



DELHI POLICE PUBLIC SCHOOL

B-4, SAFDARJUNG ENCLAVE, NEW DELHI-110029

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Ref. No: DPPS/ 225

Date : 13/6/19

Subject:-Regarding hiring of Lawyer/Legal Advisor on retainership basis.

Applications are invited purely on monthly retainership charges basis for Delhi Police Public Schools (Safdarjung Enclave, Kingsway Camp, Wazirabad) and Society (PFED) for providing legal services (i.e. appear and represent the Schools before Courts and various Tribunals/Forum etc.), advise and opinions on various matters, including the issues related with Education Department/CBSE, from experienced Practicing Lawyers with specialization in Service Matters (i.e. DST, CAT, High Court, Supreme Court). The individual must be enrolled with Bar Council and should have at least 5 years' experience in dealing and appearing in the Service Matters before the Courts and other various Tribunals/Forums. Preference shall be given to individual having experience with educational institutions. **The retainership charges will be fixed, Rs.15000/-only + Rs.1500/-only as clerical charges, total amounting to Rs.16500/-only.** Besides that, Court Fee, stamp fee and writ petition etc. photo state expenses will also be reimbursed by the School. Apart from this, no extra payment shall be made for any services.

Interested individual may apply through email by sending his/her resume at email ID dppschoo@gmail.com or pfed_2007@gmail.com within one month from the date of publication of this advertisement. No application/email shall be considered after due date. For more details and before applying, kindly go through the terms and conditions.


(Head of School)

Terms & Conditions

1. The Lawyer is expected to appear and represent the all three Schools and Society (PFED) before the Court and Tribunals/Forum, as and when required. This also include preparing, vetting and filling applications, writ petitions, replies, joinders, rejoinders etc. and also other related works.
2. No assistance or manpower shall be provided from the school.
3. Lawyer should mentioned in his resume his registration number with the Bar Council and years of experience. Applicant should have at least 5 years' practice experience as a Lawyer in Service matters in Courts/Tribunals. Preference shall be given to individual having experience with educational institutions. However, competent authority may consider less experienced Lawyer also if sufficient applications are not received and in the opinion of Competent Authority, suitable Lawyer is found.
4. If due to any unavoidable circumstances, the Lawyer could not attend the Court/Tribunal on the date of hearing, he must send his junior or associate to attend the same. Absent on the part of School in Courts/Tribunal is highly undesirable and action may be taken in this regard by the competent authority.
5. If due to absence on the part of Lawyer on date of hearing or due to any negligence, any cost is imposed by the Court, the same will be borne by the Lawyer itself. School authority shall not pay any such cost or consider any such matter/application.
6. Lawyer will have to give 3 months advance Notice for termination of services.
7. On termination of contract from either side, the Lawyer shall return immediately all the files and documents related to School. If all the documents are not returned by the Lawyer within a reasonable time or as per the demand of the School, School authority may take such action/legal action against the Lawyer as deems fit.

8. After the end or termination of contract, Lawyer or his associates shall not appear in any Court/Tribunal against the School/Society in future.
9. Lawyer shall not disclose or leak any document/information to any unauthorized person.
10. Lawyer is expected to keep update regarding all cases to School Authority. He or his associate/junior must visit the School on periodic basis or as and when required by the School Authority/Society.
11. If any case given for opinion or advice, the same must be dispose of promptly and within a reasonable time.
12. The amount of retainership is fixed and no extra payment shall be made for any other service. However, reimbursement for the Court Fee, Stamp Fee or photocopy of the petitions shall be made on submission of the bill. No payment shall be made without submitting the bill.
13. In case of any dispute on any issue, decision of the School Authority/Society shall be final and binding and the Lawyer will have to accept and act accordingly.
14. In case of any dispute, Delhi will be the jurisdiction.


(Head of School)