

PUBLIC NOTICE FOR EMPANELMENT OF ADVOCATE-ON-RECORD (SUPREME COURT OF INDIA)

STATE ELECTION COMMISSION, UTTARAKHAND

Nirwahan Bhawan, Ladpur, Ring Road, Dehradun

File No.: 2890 /SEC-1/551/2005 Date: ~~September~~ 2025
OCTOBER

The State Election Commission, Uttarakhand, a constitutional body, invites applications from eligible and experienced advocates for empanelment as an **Advocate-on-Record (AOR)** to represent the Commission before the Hon'ble Supreme Court of India.

1. Eligibility Criteria

Applicants must meet the following minimum qualifications:

- Must be a registered Advocate-on-Record with the Supreme Court of India.
- Minimum **10 years of experience** after registration as an AOR, with proven experience in handling matters of Public Law (including Constitutional, Administrative, and Election Law).

2. Terms of Engagement & Remuneration

- **Duration:** The initial empanelment will be for a period of **three (3) years**, subject to a satisfactory annual performance review.
- **Remuneration:** The fee and allowances payable shall be governed by the rates prescribed in the relevant and currently applicable Government Orders/Notifications issued by the Government of Uttarakhand. Details are provided in **Annexure-C**.
- **Payment Terms:** The Commission shall endeavor to process all valid invoices within 90 days of submission.
- **Confidentiality:** The advocate shall maintain the utmost confidentiality of all information shared by the Commission.
- **Termination:** The Commission may terminate the empanelment with a one-month notice for non-performance or breach of contract. An advocate whose empanelment is terminated for non-performance shall not be eligible to apply in the next empanelment cycle.
- **Conflict of Interest:** The empanelled advocate shall not advise or represent any party with an interest adverse to the Commission. Further, the advocate shall not advise or appear against the Election Commission of India or any State Election Commission during their tenure.
- **Engagement for Supreme Court Matters:** The AOR will be primarily responsible for filing all petitions/applications and managing all procedural formalities. The AOR shall be required to be present during all hearings and may also be required to argue cases as deemed fit by the Commission. Even in cases where a separate Arguing Counsel is engaged, the AOR's presence and assistance during the hearing are mandatory. The assignment of roles shall be at the sole discretion of the Commission.



3. Application Procedure

- Interested advocates can download **Annexure-A (Application Form)**, **Annexure-B (Declaration Form)**, and **Annexure-C (Schedule of Fees)** from the Commission's website at www.sec.uk.gov.in.
- The application form, duly filled, must be accompanied by the signed declaration form and the following self-attested documents:
 - Detailed Curriculum Vitae (CV).
 - Copy of Bar Council Registration Certificate.
 - Copy of AOR Registration Certificate.
 - A list of significant reported/unreported judgments to serve as proof of experience.

- The complete application set, with all documents scanned and compiled into a single PDF file, should be sent by email to **sec-uttarakhand@uk.gov.in**. The subject line of the email should be **“Application for Empanelment of Advocate-on-Record for Supreme Court”**.
- The last date for receipt of applications is **15th October 2025**.

4. Selection Procedure

Applications will be scrutinized by a committee constituted by the State Election Commissioner. The Commission may, at its discretion, call applicants for an interaction/interview. The decision of the Commission regarding selection and empanelment shall be final and binding.


Secretary
State Election Commission,
 Uttarakhand.

ANNEXURE-A: APPLICATION FORM

(To be filled by the applicant in Capital Letters)

Application for Empanelment as Advocate-on-Record for the State Election Commission,
Uttarakhand

PANEL APPLIED FOR: Advocate-on-Record (AOR), Supreme Court of India

1. PERSONAL DETAILS

Detail	Your Information
Full Name	
Father's/Husband's Name	
Date of Birth	
Office Address	
Residential Address	
Mobile Number	
Email Address	

2. PROFESSIONAL DETAILS

Detail	Your Information
Bar Council Registration No. & Date	
Name of Bar Council	
AOR Registration No. & Date	
Total Years of Practice Experience	
Years of Experience as AOR	

3. SUPPORTING DOCUMENTS CHECKLIST (Please tick ✓)

S.No.	Document Enclosed	Tick (✓) Here
1.	Annexure-B: Declaration Form (Duly Signed)	
2.	Self-attested copy of Detailed Curriculum Vitae (CV)	
3.	Self-attested copy of Bar Council Registration Certificate	

4.	Self-attested copy of AOR Registration Certificate	
5.	A list of significant reported/unreported judgments as proof of experience.	

