



राष्ट्रीय फैशन प्रौद्योगिकी संस्थान, कन्नूर

NATIONAL INSTITUTE OF FASHION TECHNOLOGY, KANNUR
(A statutory body governed by the NIFT Act 2006 and set up
by the Ministry of Textiles, Govt. of India))

“Notice Inviting Applications for Empanelment of Legal Counsel”

NIFT Campus, Dharmasala, Kannur,
Kerala 670562 Tel: 0497-2784780-85 Website:
<https://nift.ac.in/kannur>

Time Schedule: -

Date & Time of Publication of Notice Inviting Applications for Empanelment of Legal Counsel notification on official NIFT Website	20/04/2026 at 01.00 p.m. (Monday)
Download of document Commence from	20/04/2026 at 01.00 p.m. (Monday)
Last Date & Time of submission of Applications for Empanelment of Legal Counsel	05/05/2026 upto 02.00 p.m.
Date and Time of the Opening of applications	05/05/2026 upto 03.00 p.m.

Note: This document contains 06 pages (Total no. of pages including Annexure) and applicants are requested to sign all the pages of the said document.

The National Institute of Fashion Technology was set up in 1986 under the aegis of the Ministry of Textiles, Government of India. NIFT ACT, 2006 published in the Gazette of India on 14th July, 2006 confers statutory status on NIFT. It has emerged as the premier Institute of Design, Management and Technology, developing professionals for taking up leadership positions in fashion business in the emerging global scenario. Currently, NIFT has 20 Campuses at New Delhi, Bengaluru, Chennai, Gandhinagar, Hyderabad, Kolkata, Mumbai, Rae Bareli, Patna, Kangra, Kannur, Jodhpur, Shillong, Bhubaneswar, Bhopal, Srinagar, Panchkula, Daman, Varanasi and Nava Raipur.

This Institute intends to invite “**Applications for Empanelment of Legal Counsel**” in order to facilitate timely legal opinion and extend assistance in drafting, vetting, and preparation of replies in respect of grievances, complaints, representations, court cases, and other related matters at the Campus level on monthly retainership basis. The details of Notice inviting applications for Empanelment of Legal Counsel, including the scope of work, eligibility criteria and other terms and conditions have been prescribed by the NIFT which are available at the Institute’s website at www.nift.ac.in/kannur.

The Advocate/Law Firm fulfilling the conditions shall submit his / her Notice Inviting Applications for Empanelment of Legal Counsel together with requisite documents in sealed envelopes super-scribed “Notice inviting applications for Empanelment of Legal Counsel” to the Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Kannur, Kerala - 670562 **before 2.00 P.M. on 05/05/2026.**

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ELIGIBILITY CRITERIA

The eligibility criteria for selection of Advocates/Law Firms shall be as under:-

- i. The applicant must be a qualified legal practitioner / advocate enrolled with the Bar Council of India/State Bar Council.
- ii. Minimum 5-7 years of experience in handling service matters, arbitration, contracts, and court cases, shall be preferred.
- iii. Experience of working with Government Departments /Autonomous Bodies/PSUs/ Academic Institutions shall be preferred.
- iv. The applicant should have sound knowledge of service laws, contract law, and administrative law.
- v. The applicant should not have any conflict of interest with NIFT.
- vi. The applicant must have a good professional standing and reputation.

Eligible Advocates who are located at Kannur/Kerala and interested to work with NIFT are requested to submit their detailed bio-data along with experience & achievements with all supporting self-attested documents latest by 05/05/2026 upto 02.00 p.m. in the format enclosed at Annexure 'A'. It shall be placed in a sealed cover, super-scribed "Notice inviting applications for Empanelment of Legal Counsel".

SCOPE OF WORK

Duties of the Legal Counsel:

- i. Provide legal opinion on service matters, contracts, disputes, and other institutional issues.
- ii. Vet draft replies to grievances, complaints, representations, RTIs, and court cases.
- iii. Assist in drafting legal notices, affidavits, counter-affidavits, agreements, MoUs, etc.
- iv. Coordinate with standing counsel/advocates handling cases before courts/tribunals.
- v. Attend meetings, if required, for legal consultation on need basis.
- vi. Provide urgent legal advice on priority matters within stipulated timelines.



REMUNERATION

The Legal Counsel shall be paid a monthly retainership fee of ₹ 25,000/- and TDS shall be deducted at the applicable rates.

TERMS AND CONDITIONS

- a. The engagement shall be purely on retainership basis and shall not be construed as regular employment.
- b. The initial tenure shall be one year, extendable based on performance and requirement.
- c. The Legal Counsel shall maintain strict confidentiality of all official documents and information.
- d. The Counsel shall ensure timely submission of legal opinions and draft documents.
- e. No additional remuneration shall be payable except the retainership fee, unless specifically approved by the Competent Authority for court appearances or special assignments.
- f. The Counsel shall not represent any party against NIFT or its Campuses during the period of engagement.
- g. The engagement may be terminated by either side with one month's notice or payment in lieu thereof.
- h. The Campus shall have the right to discontinue services in case of unsatisfactory performance or conflict of interest.
- j. The Counsel shall be required to be available physically or virtually as per requirement.
- k. All applicable statutory deductions (if any) shall be made as per rules.

Submission of Notice inviting applications for Empanelment of Legal Counsel:

The Notice inviting applications are to be submitted in the following manner:-

- The particulars relating to the professional qualifications and experience etc. shall be furnished in the format as at Annexure-A to this notice along with the relevant self-attested documents.
- Every page of the Notice inviting applications shall be signed by the Advocate/Authorized Signatory of the Firm.
- The sealed envelope should be addressed to the Director, National Institute of Fashion Technology, NIFT Campus, Dharmasala, Kannur, Kerala – 670562, and must reach this office before 2:00 PM on 05/05/2026.



- Notice inviting Applications would be received by the above date and time, beyond which the responses will not be accepted. However, in case the said date is declared a holiday, the Notice inviting Applications will be received on the next working day by the time mentioned above.
- Conditional responses shall not be accepted on any ground and shall be rejected straight away. If any clarification is required, the same should be obtained before the submission of Notice inviting Applications from Joint Director, NIFT, Kannur Office (0497-2784781).
- The applications received shall be scrutinized by the NIFT and the decision of the NIFT shall be final.
- The number of Counsels to be empanelled shall be determined by the NIFT based on its requirement.

Pls proceed with work ahead

[Signature]
11/20/2018
SD/CC

9. Experience in handling Legal Issues/Litigation on behalf Government/Government Agencies/Bodies [Details to be furnished & photocopies of documents to be attached]:

10. Area (s) of practice with specialization:

11. Brief list of clients:

12. PAN Card No. & GST No.:

13. Any other facts which you consider relevant in the context of your suitability:

14. Undertaking :-

- (i) I certify that the information contained in this application is correct and true to the best of my knowledge and belief and nothing material has been concealed.
- (ii) I also undertake to maintain absolute secrecy about the cases of the NIFT.
- (iii) I agree with the Fee Schedule notified by NIFT.

Place:

Date:

Signature of Applicant
Address (Office & residence/ Chamber)