

INSTRUCTIONS TO APPLICANTS FOR FILLING ONLINE APPLICATION

Applicants are advised to carefully read the advertisement, eligibility criteria and the following instructions before filling and submitting the online application for empanelment with CMPDI.

1. Eligibility: The applicant must be an Advocate enrolled with a Bar Council under the Advocates Act, 1961. In case of a Law Firm, the application shall be submitted through an Advocate so enrolled.

2. Selection of Forum: Applicants shall select the Court/Forum for which empanelment is sought, namely Supreme Court of India, High Court of Delhi, High Court of Jharkhand and/or Subordinate Courts/Tribunals. An applicant may apply for more than one forum, subject to fulfilment of the prescribed eligibility criteria. Applicants seeking empanelment exclusively for tax matters shall select the appropriate option in the online application.

3. Personal and Professional Details: Applicants shall fill all applicable fields relating to name, date of birth, enrolment, professional experience, area of practice, specialization, important cases handled, Government/PSU empanelment, clients, courts regularly practised in, AOR details wherever applicable, PAN and notable achievements.

4. Experience: The period of practice and other experience stated in the application shall be supported by documentary evidence wherever required. Applicants shall ensure that the experience claimed is relevant to the forum for which empanelment is sought.

5. Supporting Documents: The required self-attested scanned copies of documents, as specified in the advertisement, shall be uploaded with the online application. Applicants shall also upload documentary evidence in support of the information furnished, wherever applicable.

6. Entries under Evaluation Criteria: Applicants shall furnish their most relevant and representative entries, up to the maximum permissible limit, under each applicable category. Entries/documents beyond the maximum permissible limit shall not be considered for evaluation.

7. Clarity of Documents: All uploaded documents must be clear and legible. Seals, stamps, signatures, names, authorities and dates, wherever applicable, must be clearly visible.

8. Accuracy of Information: Applicants shall carefully verify all information before final submission. The information furnished should be complete, accurate and supported by documentary evidence wherever required. The applicant shall be responsible for the correctness of the information furnished.

9. Submission: The application shall be submitted online only through the designated portal. Applications submitted through email or in hard copy shall not be entertained.

10. Final Submission: Applicants are advised to review the entire application and uploaded documents before final submission. After final submission, the application shall be treated as final, subject to any facility specifically provided in the portal for modification before the closing date.

11. Last Date: The complete online application, along with all requisite documents, must be submitted on or before the date and time specified in the advertisement. Applications received after the prescribed deadline shall not be considered.

12. Evaluation: Applications shall be scrutinized and evaluated in accordance with the evaluation criteria approved by CMPDI and subject to approval of the Competent Authority.

13. Professional Fee: Professional fees of empanelled Advocates shall be governed by the applicable Schedule of Fees.