

Letter No: JRGB/HO/2022-23/563

Date:12.04.2022

Notice Inviting applications for empanelment of Advocates in
Jharkhand Rajya Gramin Bank

Last date for submission of Application	03.05.2022
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A. INTRODUCTION: Jharkhand Rajya Gramin Bank (JRGB), a Regional Rural Bank sponsored by State Bank of India with Head office at Ranchi (Jharkhand) came into existence on 01.04.2019 post amalgamation of the two erstwhile Banks- Jharkhand Gramin Bank and Vananchal Gramin Bank. The bank has a network of 443 Branches and 8 Regional offices across 24 districts of Jharkhand.

The Bank being in financial business and advancement of loans requires NEC/Title Clearance Report in respect of properties charged /mortgaged. Further, the Bank has to face litigations in various Courts/tribunals/District Commission etc. Thus, the Bank in its endeavour to mitigate the litigations and for NEC related work, is looking to engage experienced, proficient and result oriented Advocates for its various Branches/Regional Offices and Head office in order to avail their professional services at District/other appropriate level.

Empanelment of Advocates will be done District wise within a particular Region of the Bank. As such, an Advocate has to apply for only one District Court under the Region. The empanelled Advocate will be *inter alia* entrusted with the following categories of work:

1. For obtaining NEC and other work at District/other level.
2. For Court cases pertaining to District Court/district consumer Disputes redressal forum/other forums
3. State consumer Disputes redressal forum
4. For cases pertaining to High Court.
5. For cases pertaining to other Judicial/Quasi Judicial *fora*

B. ELIGIBILITY/CRITERIA FOR EMPANELMENT:

1. Qualifications-

Essential

- i. The Advocate shall possess a degree in law from university recognised by the Bar Council of India and enrolled with the respective Bar Council of State.
- ii. The Advocate shall have a minimum 5 years of standing practice at the Bar.
- iii. The applicant should be a practicing Advocate in the Court placed in the region for which he/she is applying.
- iv. The Advocate should have expertise in-
 - Documentation, title search, Banking Laws
 - Recovery litigation before Courts including SARFAESI Act
 - Consumer forum cases
 - Criminal Complaints, Complaints U/s 138 of NI Act.
 - Service matter in reference to Banking Sector for High Court Cases (applicable for High Court Advocates only).
- v. The advocate should be of undoubted legal acumen and unblemished integrity and not been depanelled from any other Bank/Financial institution.

Desirable

- i. Length of practice and specialization in the area of law beneficial to the Bank.
- ii. Empanelment with other Banks including erstwhile Banks/FIs/PSUs/Central/State Governments, etc.
- iii. Proper and adequate infrastructure such as Land Line phone, independent office space, internet connection, number of junior advocates attached, clerks, etc.

C. FORMAT AND SUBMISSION OF APPLICATION:

The willing Advocates who meet the aforesaid criteria and agree to abide by the terms and conditions contained herein should furnish information as per Annexure-B of this advertisement. Applicant should comprehensively describe

his/her experience. Any additional detail which may desire to provide, be sent as an annexure along with the application.

The application strictly in the aforesaid format should be typed on A4 size paper, securely bound with all the enclosures mentioned therein in serial order. All pages of the application should bear the signature and rubber stamp of the applicant. Any interlineations, erases or overwriting shall be valid only if the applicant signs and authenticates them.

The duly filled application form along with self attested copy of the requisite documents should be sent in 3 copies (1 original +2 self attested photocopies) sealed envelope super scribed as: **“Application for empanelment in Bank’s Panel of Advocates”** by post/hand delivery under acknowledgement to the concerned Regional office (listed in Annexure-A) of the area where the Advocate practices, so as to reach the concerned office on or before **03.05.2022**. Please note that any other mode of application will not be entertained.

It is advisable that the applicant should send his /her application within the time line.

Applications received after the specified date i.e. **03.05.2022** will not be entertained at all. Request for extension of date for submission of application will not be entertained. However, the Bank at its discretion may extend the deadline if felt necessary, which will be notified on the Bank’s website.

D. PROCEDURE FOR EMPANELMENT:

- i. The application received by the specified date will be scrutinized by the respective Regional Offices to determine if they meet eligibility criteria/terms and conditions mentioned in this advertisement including its subsequent amendment(s), if any, and whether the applications are complete in all respects. Applications relating to High Court shall be sent directly to the Head office.
- ii. On scrutiny, any application not found in desired format/not supported with copy of self attested documents/illegible/incomplete/not containing clear information, or failing to fulfil the relevant requirements, will be rejected for further evaluation process at the sole discretion of the Bank.

