



**NOTICE INVITING APPLICATIONS FOR EMPANELMENT OF STANDING
LEGAL COUNSEL OF APCOB**

The Andhra Pradesh State Cooperative Bank Ltd., (APCOB), Vijayawada, a State Partnered Scheduled Bank, proposes to empanel practicing Advocates and Law Firms as Standing Legal Counsel (SLC) for a period of one year. The selected counsel will be engaged to represent and safeguard the interests of the Bank before the Hon'ble High Court of Andhra Pradesh, Cooperative Tribunals, Debt Recovery Tribunals (DRT), District Courts, and various other judicial and quasi-judicial forums. Eligible advocates possessing the requisite experience in Banking, Corporate, and Co-operative laws are invited to submit their applications in the prescribed format.

2. All the Applicant Advocates must submit their applications in the format prescribed as **Annexure 'A' and 'B'**. Applications, along with all supporting documents, should be sent in a sealed envelope addressed to:

**The Managing Director,
The Andhra Pradesh State Cooperative Bank Ltd. (APCOB),
HO: #27-29-28, NTR Sahakara Bhavan, Governorpet,
Vijayawada, NTR District – 520002.**

The envelope should be superscribed as following:

***'Application for Empanelment of Standing Legal Counsel (SLC) of
APCOB'***

3. The guidelines regarding qualification, experience, Application Forms (Annexure 'A' & 'B') are available along with this advertisement on APCOB website www.apcob.bank.in

4. The last date of receiving applications in the prescribed format along with supporting documents is **15 working days from date of publication of this notice**. The scanned copy of application along with annexures shall be sent via e-mail at "legal@apcob.org" followed by sending of the same by post.

5. Application for empanelment at APCOB does not confer any right/assurance whatsoever to an applicant that he/she will be empanelled as Standing Legal counsel of APCOB. Letters to advocates confirming their empanelment will be issued by APCOB separately.

1. GUIDELINES: EMPANELMENT OF STANDING LEGAL COUNSEL FOR APCOB

To effectively protect the interests of the Bank before various legal forums, APCOB shall appoint designated **Standing Legal Counsel (SLC)**. The guidelines governing the engagement, duties, and conduct of the SLC are as follows:

A. GENERAL TERMS OF ENGAGEMENT

- i. **Nature of Appointment:** Appointment as the SLC does not create an employer-employee relationship. It is a professional engagement for a fixed term as decided by the Bank.
- ii. **Exclusivity & Allocation:** While the SLC shall be the primary representative for the Bank's legal matters, the Bank reserves the right to allocate specific cases to other panel advocates or Senior Counsel at its sole discretion.
- iii. **Professional Fee:** The fee payable to the SLC shall be as per the Fee Schedule approved by the Board/Competent Authority of APCOB from time to time.
- iv. **Non-Delegation:** The SLC shall personally handle all matters entrusted by the Bank and shall not delegate cases to any other advocate. However, the SLC may be assisted by their juniors.
- v. **Infrastructure:** The SLC must maintain a fully functional office within Vijayawada or Guntur with adequate infrastructure, including a library, legal software, and staff to ensure prompt communication.

B. DUTIES AND PROFESSIONAL CONDUCT

- i. **Timely Appearance:** Timely appearance in Court/Tribunal to contest cases is mandatory. Absence without prior intimation and valid grounds will be viewed as a serious breach of terms.
- ii. **Instructions & Updates:** The SLC shall not act without specific instructions from the Bank's Legal Department. They must provide a status report via email after every hearing and furnish copies of court orders within three (03) working days.
- iii. **Adjournments:** The SLC shall not seek adjournments without cogent reasons. Frequent adjournments leading to delays in recovery or litigation will be grounds for termination.
- iv. **Confidentiality:** The SLC shall maintain absolute secrecy regarding the Bank's data, cases, and internal processes. Any breach of confidentiality will lead to immediate de-panelment and legal action.
- v. **Non-Conflict:** The SLC shall not accept any brief or provide advice against APCOB during the tenure of their appointment.

C. USE OF BANK'S NAME & LOGO

The SLC is strictly prohibited from using APCOB's name, logo, or symbol on their letterhead, signboard, or nameplate (e.g., using titles like 'Legal Advisor to APCOB'). The SLC may only represent themselves as the Standing Counsel before a court or forum when specifically authorized for a case.

