

OFFICE OF THE PRINCIPAL GOVERNMENT MEDICAL COLLEGE
HALDWANI

NOTICE

Inviting application for the empanelment of Legal Consultant in the Office
of the Principal Government Medical College Haldwani

Applications are invited for the empanelment of Legal Consultant having adequate exposure of handling cases in Hon'ble High Court, Civil/ District Court/Labour Court. In the above mentioned office for legal work. Preference would be given to Legal Consultant having experience of handling Service matters & Civil cases before Hon'ble High Court, Public Service Tribunal and Civil courts with a fair knowledge of the service matters. The eligibility criteria, procedure for applying and other terms and conditions for empanelment of Legal Consultant, the application form etc may be downloaded from the website www.medicaleducation.uk.gov.in, www.gmchld.org, or obtained from above mentioned office on any working day from 10AM-5PM. Applicant should submit their application in the prescribed form (Annexure-1), with the self attested copies of supporting documents, through registered post or in person to reach the office of Government Medical College Haldwani by 28.11.2025 (upto 5 PM).


Principal 7-11-2025

Govt. Medical College
Haldwani

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Terms and Conditions for the empanelment of Legal Consultant

Interested Legal consultant are advised to carefully read the eligibility criteria, instruction and terms and conditions for the empanelment of Legal consultant which are as under:-

1. Eligibility Criteria

The Legal consultant must have :-

- (I) Adequate facilities of office in haldwani alongwith Computer systems, clerks/steno, other support staff to perform the task 24x7 including any odd hours if required.
- (II) Master's Degree/Bachelor's Degree in Law from a recognized University or Institute in India, recognized by the Bar Council of India. They should have valid registration as an advocate with the Bar Council of India/Uttarakhand.
- (III) A minimum experience of five years in Govt. offices in handling service matters as well as contract and other related civil matters of the bid and agreement. Advocates having experience of handing cases before Hon'ble Labour Court/Tribunal /Aayog/Consumer forum/ High Court and Public Service Tribunal with a fair Knowledge of the civil & service matters will be preferred.
- (IV) Excellent written and oral communication (Hindi & English) and Interpersonal skills.

2.Tenure of Empanelment

The initial empanelment of the Legal consultant will be for a period of two years from the date of empanelment which can be extended for another period of one year based on performance. Mere application for empanelment does not confirm any right/assurance, whatsoever, to an applicant for empanelment on the panel of Office of the Principal Government Medical college Haldwani. Selected Legal consultant will sign a contract agreement with Principal Government Medical college Haldwani.

3.Scope of Service

The Legal consultant is expected to render professional services related to drafting the Counter Affidavit, Supplementary Counter Affidavit, Delay Condonation Affidavit, Narrative, Reply to complaint in forum/ Aayog and /or to contest the appeal and plead the cases before the Hon'ble High Court and Public Service Tribunal, District & other courts/ forums/Ayog as per requirement.

The Scope of services of Legal consultant broadly include -

01-Carry out continuous review, monitoring, applicability, interpretation of all relevant Rules/Legislations pertaining to Service and Civil matters of Department.


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02-Assist the Department in court cases as well as matters which require examination from a legal point of view and the same shall be done in a professional manner.

03-Tender Legal opinion in issues coming before the Department.

04-Prepare Narrative, draft affidavits and provide other inputs in consultation with sections, Divisions concerned in cases where the Department has been made a respondent.

05-Finalizing & formatting affidavit prepared by Govt. Counsels getting them notarized and to file it in various judicial/quasi-judicial forums in cases where the Department has been made a respondent.

06-To work closely with different related Departments and Divisions of Govt. of Uttarakhand in order to provide a holistic opinion on legal matter if required.

07-Scrutinize legal papers, documents and affidavits received in the department and offer comments;

08-Maintain contact with all empanelled Govt. Legal Counsels to keep abreast of ongoing and current court cases of Govt. Medical college Haldwani.

09-Liaison with the Government counsel's for vetting of affidavits for different cases of Govt. Medical college Haldwani.

10-Perform such other work of legal nature as may be entrusted from time to time and directed by office of Govt. Medical college Haldwani.

11- To ensure timely submission of Counter Affidavits and other documents in different Hon'ble Courts, Ayog, Tribunals etc.

