

भारतीय उच्चायोग अबुजा
(नाइजीरिया)



**HIGH COMMISSION OF
INDIA ABUJA**

364, Cadastral Zone,
Central Business District (CBD),
Abuja (Nigeria),
Email: hoc.abuja@mea.gov.in

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The High Commission of India proposes to engage lawyers/law firms to represent High Commission of India at Judicial/arbitration authorities in Nigeria.

2. The practicing lawyers/law firms, who are registered with Nigerian Bar Association, are eligible for the empanelment. The qualification, experience, other terms and conditions and the application format in which the application has to be made, have been prescribed. Eligible practicing lawyers must submit application in the format prescribed in Annexure "A" enclosed herewith, along with all supporting documents in a sealed envelope to:- (As per list enclosed) The envelope should be superscribed as following :- "Application for Empanelment of Lawyers". The last date of receiving Applications in the prescribed format along with supporting documents is till 16.00 hours on 15.06.2018. Application for empanelment does not confer any right/assurance whatsoever, on an applicant that he/she will be empanelled. Letters to lawyers/law firms confirming their empanelment will be issued by the High Commission of India, Abuja separately.

Eligibility for empanelment

The candidates are advised to carefully read and follow the eligibility criteria, instructions and terms & conditions for empanelment of lawyers. The lawyer:

- Should be enrolled/ registered as a lawyer with the Nigerian Bar Association;
- Should have a minimum, relevant experience of 5 years of Civil, Criminal, Service, Labour matters, Arbitration matters and other cases before judicial/arbitration bodies;
- Should have fair knowledge of labour laws with special reference to foreign nationals working in Nigerian and Nigerian/foreign nationals working in Indian establishments.
- The performance of empanelled lawyers/law firms shall be reviewed at regular interval for continuance in the panel of lawyers/law firms.
- The fee payable to the lawyers shall be decided on the basis of examining the rates, qualification and experience.
- The Competent Authority shall have the right in exceptional cases to approve the payment of a higher fee than the fee mentioned.
- No retainer fee shall be paid to any panel lawyer merely because such lawyer has been empanelled.

Procedure for Empanelment

The applicant lawyer must apply in the prescribed format. Any application received after the last date will not be entertained. No applicant lawyer shall be called for interview unless he/she testifies the eligibility condition. Depending upon the requirement and number of applications received, candidates will be shortlisted for interview/interaction. Merely fulfilling the eligibility criteria will not confer any right on an applicant lawyer to be called for interview/interaction and to be selected. The decision of the competent authority regarding short listing and selection of the candidates shall be final. The shortlisted applicant lawyers with the date, time and venue of Interview will be informed individually. The applicant lawyer shall bring original document, at the time of Interview. The letter to applicant lawyers confirming their empanelment will be issued by the High Commission of India, Abuja.

BIO DATA

1. Name of lawyer:
2. Name of Father/Husband
3. Date of Birth
4. Educational Qualifications (Photo copy of Provisional Degree / LLB & BL certificate to be enclosed)
5. Name of Bar Council, Month/Year of Enrollment & Enrollment Number (enclose photo copy of Bar Council enrolment certificate & ID) Photograph
6. (i) Residential Address with Phone No.

(ii) Office Address with Phone No & email id.
7. Period of practice/ Place of practice/ Court of practice (attach experience certificate from court/Bar)
8. In which office trained as Junior / apprentice / Name of senior
9. List of Institutions where empanelled. (attach photo copy of proof)

10. Whether willing to undertake High Commission of India, Abuja legal work on agreed terms

11. Name of two referees with their address & contact number

12. Any other relevant information

Signature of Advocate/Authorised signatory