D. PERFORMANCE REVIEW & CANCELLATION

- i. **Periodical Review:** The performance of the SLC shall be reviewed every six months based on the success rate of cases, responsiveness, and quality of drafting.
- ii. **Right to Terminate:** APCOB reserves the right to terminate the appointment of the SLC at any time by giving one month's notice without assigning any reason.
- iii. **Return of Files:** Upon expiry of the term or termination, the SLC shall immediately return all case files and records to the Bank along with a 'No Objection Certificate' (NOC) for all pending matters.
- iv. **Refusal of Work:** Refusal to take up a matter assigned by the Bank without justifiable grounds shall entail immediate withdrawal of the engagement.

E. SPECIAL ENGAGEMENTS

- i. **Senior Advocates:** If required for matters of high importance, the Bank may engage Senior Advocates or Special Counsel to argue cases. In such instances, the SLC shall provide all necessary assistance and briefing to the Senior Counsel without claiming extra fees, unless specified.
- ii. **Outside Panel Counsel:** APCOB reserves the right to engage an advocate from outside the panel for specialized litigation to protect the best interests of the Bank, following the approval of the Managing Director.

F. SELECTION PROCESS

- i. **Shortlisting:** Applications shall be shortlisted based on experience, expertise in banking/cooperative laws, and past track record.
- ii. **Interaction:** Shortlisted candidates may be called for a personal interaction with the Selection Committee. No TA/DA will be paid for attending the interaction.
- iii. **Final Decision:** The Bank reserves the right to accept or reject any application or cancel the entire selection process without assigning any reason.

2. ELIGIBILITY CRITERIA FOR APPOINTMENT OF SLC

- i. **Law Firms & Individual Advocates:** Both individual practicing Advocates and Law Firms are eligible to apply. In the case of a Law Firm, the firm must ensure there is no conflict of interest in matters they are contesting against APCOB or its affiliated DCCBs.
- ii. **Educational Qualification:** The applicant must be a Graduate or Post Graduate in Law from a recognized University.
- iii. **Professional Enrollment:** The applicant must be enrolled and registered as an Advocate on the rolls of the State Bar Council of Andhra Pradesh.
- iv. **Active Practice/Experience:**
 - o A minimum of **05 years** of active and continuous practice as an advocate in the High Court or Subordinate Courts.

(OR)

- o A minimum of **05 years** of experience of having worked as a Law Officer in a Government Department/Agency, a Scheduled Commercial Bank, or other Financial Institutions (FIs).

Note: In case of a Law Firm, the Senior/Managing Partner must satisfy the aforementioned qualification and experience criteria.

- v. **Location:** The applicant must maintain a fully functional office/chamber within the area of operation of APCOB, specifically in Vijayawada or Guntur, to ensure proximity for coordination and urgent filings.
- vi. **AREAS OF SPECIALIZATION & EXPERTISE:** The applicant must possess deep knowledge and practical experience in the following legal domains:
 1. **Core Banking Laws:** Banking and Finance Laws, SARFAESI Act, and Recovery of Debts and Bankruptcy (RDB) Act.
 2. **Co-operative Sector:** Andhra Pradesh Co-operative Societies (APCS) Act, 1964, Co-operative Laws, and proceedings before the Court of Deputy Registrars.
 3. **Litigation Forums:** Extensive experience in recovery litigation before Debt Recovery Tribunals (DRT), Cooperative Tribunals, District Courts, and Consumer Forums.
 4. **General Laws:** Civil, Criminal, Insurance, Corporate, Contract Laws, Taxation Laws, Intellectual Property (IP) Law, and Data Protection Law.

vii. **PREFERENTIAL QUALIFICATIONS (WEIGHTAGE FACTORS)**

While meeting the minimum eligibility is mandatory, preference and additional weightage will be given to candidates who possess the following:

- i. **Professional Standing:** Membership of the State Bar Council of Andhra Pradesh or the A.P. High Court Advocates Association.
- ii. **Leadership/Service:** Advocates holding (or having held) any post or committee position in the State Bar Council of Andhra Pradesh.
- iii. **Legal Aid Service:** Experience as a Panel Advocate for the Andhra Pradesh High Court Legal Services Authority (APHCLSA).
- iv. **Institutional Experience:** Existing or previous empanelment with Central/State Government organizations, Public Sector Banks (PSBs), or Financial Institutions.
- v. **Co-operative Banking Experience:** Specific working experience as a Standing Counsel for District Co-operative Central Banks (DCCBs).
- vi. **Infrastructure:** Possession of proper and adequate office infrastructure, including a dedicated legal library and electronic communication systems for prompt responses.
- vii. **Support Staff:** Availability of junior advocates and trained clerks to handle documentation and court-follow-ups.
- viii. **Relevant Track Record:** Length of practice specifically in areas of law that are directly beneficial to the banking operations of APCOB.
- ix. **Power to Relax:** The Managing Director of APCOB reserves the right to relax the experience criteria or prescribe additional qualifications/conditions for candidates with exceptional merit or specialized expertise.

