



કર્મચારી રાજ્ય વીમા નિગમ
શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર
કર્મચારી રાજ્ય વીમા નિગમ
શ્રમ અને રોજગાર મંત્રાલય, ભારત સરકાર
EMPLOYEES' STATE INSURANCE CORPORATION
(M.O.L.E., Government of India)



પેટા પ્રાદેશિક કચેરી, પંચદીપ ભવન, ઉર્મી સોસાયટી,
અલ્કાપુરી, વડોદરા - 390007
ઉપ ક્ષેત્રીય કાર્યાલય, પંચદીપ ભવન, ઉર્મી
સોસાયટી, અલ્કાપુરી, વડોદરા - 390007
Sub Regional Office, Panchdeep Bhawan,
Urmi Society, Alkapuri, Vadodara - 390007
Email : dir-vadodara@esic.gov.in
Website : www.esic.gov.in

No.38.T/Legal/Empanelment of Advocate/2025

Date- 12/08/2025

Notice inviting Application for Empanelment of Advocates in the Employees' State Insurance Corporation, Sub Regional Office, Vadodara

Employees State Insurance Corporation (ESIC), Sub Regional Office Vadodara, A Statutory Body under Ministry of Labour & Employment, Government of India, invites application from competent practicing Advocates, for empanelment as Panel Advocate to represent, assist and defend ESIC, Sub Regional Office Vadodara before various Courts and Tribunals, such as Employees' State Insurance Court, Judicial First-Class Magistrate Court, Industrial Court, Consumer Courts etc. in Sub Regional Office Vadodara jurisdiction (i.e. Vadodara, Nadiad, Halol, Kalol, Godhra, Bharuch, Ankleshwar etc.). are eligible for Empanelment. Qualification, experience, schedule of fees, other terms and conditions and prescribed application form (Annexure-A) can be downloaded from website www.rogujarat.esic.gov.in Or www.srovadodara.esic.gov.in from **14/08/2025**. Eligible practicing Advocates may submit, duly filled application in. the prescribed format along with supporting documents in a sealed envelope to "The Joint Director (In-charge), Employees State Insurance Corporation. Sub Regional Office, Panchdeep Bhawan, Alkapuri, Vadodara-390007" latest by **03/09/2025 upto 5:00 PM**. The envelope should be superscripted with Application for Empanelment of Advocate for EI Courts, Magistrate Courts and District Consumer Forum in Vadodara and their jurisdiction"

Terms & Conditions for Panel Advocates :-

1. Eligibility :-

Advocates should have minimum qualification LLB from a recognized University with 5 years' experience of standing in the Bar and should have handled Labour Law related cases and should be well versed with the ESI Act as well as other related Acts and Codes. They should not be handling any case at present against the Corporation. Age at the time of empanelment should preferably be below 65 years.

2. General :-

- The Advocate shall not necessarily be empaneled for specific court and shall accept the work assigned to him/her and shall not refuse to accept any case without reasonable cause.
- Refusal by any Advocate to accept any case otherwise than on grounds of conflict of interests, may entail removal of such advocate from the panel. Similarly, ***no advocates as long as his name is on the panel shall contest any matter against the Corporation.***
- The Advocates empaneled under these guidelines shall not be employees of the Corporation and,

therefore, shall not be eligible for any benefits available to the employees.

(iv). The empaneled Advocate shall maintain absolute secrecy and confidentiality about the cases of the Corporation.

(v) Advocate Should have necessary infrastructure such as Phone/Mobile, E-mail ID (Mandatory) etc.

(vi) Advocate should update the progress of the case on regular basis to the concerned officers. Further, advocate should also submit weekly report of cases dealt by him/her to this office clearly stating the status of all pending cases along with actions to be taken, if any by this office.

(vii) The cases will be allocated to the advocate on the panel on a case basis or region/area basis by the Sub Regional Office, ESI Corporation, Vadodara or by any other office authorized to do so.

(viii) The empaneled advocate should visit Sub Regional Office on regular basis for discussions and necessary opinion as and when required and directed. Refusal to attend this office, when specifically directed, may entail removal of such advocate without assigning any reason thereof.

