



## Indian Council for Technical Research & Development

भारतीय तकनीकी अनुसंधान एवं विकास परीषद, नागपूर

Secretariat- Plot No. 72, Shahakar Co. Society, Trimurti Nagar, Bhamti, Nagpur - 440022  
Website- [www.ictrd.org](http://www.ictrd.org) Email- [ictrd@egov.ind.in](mailto:ictrd@egov.ind.in) Phone: 0712-2244884 Toll Free: 1800 267 6070

Date: 26/03/2026

### **NOTIFICATION**

#### **Call for Empanelment of Legal Counsel**

(Honorary Engagement – Governance & Advisory Role)

##### **1. Institutional Context**

The **Indian Council for Technical Research and Development (ICTRD)** is a national-level not-for-profit body engaged in advancing technical education, research, institutional accreditation, and professional development initiatives across India.

In order to strengthen its **legal governance framework, regulatory compliance, and institutional safeguards**, ICTRD invites applications for **empanelment of qualified legal professionals** to serve as **Legal Counsel to the Council** in an honorary advisory capacity.

##### **2. Nature of Engagement**

The empanelment is **honorary in nature**, with defined professional responsibilities and structured honorarium support for specific deliverables.

The Legal Counsel shall act as a **trusted advisor to the Council**, contributing to governance, compliance, dispute management, and institutional legal structuring.

##### **3. Scope of Engagement**

The empaneled Legal Counsel shall be entrusted with the following responsibilities:

###### **3.1 Governance & Advisory**

- Provide legal opinions on matters related to **organizational governance, statutory compliance, contracts, and regulatory frameworks**
- Advise on risk mitigation and legal structuring of institutional initiatives

###### **3.2 Council Participation**

- Attend a minimum of **three (3) official meetings annually** at the **ICTRD Secretariat, Nagpur**
- Provide legal inputs during Council deliberations, as required

###### **3.3 Election & Nomination Oversight**

- Govern and supervise **one (1) election/nomination process annually** for the **General Body or Management Council**
- Ensure adherence to bylaws, procedural transparency, and legal compliance

### 3.4 Legal Documentation & Notices

- Draft and issue legal notices on behalf of ICTRD
- Vet and structure legal documents, agreements, and communications

### 3.5 Intellectual Property & Institutional Identity

- Advise on protection of **intellectual property, certifications, frameworks, and institutional identity**
- Support enforcement of legal rights where required

### 3.6 Dispute Resolution & Representation

- Represent ICTRD or provide legal advisory in disputes, litigation, or quasi-judicial matters
- Offer strategic guidance on legal proceedings and case management

## 4. Honorarium Structure

The engagement includes a **blended honorary and professional fee structure**, as detailed below:

### 4.1 Fixed Honorarium

- **Annual Onboarding Honorarium: ₹22,000**  
(Includes availability as Legal Counsel and participation in up to 3 meetings annually)

### 4.2 Meeting Engagement

- **Beyond 3 meetings: ₹2,500 per meeting**

### 4.3 Situational Professional Charges

#### a) Legal Notices

- Up to **2 notices annually** included
- Additional notices: **₹2,000 – ₹3,000 per notice**

#### b) Litigation / Case Handling

- **₹20,000 – ₹30,000 per case**, based on complexity and scope

#### Important Clarification:

Where a matter progresses into litigation and is assigned to the empaneled Legal Counsel, any **related notices, consultations, or meetings pertaining to that specific case shall be deemed included within the case fee**, and **no separate billing shall be applicable**.

## 5. Eligibility Criteria

Applicants must meet the following criteria:

- Enrolled Advocate under the **Bar Council of India**
- Minimum **5+ years of active legal practice**
- Demonstrated experience in one or more of the following:
  - Institutional / Corporate Law
  - Trusts, Societies & Section 8 Companies
  - Regulatory & Compliance Advisory
  - Intellectual Property Rights (IPR)
  - Information Technology Act
  - Litigation and Dispute Resolution

- Prior association with **academic bodies, councils, regulatory authorities, or non-profits** will be an added advantage

#### 6. Tenure of Empanelment

- Initial empanelment shall be for a period of **one (1) year**
- Renewable based on **performance, institutional requirements, and mutual consent**

#### 7. Submission Process

Interested professionals may submit the application through e-mail.

- Detailed **Curriculum Vitae**
- **Statement of Purpose** outlining suitability for the role
- List of **notable assignments / institutional experience**

#### Submission Mode:

Email: [ictrd@egov.ind.in](mailto:ictrd@egov.ind.in)

Subject Line: Application for Empanelment – Legal Counsel (ICTRD)

#### 8. Selection & Empanelment Process

- Applications will be reviewed by the **Competent Authority / Council Committee**
- ICTRD reserves the right to:
  - Shortlist candidates
  - Seek additional information or interaction
  - Empanel one or more Legal Counsels, as deemed appropriate

The decision of ICTRD shall be **final and binding**.

#### 9. General Conditions

- This empanelment does not constitute a full-time employment relationship
- The Legal Counsel is expected to maintain **confidentiality, professional ethics, and institutional integrity**
- Any conflict of interest must be disclosed to the Council in advance

#### 10. Contact Information

##### Secretariat

Indian Council for Technical Research and Development (ICTRD)

Nagpur, Maharashtra

**Authorized Signatory**  
Bhushan V Thakre  
(Administrative Officer)