3. TENURE OF APPOINTMENT

- i. **Professional Standing:** Membership of the State Bar Council of Andhra Pradesh or the A.P. High Court Advocates Association.
- ii. **Fixed Term:** In the interest of stability and legal continuity, the Standing Legal Counsel (SLC) shall ordinarily be appointed for a **period of one (01) year**.
- iii. **Extension:** Based on a performance review, the Bank may, at its sole discretion, extend the tenure or re-appoint the counsel for a further term.
- iv. **Early Termination:** Notwithstanding the fixed term, the Bank reserves the right to discontinue the services of the SLC before the expiry of the term by giving one month's notice, for reasons to be recorded in writing.
- v. **Continuity of Service:** The process for the selection of the SLC for the succeeding term shall be initiated at least **one (01) month** prior to the expiry of the existing term. In the event of a delay in the new appointment, the existing SLC shall continue to represent the Bank in ongoing litigations to ensure that the Bank's interests are not adversely affected.

4. PAYMENT OF FEE:

The fee payable to the Standing legal Counsel shall be such as prescribed by APCOB, from time to time.

5. GENERAL PROCEDURE FOR SELECTION OF SLC

- i. **Prescribed Format:** The applicant must apply only in the form/format prescribed in Annexure-A & B. Applications submitted in any other format or those which are incomplete will be summarily rejected.
- ii. **Shortlisting:** Depending upon the number of applications received, the Bank reserves the right to shortlist the most suitable candidate based on experience, specialization, and infrastructure. Merely fulfilling the eligibility criteria does not confer any right on a candidate to be called for interaction.
- iii. **Selection Committee:** The shortlisting and final selection shall be conducted by a Committee constituted by the Bank. The decision of the Committee regarding the selection of the SLC shall be final and binding.
- iv. **Personal Interaction:** Shortlisted candidates may be required to appear for a personal interaction before the Selection Committee. The date, time, and venue (or online mode) shall be communicated via Email or Letter.
- v. **Original Verification:** Candidates called for interaction must bring all original documents (Educational, Professional, and Experience certificates) for verification.
- vi. **Strict Non-Canvassing:** Any attempt to influence the selection process through canvassing, political pressure, or any other external means shall lead to immediate disqualification and cancellation of the candidature.
- vii. **Final Notification:** The name of the selected Standing Legal Counsel shall be communicated to the successful candidate individually.
- viii. **Right to Cancel:** APCOB reserves the right to postpone or cancel the entire selection process at any stage without assigning any reason.

6. DOCUMENTS TO BE SUBMITTED BY THE APPLICANT

The applicants are required to furnish self-attested copies of the following documents along with their application. Failure to submit any of these may result in rejection:

- i. **Educational Certificates:** Copy of Law Degree (LL.B/LL.M) and other relevant professional qualifications.
- ii. **Professional Enrollment:** Copy of Registration/Enrollment Certificate issued by the State Bar Council of Andhra Pradesh.
- iii. **Identity Proof:** Copy of valid ID Proof (Aadhar Card/PAN Card) and Membership Identity Card issued by the Bar Association.

- iv. **Work Samples:** Copies of at least 05 to 10 Judgments where the Advocate has appeared as a pleader, preferably in matters related to Banking, SARFAESI, or Co-operative Laws.
- v. **Proof of Empanelment:** Copies of Empanelment Letters or Appointment Orders issued by other Government Organizations, PSBs, FIs, or DCCBs.
- vi. **Professional Resume:** An updated Resume providing a brief profile of experience, background, list of major clients, and the nature of significant cases handled.
- vii. **Financial Status:** Copies of Income Tax Returns (ITR) for the last three (03) financial years.
- viii. **Office Infrastructure:** A brief note/photographs or proof of office location within Vijayawada or Guntur, including details of staff and library facilities.
- ix. **Photographs:** Two (02) recent colour passport-size photographs.
- x. **Affidavit:** A self-declaration/affidavit stating that no criminal case or disciplinary proceeding by the Bar Council is pending against the applicant, and that they have no conflict of interest with APCOB.