3. Duties of the Counsels on the Panel:

1. The counsel shall appear before the EI Court, Magistrate Court and District Consumer Forum at location for which he/she is designated.
2. Advise the ESI Corporation on matters incidental to such litigation and when the case attended by him/her 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.
3. Render all assistance to Sub Regional office, Vadodara through its Legal Branch, Social Security Officer (Legal) and Branch Office Managers, if required to do so
4. Keep this office informed regarding the developments of the case from time to time, particularly about drafting, filing of papers, dates of hearing of the cases, supply of copies of judgements etc.
5. Perform such other duties of legal nature, which may be assigned to him by this office from time to time

4. Tenure /term of Empanelment: -

The initial empanelment will be for **Five years** or until further orders whichever is earlier. Performance of empaneled advocates shall be reviewed on annual basis. However, on completion of the term and satisfactory performance of the advocate, the empanelment may be renewed for a period of another Five years by the Corporation. The corporation reserves the right to terminate the empanelment of any advocate at any time with a notice of 30 days.

5. Schedule of Fee:

(i) Fee structure is as under: -

Sl. No	Court	Consolidated Fee
1	EI Courts, Magistrate Courts and District Consumer Forum	Rs 5,000/-

(ii).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 arguments, finalization of the case and on submission of certified copy of the judgement along-with his/her opinion in case the judgement goes against the Corporation either in full or part.

- (iii). Miscellaneous expenditure including Court Fees shall be paid on actual basis on the submission of bills along-with the statements and/or Vouchers.
- (iv). No retainer fee shall be paid to any panel advocate merely because such advocate has been empaneled.
- (v). The above fees may further be revised/regulated as per instructions of ESIC HQ's office, New Delhi.
- (vi). No separate clerkage fees will be paid.
- (vii) Modification in Fee structure shall be applicable as per discretion of ESI from time to time.
- (viii) Applicant Advocates will not be entitled to any travelling expenses or any miscellaneous allowance for visiting branches or Courts.
- (ix) The fee to advocate will be paid by the Sub Regional Office, ESIC, Vadodara on receipt of certified copy of judgement, opinion and collection of Fine/Fee from court towards ESIC Corporation if any and on presentation a claim along with a Stamped Receipt.
- (x) Rs. 500/- will be paid for written opinion and written advice including advice on evidence on misc. matters (no related with the case matter).

5. Procedure for Empanelment:

1. The applicant advocate must apply on the format prescribed by the ESIC only. No other format will be accepted.
2. Any application received after the last date prescribed in the advertisement shall not be entertained.
3. 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.
4. Merely fulfilling the eligibility criteria will not confer any right on an applicant advocate to be called for Interview/Interaction and to be selected.
5. The decision of the competent authority regarding short listing and selection of the candidates shall be final
6. Canvassing in any form shall be treated as disqualification. The candidature of such applicants shall be rejected forthwith.
7. Shortlisted applicant advocate will be informed individually about the date, time and venue of interview.
8. The applicant advocate shall bring original documents at the time of Interview.
9. Letter to applicant advocates confirmation their empanelment will be issued by ESIC separately.
10. The Joint Director, (In-charge), ESI Corporation, Sub Regional Office Vadodara will consider the bio-data for empanelment only on merit and while considering the requests from the advocates, length of practice and specialization in the area concerning the Corporation shall be given priority.

6. Documents to be submitted by the Advocates:

- i. Matriculation certificate in support of Age.
- ii. Certificate of Registration with Bar Council.
- iii. Identity Card issued by Bar Association/Bar Council.
- iv. Certificates in support of educational qualification.
- v. Full details of experience in the field of Labour Laws.
- vi. An undertaking from the advocates to the effect that all information furnished by him/her is correct.