- iii. The applications will be scrutinized by the Bank purely on merit and after conducting due diligence, the applications which are complete in all aspects and in conformity with the requirements of the Bank as per the Policy, shall be considered.
- iv. Only those applicants will be informed by the Bank whose applications are shortlisted for empanelment. The applicants who are not shortlisted for empanelment will not be informed by the Bank. Further, such applicants will not be provided with information about comparative position of their applications with that of others.
- v. Empanelment shall be at the sole and absolute discretion of the Bank and mere application for empanelment would not confer any right for empanelment and no correspondence whatsoever from the applicants will be entertained as to the fate of empanelment.
- vi. The Bank reserves the right, at any time, to waive any of the requirements of this request for empanelment if it is deemed in the interest of the Bank.
- vii. Bank reserves its right to limit number of Advocates to be empanelled for any/all district. It is at the sole discretion of the Bank to empanel any number of Advocates as per its requirement.
- viii. If deemed necessary, the Bank may seek clarifications on any aspect of application from the applicant. The Bank may also make enquiries to verify the past performance of the applicant.
- ix. While considering the applications, preference (subject to Bank's Policy) may be given to the Advocates who were previously empanelled in the erstwhile Banks i.e. Jharkhand Gramin Bank and Vananchal Gramin Bank.
- x. Empanelment with other Banks/FIs/PSUs/central/State Government, etc. may be an added advantage. Further, the advocate should not have been black-listed/removed from panel by any organisation.
- xi. The Bank at its sole discretion, if required, may call the applicant for interaction/presentation before the Appropriate Authority before short listing. The applicants will have to bear their own costs for such interaction/presentation. The Bank's decision in this regard will be final.

E. TENURE OF EMPANELMENT:

- i. The initial empanelment of the Advocate(s) will be for a period of three years subject to annual review of their performance by the Bank and accordingly the same may be renewed from time to time.
- ii. In case any court matter is pending with any panel advocate for disposal by any Court and his term is not renewed, Advocate concern should handle the said court matter till the disposal by the respective Court or withdrawn by the Bank for entrusting to other advocate and return the case file to Bank.
- iii. Bank reserves the right to terminate the empanelment of any Advocate at any time without assigning any reason.

F. DUTIES AND RESPONSIBILITIES OF PANEL ADVOCATES IN RESPECT OF LITIGATION:

- i. Appearing before various courts/Tribunals/District Commission etc. in respect of cases filed by and against the Bank as and when entrusted with the said case and plead on behalf of Bank protecting the interest of the Bank.
- ii. Intimate the day to day progress of the matter to the concerned office of the Bank.
- iii. Not to seek adjournments without any valid and cogent reasons.
- iv. Not to make any submission before the Court without prior instructions from the concerned office of the Bank.
- v. Not to appear either directly or through juniors/assistant advocates against the Bank.
- vi. Providing opinion (written/oral) on certain issues which are referred to them by the Bank.
- vii. Assisting the Bank in lodging FIR and other criminal matters whenever entrusted to them.
- viii. Attend to any other legal work whenever entrusted to them.

G. DUTIES AND RESPONSIBILITIES OF PANEL ADVOCATES IN RESPECT OF SCRUTINY OF TITLE:

- i. The panel Advocate should undertake the job for search relating to encumbrance etc. of the property only after receipt of a communication from the concerned branch/office of the Bank.

- ii. The Panel Advocate should not accept Non Encumbrance Certificate from the customer for the purpose of availing loan from the Bank instead should obtain non encumbrance certificate on his own.
- iii. The panel Advocate should verify the "Title Documents" in original before submitting his/her report to the concerned branch/office of the Bank.
- iv. The Panel Advocate should submit to the concerned branch/office of the Bank, the original receipts of deposit of "Fee for Search" in the Sub-Registrar office/Tehsil etc. along with his report.
- v. The Panel Advocate should point out any defect(s), whether legal or otherwise, in the "Title Documents" which is prima facie apparent/manifest.
- vi. The panel Advocate should himself verify the Registration records and revenue records of the property offered as security.
- vii. The panel Advocate should inform the Bank regarding pendency of any litigation concerning the property, if it comes to his/her knowledge at the time of search or at any time subsequent to furnishing the search report.
- viii. Panel advocate should not collect the fee for title scrutiny from the customers directly and should collect through Bank's branch only.
- ix. During the scrutiny in case, any further documents are required, the same to be intimated to the Bank and the same to be collected from the Bank's branch only.
- x. Title scrutiny report should be submitted to Bank's branch only but not to the customer/borrower.
- xi. The Advocates are required to submit genuineness certificate duly supported by certified copy of title deeds.

