



**सर्व हरियाणा ग्रामीण बैंक**  
**Sarva Haryana Gramin Bank**

(सर्व हरियाणा का बैंक)

(Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



Sponsored by: Punjab National Bank

Regional Office: Gurugram Pragati Bhawan,  
Institutional Area, Plot no. 36 (P), Sector-44, Gurgaon, Haryana-122002

Applications are invited for engagement of Legal Retainer for Regional Office Gurugram on contract basis. Terms & Conditions are annexed herewith. Last date of submission of application cum biodata to Regional Office Gurugram, Pragati Bhawan, Plot No 36P, Sector 44, Gurugram 122002 is 15.09.2025 upto 05.00 PM.

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**Sarva Haryana Gramin Bank**  
(भारत सरकार का उपक्रम) (Govt. of India Undertaking)

प्रायोजक : पंजाब नेशनल बैंक



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( Regional Office Gurugram SAMD Division, Regional Office Gurugram,  
Pragati Bhawan, Plot No. 36 P, Sector 44, Gurugram 122002)

## Annexure- I

### Invitation for Selection Process of Legal Retainer

Dear advocates,

We are pleased to invite you to participate in the selection process for the position of Legal Retainer with Sarva Haryana Gramin Bank at Regional Office Gurugram. As an empanelled advocate of the bank, you are a valued legal partner, and we look forward to the opportunity to further collaborate with you.

The role of the Legal Retainer is critical in ensuring that our legal matters are handled with the highest level of professionalism and expertise. The selected advocate shall be responsible for providing ongoing legal services, including but not limited to:

- **Devotion & Visits:** Devote sufficient time and must visit to Regional Office Gurugram at least twice in a week and as & when required by the Bank.
- **Legal Advice/Opinion:** Provide timely and correct legal advice/opinion on the matters referred to you, which you will examine from legal point of view, having regard to relevant provisions of law and latest judgements on the subject.
- **Contract Review and Drafting:** Review, drafting, and negotiation of contracts and agreements.
- **Litigation Support:** Assistance with ongoing or potential litigation, including strategy, document preparation, and representation.
- **Regulatory Compliance:** Guidance on adherence to financial regulations, industry standards, and internal policies.
- **Vetting of Documents:** - As and when required, you are required to do the vetting of legal notices, documents related to court matters (reply/application etc.) and any other document requires legal vetting.
- **Noting on LSR of Credit Proposals:** - As and when required, you are required to do noting on LSR of credit proposals to be sanctioned at RO/HO level.
- **Others:** - You may be assigned any work related to legal issue by the approving authority after proper documentation and an amendment to the retainer agreement.

#### Remuneration fixed for Legal Retainer:-

Fixed remuneration of Rs. 18000/- on monthly basis with 10% increment per annum on renewal after satisfactory review of performance.



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The above remuneration shall be inclusive of conveyance charges paid to the legal retainers for attending Bank's Offices whenever required. However, out of pocket expenses such as typing, photocopy, courier/postal charges etc. incurred in the furnishing above mentioned services shall be paid on actual basis on production of bill. Further, it may revise as per Bank's policy which is duly intimated to you in case of revision.

Coordination:-

You are required to coordinate with Regional Manager Gurugram and keep regular contact with him and brief them about various developments in Law.

Eligibility Criteria:

The selection will be based on the following criteria:

The applicant must be empanelled advocate must having practice of at least 15 years in District Court Gurugram & Faridabad and on bank's panel for at least 5 years. The applications will be scrutinized & after verification of documents, suitable applicants (solely on discretion of Bank) will be called for Interview.

Note: - No representation will be entertained in case of non-shortlisting of your name for interview/ final selection since it is sole discretion of Bank.

Submission of Documents:

Please submit the required documents (as stated in attached draft Bio Data cum Application Form) to Regional Office Gurugram [Pragati Bhawan, Plot No. 36 P, Sector 44, Gurugram 122002] by 15.09.2025 up to 5 P.M. Shortlisted candidates will be intimated/ contacted for Interview.

General Conditions:

1. Selection will be through interview of shortlisted candidates.
2. The above post is specifically for our Regional Office, Gurugram on contract basis and not for the regular establishment of the same. The appointment will be initially for a period of one-year subject to satisfactory performance of the selected candidate. The contract may be further extended after on yearly basis as per the requirements of the Bank (subject to maximum for 3 years at a stretch), if the services of the legal retainer are found to be satisfactory. However, the appointment is co-terminus with the requirement for which legal retainer is selected and will not confer any right to claim absorption or appointment in regular establishment of the Bank.
3. No allowances over and above the fixed pay are paid. Simultaneously, no other perks or benefits would be admissible except the above.
4. All information submitted in the Bio Data cum application form will be verified with original documents at the time of interview. If any information provided by the candidate is found to be false or incorrect or not in conformity with the eligibility criteria, then his/her candidature is liable to be rejected/cancelled at any stage during selection process or his services will be terminated without any prior notice (as applicable in other cases).



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5. The no. of posts may vary based on further assessment of requirement. The Bank reserves the right to increase, decrease, cancel, restrict & modify the requirement at any point of time without assigning any reason thereof.
6. Draft Legal Retainer Agreement is annexed with this invitation, which is to be executed between you and bank in case you are selected for your ready reference.
7. Kindly ensure that mail address provided is active and working since any intimation/communication with respect to acceptance or rejection for shortlisting & final selection will be intimated vide mail only. Bank's do not take responsibility for not delivering any mail due to any technical reasons thereof.

We value the contribution of our empanelled advocates and are excited about the prospect of working with you more closely.

