement, Appeal Memo, Application etc and also provide legal opinion to the ESI Corporation. Advocate will look after and advise the ESI Corporation on legal matters including Filing/Defending Suits, Petitions and Appeals that may be entrusted to you.
- vii) Counsel/Advocates should have minimum of 5 years regular practise and standing in the bar and handled labour law related cases.
- viii) Advocate should not take up any case against ESIC during the period of empanelment and shall not do things pre-judicial to the Corporation's interest.
- ix) Advocate empanelled will have to collect and produce the Certified copy of Judgement and other related orders pertaining to the cases dealt by them within the stipulated time along with legal opinion so as to enable ESIC to proceed further.
- x) Advocate entrusted with the cases, should immediately ensure that necessary action is taken for receipts of fine and such other cost of litigation as ordered by the Court and is promptly credited to the ESI Corporation.
- xi) Applicant Advocates have to adhere to the Instructions/guidelines issued by ESI Corporation from time to time.
- xii) A report on progress of suits/cases entrusted to the Advocates, will be sent to the Legal Branch, Sub Regional Office, Ludhiana every month.
- xiii) Applicant Advocates will not be entitled to any travelling expenses or any miscellaneous allowance for visiting branches or Courts.
- xiv) Applicant Advocates should not use ESI Corporation name or Symbol in Letter Heads, Sign Boards and Name Plate etc.
- xv) It may be noted that Advocate empanelment does not amount to an appointment or right for an appointment to be made by the ESI Corporation. Corporation is free to engage any advocate of its choice, and no right exists to claim that you should alone be entrusted with the ESI Corporation work for a particular case.
- xvi) When any case attended by the Advocate is decided against the Corporation, the Advocate concerned must give considered opinion regarding the reasons for such adverse order and the advisability of filing an appeal from such a decision not later than 5 working days of the order.

- xvii) The Advocate's opinion would be an input for our decision making. Therefore, we would like to state that in the case, Advocate's opinion turns out to be untrue and factually incorrect, causing loss to Corporation, we may seek such clarifications as may be required to investigate the matter and fix the responsibility. In the event it is established that wherever gross negligence on your part causing pecuniary damage/loss to the Corporation, we may recommend your name for including in the caution list for circulation among sister concerns i.e. EPFO etc., including Bar Association.
- xviii) Please note that above empanelment with ESI Corporation is subject to further extension/renewal depending upon the Advocate's performance and service to the satisfaction of the Corporation.
- xix) Applicant Advocates or their spouse or juniors or Partners in their firm should not represent the Party in cases against ESI Corporation under any circumstances.
- xx) The Advocates shall accept the terms and conditions of the empanelment as determined by the ESIC from time to time.
- xxi) The Deputy Director (In-charge), Sub Regional Office, Ludhiana will be the final authority to assign the cases in various courts in Ludhiana to the empanelled Advocates depending upon the requirement/nature of the class.
- xxii) The fee to counsel will be paid by the Sub Regional Office, ESI Corporation, Ludhiana only on receipt of certified copy of Judgement, opinion and collection of fine/fee from court towards ESI Corporation if any and on presentation of a claim along with a stamped Receipt.
- xxiii) Charges for cases withdrawn will paid as deemed appropriate by the Corporation.

Fee Structure is as under: -

CONSOLIDATED FEES PER CASE INCLUDING MISCELLANEOUS APPLICATION		
Sr. No.	Court	Fees
1	E.I. Court, Magistrate Court, District Consumer Forum, District and Subordinate Courts and other Tribunals	Rs 5000/-

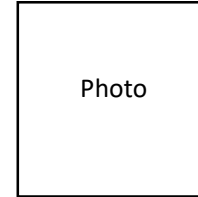
- 1) 50% of the fee, if requested so by the advocate shall be paid on the completion of pleadings and balance 50% shall be paid after finalization of the case and on submission of certified copy of the Judgement alongwith his/her opinion in case the Judgement goes against the Corporation either in full or part.
- 2) Miscellaneous Expenditure including Court Fees shall be paid on actual basis on the submission of bills alongwith the statement and/or Vouchers.
- 3) Modification in Fee Structure shall be applicable as per discretion of ESIC time to time.

APPLICATION FORM FOR EMPANELMENT IN ESIC

(TO BE FILLED IN BY APPLICANT ADVOCATES)

To

The Joint Director (I/c),
Sub Regional Office,
ESI Corporation, SCF 22-23,
Focal Point, Urban Estate, Phase – II,
Ludhiana - 141010



Name (In Block Letter)	
Father's Name	
Court for which Applied (Specify Court wise)	
<u>CHECKLIST</u>	
List of Documents attached (Please mark tick)	
1. Copy of All Certificates & Mark – Sheets (Graduation Onwards) 2. Experience Certificates 3. Duly filled Annexure – B 4. Others (Please Specify) 1. 2. 3.	

PERSONAL DETAILS (In Block Letter)		
1	Name in Full	
2	Date of Birth	
3	Nationality	
4	Address for Correspondence with PIN and Phone no.	
5	Permanent Address with PIN and Phone no.	
6	Address of Office/ Chamber, if any Phone no.	

7	Mobile Number	
8	Email ID	

10. Details of Educational Qualification (Commencing with the Graduation or equivalent examination)

Examinations Passed	Name of the Board / University	Class or Division	% of Marks	Subjects	Year of Passing
LLB/Law Graduate					
Post-Graduation					
Other Professional Qualification					

11. Whether the applicant is currently on the Panel of any other Government Department/PSU/Statutory Body/Autonomous Body etc. and if yes, the details below (self-certified copy of the Office order/Letter of empanelment may be attached)

Name of the Department/PSU/Statutory Body/Autonomous Body	From	To

12. If one or more advocates are associated as juniors of the applicant, their details be provided below

Sl. No.	Name of the Advocates	Enrolment No. with date

13. No. of Cases relating to ESIC handled earlier

Sl. no.	Title of Case (Documentary Proof must be attached)

14. Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark case? If yes, the particulars of the case with copy of the judgement wherein his/her name is recorded as advocate for one of the parties (copy of Order/Judgement be attached as proof).

Name of the Court	Case title	Nature of Judgement

15. Details of Bank Account/PAN Number/ Aadhar Number be provided below

Bank Account Details (Bank Account number, Address of the branch and IFSC code)	PAN Number	Aadhar Number

16. Whether any proceeding has ever been commenced against the applicant advocate or is continuing before the disciplinary Committee of the Bar Council of alleged professional misconduct:

Sl. No.	Details of allegations and proceedings	Finding made by the disciplinary Committee

17. Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate:

Sl. No.	Details of allegations and proceedings	Finding made by the Court

18. Any additional professional qualification(s), which will further the candidature, including membership of professional society, awards and honours etc. may be listed in the box below, (Documentary proofs may be attached)

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UNDERTAKING

1. I hereby confirm and declare that the information furnished in the application and in the attached certificate is true/correct and complete to the best of my knowledge and belief. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false/incorrect, my candidature for the empanelment will be treated as cancelled and matter will be referred to the appropriate authority.
2. I also undertake to maintain absolute secrecy about the cases of the ESIC as required under the Act, Rules and Regulations there under.
3. I also undertake to return all case files and records to the ESIC as and when required by ESIC.
4. I agree with the Fee schedule notified by ESIC.

Signature of the Advocate:

Place:

Enrolment number:

Date:

Mobile no.