H. GENERAL TERMS AND CONDITIONS:

- i. Application for empanelment does not confer any right/assurance whatsoever, to an applicant that he/she will be empanelled on the Bank's Panel.
- ii. The Bank reserves its rights to modify any part of this advertisement at any time till the last date for receipt of application. Such change(s)/modification(s), if any, may be in the form of an addendum/corrigendum and will be uploaded on Bank's website. All

such change(s) will automatically become part of this advertisement and be binding on all applicants. Interested applicants are advised to regularly refer the Bank's website.

- iii. Approval in Bank's panel of Advocates does not amount to an appointment or right for an appointment and Bank is free to engage any Advocate of his choice and the empanelled Advocate cannot claim to be entrusted with Bank's Work.
- iv. The Advocates empanelled shall maintain absolute secrecy and confidentiality about the cases of the Bank and other matters entrusted to them.
- v. The empanelled Advocate has to accept all the work assigned to him/her and he/she cannot refuse to accept any assignment entrusted to him/her. Refusal by any Advocate to accept any work otherwise than on the ground of conflict of interest, may entail removal of such advocate from Bank's panel.
- vi. Wilful misrepresentation of any fact in the application will lead to the disqualification of the applicant without prejudice to other legal actions that Bank may take.
- vii. Bank reserves the right to accept or reject any application received without assigning any reason thereof whatsoever shall arise from the application process.
- viii. Any efforts on the part of applicant to influence empanelment process may result in rejection of the application.
- ix. Bank will not be responsible for non-receipt of applications within the specified date due to any reason including postal delays or holidays in between.
- x. Bank shall have the right to cancel the empanelment process itself at any time, without thereby incurring any liabilities to the affected applicants.
- xi. Submission of application is evidence of an applicant's consent to comply with the terms and conditions of empanelment process. If an applicant/Advocate fails to comply with any of the aforementioned terms and conditions, his application/empanelment may be summarily rejected.

I. FEE STRUCTURE:

The schedule of fees and charges payable to Advocates shall be as per Bank's extant guidelines issued from time to time.

J. DISCLAIMER:

Bank is not committed either contractually or in any other way to the applicants whose applications are accepted. The issue of this request for Application does not commit or otherwise oblige Bank to proceed with any part or steps of the process.

Note:

- 1. The bank reserves the right to reject any application for empanelment without obligation.**
- 2. Any notice published in the official website of the Bank i.e. www.jrgb.in shall be deemed to be a valid notice for all purposes.**
- 3. All disputes are subject to Ranchi Jurisdiction only.**

s/d

General Manager

Address of Regional Offices and Head office for Submission of Application

REGION	CONTACT NO.	ADDRESS	DISTRICTS COVERED
RANCHI (I)	7643991504	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-I, SAMRIDHI COMPLEX, FIRST FLOOR, SOUTH OFFICE PARA, NEAR ST. XAVIER SCHOOL, DORANDA, RANCHI-834002 (JHARKHAND) E-MAIL- <i>roranchi@jrjb.in</i>	RANCHI & KHUNTI
SINGHBHUM(I I)	8271740579	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-II, 2ND FLOOR, ARCHANA TOWER, DIMNA ROAD MANGO, JAMSHEDPUR, EAST SINGHBHUM -831012 (JHARKHAND) E-MAIL- <i>rosinghbhum@jrjb.in</i>	WEST SINGHBHUM, EAST SINGHBHUM, SARAIKELA
GUMLA (III)	8210295492 /9334972560	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-III, JASHPUR ROAD, BADAIK MOHALA, GUMLA -835207, (JHARKHAND) E-MAIL- <i>rogumla@jrjb.in</i>	GUMLA, LOHARDAGA, LATEHAR, SIMDEGA
PALAMU (IV)	9334915168	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-IV, CHURCH ROAD , DALTONGANJ, PALAMAU-822101 (JHARKHAND) , E-MAIL - <i>ropalamu@jrjb.in</i>	PALAMU & GARHWA
HAZARIBAGH (V)	7643991118	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-V, GURU BABBAN COMPLEX, SHIV MANDIR CHOWK, KORRA, DIST. - HAZARIBAGH-825301, (JHARKHAND) E-MAIL- <i>rohazaribagh@jrjb.in</i>	HAZARIBAGH, KODERMA, CHATRA, RAMGARH