4. Procedure for Empanelment

(i)The Applicant must apply on the format prescribed from the Office of the Principal Government Medical College Haldwani and no other format will be entertained.

(ii)The Applicant must submit a copy of these terms and conditions, duly signed and sealed at time of submission of application towards confirmation of acceptance of these terms and conditions of empanelment.

(iii)Any application received after the last date prescribed in the advertisement shall not be entertained.

(iv) Merely fulfilling the eligibility criteria will not confirm any right on an applicant Legal consultant to be called for Legal consultant.

(v) The decision of authority, regarding the short listing and empanelment, shall be final and binding.

(vi) Letter to Legal consultant will be issued by office of the Principal Govt. Medical college Haldwani.

5. Term of Reference

- (i) The Legal consultant will not accept any case against the office of the Govt. Medical college Haldwani.
- (ii) Refusal to accept any assignment, by a Legal consultant without any reasonable cause (i.e. on ground of conflict of interest), may lead to immediate termination.

6. Confidentiality clause

- (i) During the period of engagement with the Department, the Legal consultant would be subject to the provision of the official Secret and shall not divulge any information that the Legal consultant may have come across during the period of Legal consultant engagements in the Department to anyone who is not authorized to have the same.
- (ii) The Legal consultant shall maintain absolute integrity, devotion of duty, confidentiality and secrecy of information handled by the Legal consultant. The secrecy and confidentiality shall be maintained even after the termination of the contract.

7. Conflict of Interest-

The Legal consultant shall be expected to follow the general conduct rules and regulations laid down by the Government. In case the services of the Legal consultant are not found satisfactory or found in conflict with the interest of the Government functioning, its duties/empanelment are liable to be terminated/discontinued without assigning any reason thereof.

8. Termination of Empanelment

Office of the Govt. Medical college Haldwani, Reserves the right to terminate the empanelment of a Legal consultant in writing without assigning any reason. The Legal

consultant may also exit from the contract by serving written notice of at least one month in advance.

This Empanelment of the Legal consultant shall also be liable to be terminated in case of the following circumstances-

(i) If any information provided along with the application is found to be fabricated or false.

(ii) If the Legal consultant fails to attend the assigned business without sufficient reason and is unable to satisfactorily complete the assigned tasks.

(iii) If the Legal consultant fails to discharge his obligations as stipulated in the term of reference.

(iv) If the Legal consultant is found lacking in honesty and integrity or violates the confidentiality clause.

(v) For reason as per clause 7 above and any other reason.

9. Fee Pattern

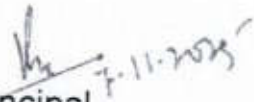
(i) Fee shall be on lump sum basis for each month.

(ii) Monthly consultancy fee shall be paid as Rs 50000/- (Rupees fifty thousand) per month inclusive of all taxes etc.

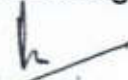
(iii) If the Legal consultant is not agreeable to fee offered by the Office, then empanelment shall be cancelled.

10- Mode of selection

The selection shall be based on screening of Application followed by an interview to be conducted by a committee constituted for the same.


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Application Form for the Empanelment Legal Consultant *

1-Name of Applicant in full:

2- Date of Registration:

3- Age, Father's name/address and mobile number:

4-Address correspondence with pin, phone, Fax, Mobile number and official email address:

5-Permanent Address with pin code and phone number:

6- Address of Office/chamber/incharge if any/ with pin code and phone number:

7-Name, Educational qualification/experience of Applicant:

8- Facility available with the Applicant viz- office number of clerk. Steno/Typist/ other support staff.

9- Whether any criminal complaint has ever been filed, FIR registered or any criminal proceedings has ever been commenced against the applicant.

10- Any additional information.


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Self Declaration

I hereby confirm and declare that the information furnished in the application 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 post of Legal consultant will be treated as cancelled and I will be debarred from the office for five years.

2. I also undertake to maintain absolute secrecy about the matter of Office.
3. I also undertake to return all files or records to the Office as and when required by the Office.
4. I do not have any such financial and other interest as is likely to effect prejudicially my functioning as a Legal consultant of the Office.

Place:

Date:

Signature of Applicant:

Name:

Reg./Enrollment No.:

Address:

Phone no/ Mobile number email ID:


Government Law College
P.A.L. (Legal Consultant), U.S.