We look forward to receiving your submission and engaging with you during the selection process.

Yours sincerely,

Regional Manager,

Regional Office Gurugram

Sarva Haryana Gramin Bank

**Annexure- II**

**Bio Data cum Application Formforengagement as Legal Retainer**

**(On Advocate's Letter Head)**

**To,**

**Chairman/Regional Manager,**

**Sarva Haryana Gramin Bank,**

**Address:-**

**I furnish the following information:**

1. Name:-
2. Age as on date of application:-
3. Residence Address:-
4. Office Address:-
5. Mobile No.:-
6. E-mail Address:-
7. Educational qualifications including details of distinctions in academic career (if any):-
8. Period of practice:- (Year of practice is to be commenced from date of enrolment at Bar Association)
9. List of Banks/ Financial Institutions,with whom I have engaged as legal retainer (Existing & Past):-

Name of Bank	Region/Zonal /Circle Office	Contact Number of concerned Office	Legal Retainer since	Legal Retainer upto

10. List of Banks/ Financial Institutions, in which I have been empanelled as advocate:-

Name of Bank	Region/Zonal/Circle Office	Empanelled since	Empanelled upto

11. Total No. of years as empanelled advocate of SHGB:-
12. Total no. of cases dealt on behalf of SHGB& other banks/ FIs (bifurcation wise):-

Name of Bank	Region (in case of SHGB only)	Total No. of Cases dealt	No. of Cases won	No. of Cases lost	No. of Cases pending

13. List of Documents attached:-

- a) Aadhar Card & PAN Card (KYC documents),
- b) Identity Card issued by Bar Association/Bar Council,
- c) High School (10th) Marksheet,
- d) High School (10th) Certificate in support of age,
- e) 12th Marksheet or 12th Certificate,
- f) Graduation Degree,
- g) LL.B. Degree,
- h) Integrated Degree (if integrated degree was obtained by concerned advocate, in that case no document is required with respect to point no. f & g),
- i) Registration with Bar Council/ Bar Council Certificate (Certificate of Practice or Certificate of Enrolment)
- j) Latest original Experience/ Continuity certificate in support of their practice to be given by Bar Association/Council (Fifteen years experience shall be counted from date of registration),
- k) Empanelment Letters of other Bank or F.I (if available)
- l) Empanelment Letter issued by SHGB
- m) An undertaking(attached with this application only),to be taken after approval of name of advocate as Legal Retainer, to the effect that all information furnished by mein Bio Data cum Application Form is correct and my candidature/services may be cancelled/terminated if found false.
- n) An affidavit cum declaration(attached with this application only),that I am not been black listed/ removed from panel due to deficiency of service, involvement in fraud, naming me as accused in any criminal complaint by any other bank/financial institution/ such organization.

I am assessed to Income Tax. I am willing to undertake Bank's legal work on Bank's terms and conditions and particulars as mentioned in Invitation dated ..... and model draft retainer agreement. Bank's schedule of fee with regard to Legal Retainer is acceptable to me. Under no circumstances, I would use any legend containing the Bank's name or symbol in my letter heads, sign-boards, name-plates etc. I will not appear/advise against the Bank as long as I am in the panel.

I am aware that inclusion of my name or engaging me as legal retainer in any of Bank's litigation does not constitute appointment or right for appointment. Bank is free to terminate my services as per Bank's Policy or model draft retainer agreement.

Yours faithfully,

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ADVOCATE

(On Advocate's Letter Head)

Dated: -----

**The Chairman/ Regional Manager**

Sarva Haryana Gramin Bank  
Head Office, Rohtak, Haryana, Regional Office- .....

Subject: Undertaking for engagement as Legal Retainer for Sarva Haryana Gramin Bank at  
Head Office/ Regional Office- .....

Sir,

This is with reference to your letter dated....., wherein my name was selected/approved for Legal Retainer at HO/RO- .....(Address)....., Sarva Haryana Gramin Bank, subject to the acceptance of the terms and conditions stipulated vide your above referred letter.

I hereby give my acceptance of the said terms and conditions as under:

1. I agree to receive fixed remuneration fee on consolidated basis i.e. Rs. .... as mentioned by you in your Invitation letter dated .....
2. I undertake not to take up & contest cases against the Bank, provide opinion that is detrimental to bank's interest.
3. I will not accept any bribe against the Bank and will not refuse any work allotted to me until and unless there are specific personal reasons.
4. I will not claim any T.A. /D.A. for visiting Regional/ Head Office in order to discharge functions as legal retainer.
5. I agreed that Bank reserves its right to withdraw/terminate my services as legal retainer at any time without assigning reasons/notices whatsoever and the decision of Bank in this context shall be binding on me.
6. I will update the latest status/ legal development on any matter referred to me as legal retainer to the Bank on my own and as & when required by the Bank.
7. My performance would be reviewed by the Bank on yearly basis and my name may be removed as legal retainer at any time at the sole and absolute discretion of Bank without assigning any reasons whatsoever.
8. I will collect required information from Bank Officials before finalising and providing any opinion which Bank referred to me.
9. I have not been de-empanelled by any institution prior to my empanelment with you.
10. I am not defaulter of any Financial Institution and no proceedings of recovery are going on in any court.
11. I will follow the above terms and conditions and undertake not to violate any term and condition of the Bank.
12. All information furnished by me in Bio Data cum Application is correct and my candidature/services may be terminated if found false.

I undertake that the documents submitted by me are correct and if any document/information found false/incorrect, I may be held liable and bank will be at liberty to initiate Civil/Criminal action as per law.

Signature

(Name & Address)