REGION	CONTACT NO.	ADDRESS	DISTRICTS COVERED
GIRIDIH (VI)	8252913112	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-VI, NEAR VISHWANATH TEMPLE, BARGANDA, GIRIDIH -815301 (JHARKHAND) E-MAIL- <i>rogiridih@jrjb.in</i>	GIRIDIH, BOKARO, DHANBAD
DEOGHAR (VII)	8252913156	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-VII, PANDIT SUNDARLAL MISHRA ROAD NEAR D.A.V SCHOOL CASTER TOWN , DEOGHAR-814112 (JHARKHAND) , E-MAIL- <i>rodeoghar@jrjb.in</i>	DEOGHAR, DUMKA, JAMTARA
GODDA (VIII)	9835923421	JHARKHAND RAJYA GRAMIN BANK, REGIONAL OFFICE-VIII, GULZARBAGH, GODDA-814133(JHARKHAND) (JHARKHAND) , E-MAIL - <i>rogodda@jrjb.in</i>	GODDA, PAKUR, SAHIBGANJ

Address of Head Office

Jharkhand Rajya Gramin Bank, Head Office, 3rd floor Market Complex, Zila
Parishad office Premises, Kutchery Road, Ranchi-834001
Contact No:9262896919

FORMAT FOR APPLICATION

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Affix Passport Size
Photo of the
Advocate

BIO-DATA FORMAT

01. NAME IN FULL :
02. DATE OF BIRTH :
03. ADDRESS (a) OFFICE :
- (b) RESIDENCE :

04. TELEPHONE OFFICE :
- RESIDENCE :
- Mobile Number :
- FAX(If any) :
- E-mail Address :
05. ACADEMIC QUALIFICATIONS :

06. WHETHER YOU BELONG TO : S.C/S.T/OBC/GEN

07. DATE OF ENROLLMENT IN BAR
COUNCIL AND ROLL NO :
08. PRINCIPAL PLACE OF PRACTICE :
09. WHETHER PRACTICING IN CIVIL/
CRIMINAL SIDE :
10. COURTS APPEARING IN :
11. (a) WHETHER YOU ARE APPEARING
ON BEHALF OF ANY BANK(S)
FINANCIAL INSTITUTION(S)
COMPANY (IES) GIVE DETAILS :
- (b) HAVE YOU BEEN DEPANELLED
ANY TIME.

- GIVE DETAILS :
12. TOTAL EXPERIENCE AT BAR :
13. (a) ARE YOU AN INCOME TAX ASSESSEE : YES/NO
(b) PAN NUMBER :
14. ARE YOU APPEARING IN ANY SUIT OR OTHER PROCEEDINGS AGAINST JRGB?
IF YES, GIVE DETAILS :
15. HAVE YOU SUFFERED ANY PROFESSIONAL MISCONDUCT PROCEEDINGS BEFORE BAR COUNCIL, IF YES, GIVE DETAILS : YES/NO
16. DETAILS OF PROFESSIONAL ACHIEVEMENTS (IF ANY) :
17. I Undertake to refrain from appearing against Jharkhand Rajya Gramin Bank in any suit, proceedings, enquiries which are pending disposal or proposed to be filed, nor would I offer any advises or opinions to any clients/parties, including companies and institutions, which may affect the interests of the bank; and I am agreeing to the advocates' fees structure fixed by the Jharkhand Rajya Gramin Bank for the matters entrusted to me. I am also aware that I am not entitled to :
(a) Retainer fee, (b) Travelling expenses and (c) Claim Junior Advocate's fee, unless specifically agreed to in writing by the Bank.
- Bank has right to depanel or take necessary action against me, if any of the particulars given herein above are found to be misleading/untrue or on account of professional misconduct or negligence attributable to me/us or my/our authorized representatives.
18. I am enclosing copies of LLB degree certificate and Bar Council enrolment certificate duly self-attested.

I accept to work in the panel of Advocates of Jharkhand Rajya Gramin Bank and I shall abide by the above terms and other terms and conditions in vogue in the Bank and made from time to time.

I undertake and declare that I have been empanelled by the SBI and I have not been depanelled by the SBI neither any disciplinary proceeding is being conducted by the SBI or other organization against me.

Yours faithfully,

(NAME:)

Encl: Self attested photocopies of following documents

1. LLB Degree Certificate/s
2. Bar Council enrolment certificate
3. Certificate of practice.
4. Bar council/association ID proof
5. KYC documents
6. Copy of enrollment letter issued by any organization.
7. Any other relevant certificates/documents