7. General Conditions: -

1. Applicant Advocates will not absent without prior approval of Competent Authority from appearance in Court for any reason whatsoever.
2. Appeals, Revision or Petition arising from one common judgement or order will be together considered as one case if they are heard together.
3. 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.
4. Counsel / Advocate will have to represent the ESI Corporation in the EI Court, Magistrate Court, Labour Court, State Consumer Forum, etc., and should be well versed with the ESI Act as well as other related Acts and relevant Codes.
5. Counsel / Advocate should receive the notices meant for the ESIC from various Courts and able to handle the cases and appear in such matters in the Courts and ensure that no Ex-parte order is passed against the ESIC.
6. Counsel / Advocate should able to handle the cases, which are assigned to them and appear in such assigned cases in the Courts and should also prepare Written Statement, Appeal Memo, Application etc. and also provides legal opinion to the ESI Corporation. Advocate will look after and advice the ESI Corporation on legal matters including Filing/Defending Suits, Petitions and Appeals that may be entrusted to them.
7. Counsel / Advocates should have minimum of 05 years regular practice and standing in the Bar and handled Labour Law related cases.
8. Advocate should not take up any case against ESIC during the period of empanelment and shall not do things prejudicial to the Corporation interest.
9. Advocate empanelled will have to collect and produce the Certified Copy of Judgment 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.
10. 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.
11. Applicant Advocates must adhere to the instructions / guidelines issued by the ESI Corporation from time to time.
12. A report on progress of Suits / Cases entrusted to the Advocates would be sent to the Legal Branch, Sub Regional Office, Vadodara every month under a copy to Joint Director, In-Charge Office.
13. Applicant Advocates will not be entitled to any travelling expenses or any miscellaneous allowance for visiting branches or Courts.
14. Applicant Advocates should not use ESI Corporation name or Symbol in Letter Heads, Sign Boards and Name Plate etc.
15. 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 he/she should alone be entrusted with legal matter of particular case, pertains to the Corporation.

16. When any case attended by the advocate is decided against the ESI 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. However, reasons for success may also be forwarded along with final order.
17. 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 ESI Corporation, we may seek such clarification 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 ESI Corporation, ESIC may recommend your name for including in the caution list for circulation among sister concerns i.e. EPFO etc., including Bar Association.
18. 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 ESI Corporation.
19. 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.
20. The Advocates shall accept the terms and condition of the empanelment as determined by the ESIC from time to time.
21. The Joint Director In-charge, Sub Regional Office, Vadodara will be the final authority to assign the cases in various Courts to the empanelled advocates depending upon the requirement/nature of the cases.
22. The fee to counsel will be paid by the Sub Regional Office, ESI Corporation, Vadodara only on Receipt of Certified copy of Judgment, opinion and collection of Fine / Fee from Court towards ESI Corporation, if any and on presentation of a claim with a Stamped Receipt.
23. Charges for cases withdrawn will be paid as deemed appropriate by the ESI Corporation
24. Modification in fee structure shall be applicable as per discretion of the ESIC from time to time.

8. Communication of Empanelment;

After a decision to empanel the advocate is taken, a communication in writing to this effect shall be sent to the Advocate with acknowledgement and acceptance due. The process of empanelment shall be complete when the Corporation receives an acceptance letter from the advocate.

9. Right to Private Practice and Restrictions:

- (i). An advocate shall have the right to private practice which should not, however, interfere with or be in conflict with the efficient discharge of his/her duties as an empanelled advocate of the Corporation.
- (ii). An advocate shall not advise any party or accept any case against the Corporation in which he/she has appeared or is likely to be called upon to appear or advise.

10. Disablements: disablement on the part of the Advocate shall mean and include any of the following:

- (i). Giving false information in the application for empanelment;
- (ii). Handing over the case to another advocate, except to a duly appointed Junior Advocate;
- (iii). Failing to attend the hearing of the case without sufficient reason and prior information;
- (iv). Threatening, intimidating or abusing any of the Corporation's employees, officers, or representatives;
- (v). Committing an act tantamounting to contempt of Court or professional mis-conduct;
- (vi). Conviction of the Advocate in any offence resulting into arrest or detention or disbarment by the Bar Council;
- (vii). Passing on information relating to Corporation's case on the opposite parties or their advocates which is likely to cause damage to the Corporation's interests;
- (viii). Giving false or misleading information to the Corporation relating to the proceedings of the case;
- (ix). Frequent adjournment being obtained or not objecting the adjournment moved by other party without sufficient reason; and
- (x). Empanelment shall be liable to be cancelled due to occurring of any of the above disablements on the part of the Advocate, with a notice of 15 days.

11. Removal of Difficulty;

In the matter of implementation of these guidelines, if any, doubt or difficulty arises or doubt regarding the interpretation of any of the clause of this Notice, the same shall be placed before the Corporation and the decision of the Corporation thereon shall be final. The Corporation in this contrast would mean **The Joint Director I/c, ESI Corporation, Sub Regional Office Vadodara.**



**Joint Director I/c,
ESI Corporation,
Sub Regional Office
Alkapuri, Vadodara.**

विमल रावत / VIMAL RAWAT
संयुक्त निदेशक (प्रभारी)
Joint Director (Incharge)
क.रा.वी.निगम, उ.क्षे.का., वडोदरा
E.S.I.C., S.R.O., Vadodara