7. DUTIES OF THE STANDING LEGAL COUNSEL (SLC)

- i. **Non-Conflict:** The SLC shall not advise any party or accept any case against APCOB. This applies to any matter where the SLC has appeared for the Bank or is privy to information that could lead to litigation against the Bank.
- ii. **Timely Appearance:** Prompt appearance in Court/Tribunal to contest cases for the Bank is mandatory. Absence without prior written intimation and valid grounds will be viewed as a breach of duty.
- iii. **Brief Collection:** Upon receiving an email or letter regarding the entrustment of a case, the SLC must personally collect the case brief, petition copies, and the assignment letter from the Bank's Legal Department at the earliest.
- iv. **Non-Exclusivity:** While the SLC is the primary counsel, APCOB reserves the right to engage any other advocate for specific matters. The SLC shall make no claim of exclusivity over the Bank's legal affairs.
- v. **Reporting:** To ensure effective monitoring, the SLC must report the status of the case after every date of hearing via email/other forums. Failure to submit regular status reports shall be grounds for termination.
- vi. **Coordination with Senior Counsel:** If the Bank engages a Special or Senior Counsel for high-stakes matters, the SLC shall render all necessary assistance, research, and briefing to the Senior Counsel.
- vii. **Updates & Orders:** The SLC must keep the Bank informed of all important developments, including next dates of hearing and court orders. A copy of every order/judgment must be supplied immediately upon its pronouncement.

- viii. **Monthly Statements:** The SLC shall furnish a monthly statement summarizing all cases handled, their current status, and outcomes.
- ix. **Legal Opinions:** In the event of an adverse order against the Bank, the SLC must provide a written "Considered Opinion" detailing the reasons for the order and the feasibility of filing an appeal within 05 working days.

8. RIGHT TO PRIVATE PRACTICE AND RESTRICTIONS

- i. **Private Practice:** The SLC shall have the right to private practice; however, such practice must not interfere with or be in conflict with the efficient discharge of duties towards APCOB.
- ii. **Bar on Adverse Advice:** The SLC shall not, under any circumstances, advise any opposite party or accept any brief against APCOB during the tenure of appointment.

9. CANCELLATION OF APPOINTMENT

The appointment of the SLC is liable to be cancelled/terminated by the Bank for any of the following reasons:

- i. Providing false or misleading information in the application for empanelment.
- ii. Frequent failure to attend court hearings without sufficient prior intimation.
- iii. Acting against the Bank's specific instructions or express interests.
- iv. Threatening, intimidating, or using abusive language against the Bank's employees or officers.
- v. Passing on confidential information relating to the Bank's cases to opposite parties or third parties.
- vi. Seeking frequent adjournments without valid reasons or failing to object to adjournments sought by the opposite party.
- vii. Frequent absence from proceedings, even if a "pass-over" or "proxy" is obtained.
Overall poor performance as assessed by the Bank's Legal & Vigilance Department or a Monitoring Committee.
- viii. **Notice Period:** APCOB reserves the right to terminate the SLC with one month's notice in writing without assigning any reason. Similarly, the SLC may resign by serving one month's notice to the Bank.

10. REMOVAL OF DIFFICULTY

In the implementation of these guidelines, if any doubt or difficulty arises regarding the interpretation of any clause, the decision of the Managing Director, APCOB shall be final and binding.

11. RELAXATION OF TERMS AND CONDITIONS

The Managing Director, APCOB shall have the power to relax any of the terms and conditions prescribed in this notification in the best interest of the Bank.

APPLICATION FORM FOR EMPANELMENT IN APCOB

(TO BE FILLED IN BY ALL APPLICANT ADVOCATES)

To
The Managing Director, Head Office
The Andhra Pradesh State Co-operative Bank Ltd., (APCOB)
#27-29-28, NTR Sahakara Bhavan,
Governorpet, Vijayawada -520002

Annexure-A

NAME (in Block letters)	
Father's name	
CHECK LIST: List of documents attached (please tick [<input type="checkbox"/>] against the documents attached)	
1. [<input type="checkbox"/>] Educational Qualifications: Self-attested copies of Law Degree (LL.B / LL.M) and other relevant certificates (Xth onwards).	
2. [<input type="checkbox"/>] Bar Council Enrollment: Copy of Registration / Enrollment Certificate issued by the State Bar Council of Andhra Pradesh.	
3. [<input type="checkbox"/>] Professional Identity: Copy of Identity Card issued by the Bar Association.	
4. [<input type="checkbox"/>] Personal Identification: Copy of valid ID Proof (Aadhar Card and PAN Card).	
5. [<input type="checkbox"/>] Work Samples (Judgments): Copies of at least 05 to 10 Judgments where the applicant has appeared as a lead pleader (preferably in Banking, SARFAESI, or Co-operative Laws).	
6. [<input type="checkbox"/>] Experience Proof: Copies of Empanelment Letters or Appointment Orders issued by other Government Organizations, PSBs, FIs, or DCCBs.	
7. [<input type="checkbox"/>] Professional Resume: Updated Resume with a brief profile of experience, list of major clients, and nature of cases handled.	
8. [<input type="checkbox"/>] Financial Status: Copies of Income Tax Returns (ITR) for the last three (03) financial years.	
9. [<input type="checkbox"/>] Infrastructure Proof: A brief note, photographs, or proof of office/chamber location within Vijayawada or Guntur, including details of library and staff.	
10. [<input type="checkbox"/>] Photographs: Two (02) recent color passport-size photographs (one pasted on the form and one attached).	
11. [<input type="checkbox"/>] Affidavit / Declaration: A signed self-declaration stating that no criminal case or Bar Council disciplinary proceeding is pending, and no conflict of interest exists with APCOB.	