I, the undersigned, hereby certify that the information provided above is complete, true, and correct to the best of my knowledge and belief.

Date:

Place:

(Signature of the Applicant)

Name:

ANNEXURE-B: DECLARATION FORM
(To be submitted on the applicant's official letterhead)
DECLARATION

I, _____ (Name of Advocate), Son/Daughter/Wife of _____, resident of _____, do hereby solemnly affirm and declare as under:

1. That I am applying for empanelment as an **Advocate-on-Record** for the State Election Commission, Uttarakhand.
2. That all the information, particulars, and documents furnished by me along with my application are true, correct, and complete to the best of my knowledge and belief. I understand that if any information is found to be false or misleading at any stage, my candidature/empanelment shall be liable for immediate cancellation.
3. That I have read and understood all the eligibility criteria mentioned in the Public Notice No. - _____ dated _____ and I confirm that I fulfill all the said criteria.
4. That I have read and understood the Conflict of Interest clause and I undertake that, if empanelled, I shall not advise, appear, or act against the Election Commission of India or any State Election Commission, including the State Election Commission, Uttarakhand, during my tenure.
5. That I have never been debarred from practicing law by any Bar Council or been found guilty of professional misconduct by any disciplinary authority.
6. That I agree to accept the remuneration for services rendered as per the rates prescribed in the relevant Government Orders/Notifications of the Government of Uttarakhand.

I hereby affirm that the contents of this declaration are true and correct.

Date:

Place:

(Signature of the Declarant/Applicant)

Name:

AOR Reg. No.:

ANNEXURE-C: SCHEDULE OF FEES

(For the Reference of Applicants)

Subject: Schedule of Admissible Fees for Empanelled Advocate-on-Record

(Based on G.O. No. 109(i) XXXVI-A-1/2020-43 dated 18th March 2020 and G.O. No. 110 (i)

XXXVI-A-1/2020-43 dated 18th March 2020)

Part A: Mapping to GO Designation

For remuneration purposes, the empanelled AOR shall be mapped to the Government of Uttarakhand's official designation as follows:

Commission's Panel	Mapped to GO Designation
Advocate-on-Record (AOR)	AOR-cum-Standing Counsel

Part B: Fee Schedule for Matters before the Hon'ble Supreme Court of India

1. Monthly Fees & Allowances

Fee Type	Amount
Retainer Fee (per month)	₹ 14,000
Library Allowance (per month)	₹ 1,800
Establishment Expenses (per month)	₹ 8,500

2. Arguing/Appearance Fees (Per Effective Hearing Day)

Number of Cases	Fee per Day
One Case	₹ 5,000
Two Cases	₹ 6,000
Three or more Cases	₹ 9,000

3. Drafting and Miscellaneous Case Expenses

Item	Admissible Rate
Drafting Fee	₹ 15,000 per case
Drafting & Filing Fee (Connected Cases)	₹ 15,000 (first case) + ₹ 3,000 per additional case.
Other Expenses (Typing, Photostat etc.)	As per itemized rates in the G.O.
Court Fees	On actual basis (with proof)

Note on Drafting & Filing Fee: The specified fee of ₹ 15,000 is an all-inclusive fee for both drafting and filing the primary substantial pleading in a case (e.g., Special Leave Petition, Writ Petition, main Counter-Affidavit). It is expressly clarified that this single, all-inclusive fee also covers the drafting and filing of all ancillary documents (such as miscellaneous applications, rejoinders, caveats, etc.). No separate or additional charges shall be payable for either drafting or filing any subsequent documents in the same case.

Note on Connected Cases: For connected cases, the fee for additional cases is capped at a maximum of ₹ 15,000. Therefore, the total maximum drafting and filing fee admissible for a batch of connected cases (including the first case) shall not exceed ₹ 30,000.