PERSONAL DETAILS (In Block Letters)	
Note: In case the applicant is a Law Firm, the personal details, educational qualifications, and professional experience sought below shall be provided in respect of the Managing Partner / Senior-most Advocate/ any other Advocate of the firm who shall be primarily responsible for coordinating with the Bank.	
Name in Full	
Father's/Husband's Name	
Date of Birth	
Age on (last date of receipt of Application)	
Nationality	
Marital Status	
Address for correspondence with PIN and Phone	
Permanent Address with PIN and Phone	
Address of office / chamber, if any, with PIN and Phone	
Mobile Number(s): Email ID:	
Are you related to any employee of APCOB? If so, please give details (Viz, Name, Designation, place of work & Relationship with the Applicant)	

Details of Educational qualification (Commencing with the matriculation or equivalent examination)					
Examinations Passed	Name of the Board/ University	Class or Division	% of marks	Subjects	Year of passing
10th/ Matriculation					
12th/ Intermediate					
Graduation					
LLB/Law Graduate Degree					
Post-					

Graduation					
Other Professional Qualifications					

Whether the applicant is currently on the Panel of any other Government Department/PSU/Statutory Body/Autonomous Body etc., and if yes, the details below (Self – certified copy of the Office Order/letter of empanelment may be attached)

Name of the Department/ PSU/Statutory Body/ Autonomous Body	From	To

Whether the applicant has worked as legal Researcher (LR) attached to any Court/ judge? If yes, the details and the supporting documents:

Name of Court/ judge	Period of Research	Supporting documents

If one or more advocates are associated as juniors of the applicant, their details be provided below:

Sl. No	Name of the Advocate	Enrolment no. with date

Infrastructural facilities available with the applicant (please tick if available) be provided below:

Sl. No	Office space	Office clerk	Steno/Typist	Support staff

If appointed as Standing Counsel of DCCBs in Andhra Pradesh, if any				
Sl. No	Name of the DCCB	From	To	Reasons for discontinuance

Whether the applicant has been engaged (through Vakalatnama) as counsel in any landmark or mother case? If yes, the particulars of the case with copy of the judgment wherein his/her name is recorded as advocate for one of the parties (Copy of order/ judgment be attached as proof):			
Name of the Court	Case title	Case Type & No.	Nature of Judgment

Whether Income Tax return is being filed for last three years?
Yes/No (If yes, please attach copies of ITRs of last three years)

Details of Bank Account/Aadhar Number be provided below:		
Bank Account Details (Bank, Account Number, Address of the branch and IFSC Code)	PAN number	Aadhar Number

Whether any proceeding has ever been commenced or is continuing before the Disciplinary Committee of the Bar Council for alleged professional misconduct:		
Sl. No	Details of allegations and Proceedings	Findings made by the Disciplinary Committee.

Whether any criminal complaint has ever been filed or FIR registered or any criminal proceeding has ever commenced against the applicant advocate:

Sl. No	Details of allegations and Proceedings	Findings made by the Court	Status of the case

Any additional professional qualification(s), which will further the candidature, including membership of professional societies, awards and honours etc. may be listed in the box below. (Documentary proofs may be attached):

UNDERTAKING

- 1) I hereby confirm and declare that the information furnished in the application and in the attached Certificate is true/correct and complete to the best of my knowledge and belief. I have not concealed any relevant information. I am fully aware that if any of the information furnished by me is found to be false/incorrect, my candidature for the empanelment will be treated as cancelled and matter will be referred to the appropriate authority.
- 2) I also undertake to maintain absolute secrecy about the cases of the APCOB as required under the Act, Rules and Regulations thereunder.
- 3) I also undertake to return all case files and records to the APCOB as and when required by APCOB.
- 4) I also undertake to abide by the terms and conditions of engagement.
- 5) I agree with the Fee Schedule which will be notified by APCOB.

Signature of Advocate

Enrolment Number:

Mobile Number:

Place:

Date: