

# ODISHA STATE BAR COUNCIL CUTTACK

## INSTRUCTION SLIP

Please go through the instruction slip and application form before filling of the same. Fill up the form correctly. Don't cut across the line. Write 'YES' or 'NO' where ever necessary and 'NA' which is not applicable on the application form. Application forms found incomplete or incorrectly filled up or not accompanied by the requisites fees and documents are liable to be rejected. Application forms can be downloaded from the official website of Odisha State Bar Council i.e. "[www.odishabarCouncil.org](http://www.odishabarCouncil.org)."

### Submission of application form:

Application form complete in all respect can be submitted in the Office counter on any working days between 11.00a.m.to 3.00p.m.

**Fees and requisite documents shall be accompanied along with the Enrolment Form.**

(Fees payable in shape of Bank Draft only from any Nationalised Bank)

1. Rs.600/-(Rs.100/-in case of S.C./S.T. Candidate) in favour of "SECRETARY, ODISHA STATE BAR COUNCIL" payable at Cuttack.
2. Rs.150/-(Rs.25/-in case of S.C./S.T. Candidate) in favour of "BAR COUNCIL OF INDIA" payable at Cuttack.

### LIST OF THE DOCUMENTS TO BE ATTACHED WITH

#### APPLICATION FORM FOR ENROLMENT

1. H.S.C. Original & attested copy.
2. LL.B Original & attested copy.
3. Conduct Certificate Original from the Law College (from the institution last studied).
4. Mark Sheet of Degree Examination. (B.A, B.Sc, B.Com. & B.E.) original and attested copy.
- 4A. Mark Sheet of +2 course for 5 years LL.B. degree, original and attested copy.
5. Relieve order from the employer where you have served.
6. Caste Certificate (for S.C./S.T.)
7. Physical Handicap Certificate if any
8. i) Bank draft for Rs. 600/- (for S.C./S.T. candidates Rs. 100/-) in favour of Secretary, Odisha State Bar Council payable at Cuttack.  
ii) Bank draft for Rs. 150/- (for S.C./S.T. candidates Rs.25/-) in favour of Bar Council of India payable at Cuttack.
9. Three nos. of Passport size photographs in Advocates Robe duly attested.

**SECRETARY**

**APPLICATION FORM FOR ENROLMENT**  
**TO BE FILLED UP BY THE APPLICANT IN BLOCK LETTERS**

**BIO-DATA OF THE CANDIDATE:-**

1. Name of the Applicant .....
2. Father's Name .....
3. (a) Year of Passing H.S.C. ....
- (b) Marks secured in Degree Exam.  
        With % of marks. ....
- (c) Year of passing LL.B & Name of Law College .....
- (d) Other qualification, if any .....
4. (a) Date of Birth .....
- (b) Whether S.C./S.T. ....
- (c) Whether Physical Handicap or Category .....
5. Place of Practice. ....
6. Fees deposited under different heads of Account. ....
- (a) E. Fees .....
- (b) B.C.I. Fees .....
7. Date of Retirement/VRS and  
    Name of the organisation (if any) .....
8. Date of application for Enrolment .....

**DECLARATION**

The above facts are true to the best of my knowledge and belief.

***Full Signature of the Applicant***

**FOR OFFICE USE ONLY**

1. Name of the Advocate/Applicant: .....

2. Enrolment No.:.....

3. Date of Enrolment:.....

A. Certified that the Enrolment form is complete in all respect as verified.

***Dealing Asst.(Enrolment Section)***

B. Checked & verified that the fees are paid for Rs..... Vide M. R.

No.....Dt.....

***Accountant / A.O.***

***D.A. (Counter)***

**DEFECTS (IF ANY)**

***Secretary***

Diary Receipt No.

Dt.

## APPLICATION

*For Enrolment under the Advocates Act, 1961 and under rule 5 of the Rules  
made by the Odisha State Bar Council Under Section 28 (2) (d)*

Name of the Applicant :.....  
(Fill in BLOCK Letters, Surname first)

Address(Capitals)

1. Permanent :.....  
.....  
.....Ph.No.....

2. Temporary/Present :.....  
.....  
.....Ph.No.....

3. Place of Practice :.....

4. Address that of(Capital Letters) :.....

To

**The Secretary,**  
Bar Council of Odisha  
Kachery Road, Chandini chowk  
Cuttack-2

I,.....son/daughter/wife of.....

do hereby declare that I am desirous of being admitted as an Advocate on the roll of Advocate which is maintained by the Odisha State Bar Council and beg to apply for the same.

1. I hereby declare that-

\* I am a citizen of India.

I am National of ..... where citizens of India, duly qualified are permitted to practice law.

2. I hereby declare that I have completed twenty one years of age, my date of birth being

.....

3. I declare that upon admission I shall ordinarily practice with in the State of Orissa.

4. I am qualified to be admitted as an Advocate, on the State Roll under Clause(c)of sub-section(1)or sub section(2) or Sub-section(3) or sub-section(4) of Section24\* of the Advocates Act,1961 No. (25 of 1961)

5. I declare that I was enrolled as District Pleader/Vakil/Mukhtar/Advocate by..... High Court/Judicial Commissioner's Court/District Court as per Sanad/Certificate enclosed.

6. I was enrolled as an Attorney of the Court of ..... as per certificate enclosed.

7. I beg to furnished the details necessary data/documents under section24(1)(c)of the Advocates Acts, 1961 read with the relevant rules of the Bar Council of India and the Odisha State Bar Council.

A. I hold a degree in Law of a University in India recognized by the Bar Council of India under section24(1) (c) of the Advocates Act. The particulars thereof are given below:-

1. **IF A GRADUATE:**

(i) Name of the College where the Degree in Arts, Science, Commerce or 5years Law Graduate was taken.....

(ii) The year in which it was taken.....

(iii) The name of Degree.....

- (iv) The medium of instruction in the said course ..... Whether English was one of the Compulsory subject, whether he/she has passed in the Examination or test for Proficiency in English .....
- (v) Other particulars, if any regarding the qualification obtained before joining the course of instruction in Law.....

**2. IF NOT A GRADUATE:**

- (i) The other academic qualification, if any, equivalent to a degree as prescribed by the Bar Council of India under section 24 (i) (c) (iii) or (iv) of the Advocate Act.
- (ii) The medium of instruction in the said course.....

**(B) IF A LAW GRADUATE: (3yrs or 5yrs)**

- (i) Name of the University in which the Degree in Law was taken  
.....
- (ii) Name of the Degree in Law.....
- (iii) The academic year of the course of instruction and the years when the degree was taken.  
.....
- (iv) Name of the College where the course of instruction was taken and completed.  
.....
- (v) Whether the Degree was taken by private study or actual attendance at classes.  
.....

(vi) The duration of the course of instruction in Law whether three years or five years.

.....

(vii) The medium of instruction in law. The language in the course of instruction in law.

.....

(viii) Whether proficiency test in English was passed in the Course of instruction in law where the medium of instruction in law is not in English .....

(ix) Other relevant particulars, If any.....

C. I hold a degree in law of an University outside the territory of India which is recognized by the Bar Council of India and the particulars are given below.

(i) The name of the University.....

(ii) The name of the Degree.....

D. I am a Barrister at law called to the bar in the year ..... and qualified under Section 24(i)(c).

I studied in the In ..... in the year .....

8. [To be filled up by candidates who are required to undergo training and pass an examination as required under section 24 (i) (d). ]

I have undergone practical training and passed examination held as required under Section 24(i)(d) of the Advocates Act. 1961.

The training was for a period of.....months from.....  
to.....it was under Sri .....Advocate  
practicing at.....

I have passed the following examination held by the Bar Council in .....

The following certificates required under Rule in token of the training undergone and the passing of the examinations are enclosed.

.....

**(Give Particulars)**

9. [To be filled by applicant exempted from training & examination as required under Section 24 (i) (d) of the Act.]

I did not undergo training after my law degree or pass examination held by the Bar Council as prescribed under Section 24 (i) (d) as I have been exempted under the notification of Government of India ..... from undergoing the same/as I have been exempted under the notification of the Government of India No ..... (give details).

10. (To be filled up by persons who have undergone the three years/five years course of the study and taken the degree in law).

In my course of study for 3years/5years I have had practical training and passed the examination as required by the Bar Council of India and I have attended moot Court/Classes

11. I enclose .....(original certificate and diploma & furnish true copies of the original (Particulars to be furnished)

1. H.S.C. Original with an attested copy.
2. LL.B Original or Provisional certificate and one attested copy.
3. Conduct certificate from the Law College
4. Three passport size photographs with advocate's robe duly attested.
5. Mark sheet of Degree examination (B.A./B.Sc./B.Com./B.E.) original and one attested copy.
- 5A. Mark Sheet of +2examination in case of 5yrs LL.B degree in original and copy.
6. Caste Certificate (for SC/ST candidate)
7. Physical Certificate if any
8. Relieve order (for Retired Person)



9. Permission letter from the Deptt. For higher studies during service period.
10. Service Particulars (If the candidate has completed his/her LL.B. studies during his/her service period)
12. I enclosed certificate of Good Moral Character and of Fitness to be an Advocate on the Roll of the Bar Council of Orissa (Particulars to be furnished)
13. I do hereby declare that I am/I am not in full or part time employment or service.
14. \*I declare that I am/I am not engaged in any trade, business or profession.
15. I give particulars of my previous employment or service or trade or business or profession as under.
16. I have left my previous employment or service in consequence of termination of service retirement/ resignation/dismissal on dated.....under the following circumstances.....  
My relief order in original is attached here with from the Deptt.....
17. I have left my previous trade, business, profession in the year..... By reason of..... (The applicant is expected to answer with utmost frankness and candour).
18. State any other circumstances of incident affecting your character or fitness to be enrolled.
19. I declare that I made a previous application for enrollment at Advocate /Pleader /Mukhtar Revenue Agent to the Bar Council of .....Court of..... rejected for the reason of.....The application was withdrawn (copy of the order of Bar Council of Court concerned to be filled). If no such application was made it should specially started.
20. (a) Have you been convicted previously of any offence involving moral turpitude by any court in India or outside India..... Answer specifically YES or NO (=)
- Give particulars as to the name of the Court, the name of proceeding, the order judgement whether any appeal or revision filled and the result of the same. Give the date, nature of the appeal under each head. (file relevant copies)
- (b) Is there any pending Criminal Proceeding against you, if so give full particulars as to name the court, date, nature of proceeding etc.
- (c) Have you been dismissed or suspended from service or otherwise punished while in service, give particulars.

21. Have you been adjudged as in solvent by any Court, give particulars.

22. I herewith enclose the Bank Draft towards fees payable under Section 24(i) (1) of the Advocates Act, 1961. Bar Council of India rules and Odisha State Bar Council rules payable at Cuttack.

INFAVOUR OF	AMOUNT	BANK DRAFT NO.	DATE
1. Secretary, Odisha State Bar Council	Rs.		
2. Secretary, Bar Council of India	Rs.		

23. I hereby declare that if admitted as an Advocate I will faithfully observe and abide by all rules made by the Bar Council of Odisha and the Bar Council of India as amended from time to time for regulating the conduct of the Advocate on the State Roll. I have read the rules relating to the standard of professional conduct and Etiquette printed overleaf.

24. I give my undertaking as required.

25. I declare that the statements made in this application are true to my own knowledge, information and belief.

26. I undertake to furnish such other particulars as may be required for me for the purpose of this application.

27. I am herewith furnishing the copies of my photographs duly attested by (Name and Designation)

.....On.....

**N.B.:** The candidate is advised to get his/her recent passport size photograph duly attested under the seal and signature of a competent person who is duly authorised to attest. (Attestation should be legible)

***Full Signature of the Applicant***

## **OATH**

*"I do solemnly swear that I shall uphold the Constitution of India and Rule of Law;*

*That I shall maintain the respect due to courts of justice, judicial officers and members of my profession and will at all times conduct myself with dignity becoming of an officer of the court in which I appear;*

*That I shall at all times conduct myself in accordance with the Rules of Professional Conduct and Etiquettes as prescribed by the Bar Council of India / State Bar Council from time to time and as reflected in this noble profession including ethical duties and moral values."*

**Date.....**

**Full Signature of the Applicant**

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**N.B. :** *If any statement of fact stated in the application is to be found false at any time, the name of the applicant shall be liable to be struck off the roll under provision to sub-section (i) of the section 26 the Advocate Act, 1961.*

**CERTIFICATE OF GOOD MORAL CHARACTER**

..... (Name)

.....

*(Profession, Occupation or Position)*

Certify, that.....

.....

***(Name & description of Applicant)***

has been known to me personally for upwards of..... year last past.

I have had the following opportunities (that is to say)..... from which of judging his/her Character (that is to say).....

I believe him/her to be a person of respectability and a fit and proper person to be admitted as an Advocate on the Roll of Advocates of the Bar Council of Orissa.

Dated this.....day of.....

If the attesting officer is an Advocate, he/she shall have to give his/her enrolment number with date of enrolment as an Advocate & Number .....

***Signature***

**CERTIFICATE OF GOOD MORAL CHARACTER**

..... (Name)

.....

*(Profession, Occupation or Position)*

Certify, that.....

.....

***(Name & description of Applicant)***

has been known to me personally for upwards of..... year last past.

I have had the following opportunities (that is to say)..... from which of judging his/her Character (that is to say).....

I believe him/her to be a person of respectability and a fit and proper person to be admitted as an Advocate on the Roll of Advocates of the Bar Council of Orissa.

Dated this.....day of.....

If the attesting officer is an Advocate, he/she shall have to give his/her enrolment number with date of enrolment as an Advocate & Number .....

***Signature***

## **UNDERTAKING**

- (a) I do here by undertake that if, after my admission as an Advocate, I accept full or part time service or am engaged in any trade, business or profession (unless exempted by the Bar Council under its rules).I shall forth with inform the Bar Council of such employment of engagement and shall cease practice as an Advocate.
- (b) I do hereby undertake that I shall not accept any employment which in the opinion if the Bar Council, derogatory to the status of an Advocate.
- (c) I hereby declare and undertake that:
1. I shall uphold the constitution and the laws.
  2. I shall confirm to the Standard of professional conduct and etiquette laid by the Bar Council of India which I have read.
  3. I shall faithfully discharge every other obligation caste on me by the Advocates Act.1961 and the rule framed there under.
  4. I shall inform the Bar Council of any change of address of my residence or place of practice for proper maintainance of the roll and voters list.

I declare that the facts stated above in this application are true and correct and that the documents filled are genuine.

Dated this.....day of.....20.....

***Full Signature***

## **INSTRUCTIONS TO APPLICANT**

*(Application shall be rejected if it is not properly filled up)*

1. Don't cut across two lines. Write Yes or No and NA where it is necessary. Score out which is not applicable & initial the same.
2. If the applicant was enrolled by the High Court or any State Bar Council, he/she should enclose original certificate of the enrolment or give proof or particulars thereof to the satisfaction of the Enrolment Committee.
3. Original LL.B. and other certificates will be returned after verification, if a true copy is furnished by the applicant which shall be duly signed by the applicant. (i.e. self attestation)
4. State particulars of any connection with a firm, joint family or corporation as well as details.
5. Enclose necessary proof in support.
6. If there is any conviction or adjudication, particulars thereof should be furnished.

**N.B.** :If any statement of fact stated in the application is to be found false at any time, the name of the applicant shall be liable to be struck off the roll under provision to sub-section (i) of the section 26 the Advocate Act,1961.

**ODISHASTATE BARCOUNCIL**

(For Office use only)

From:

**Secretary  
Odisha State Bar Council**

Kachery Road,  
Chandini chowk, Cuttack-2

Date.....

To

.....  
.....  
.....

Please take notice that your application for enrolment as an Advocate under Advocate Act,1961 was scrutinised and found to be in order.

You are therefore required to appear on.....at..... before the Enrolment Committee for your enrolment.

**Secretary**

The following documents are wanted:

1. H.S.C. Original & attested copy.
2. LL.B. Original & attested copy.
3. Conduct Certificate Original from the Law College.
4. Mark Sheet of Degree Examination.(B.A, B.Sc, B.Com, B.E.)attested copy.
- 4 (A).Mark Sheet of +2 course for 5years LL.B. degree & attested copy.
5. Relieve order of the employee where you have served.
6. Caste Certificate (for S.C/S.T.)
7. Physical Handicap Certificate if any
8. Bank Draft: (i)  
(ii)
9. Three nos. of Passport size photographs in Advocates Robe duly attested.

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**Notes:** In case you fail to attend the Enrolment Committee, you will have to pay a sum of Rs.500/- (Rupees Five Hundred) only as default fee for your absence.

*From:*

**SECRETARY**

Odisha State Bar Council

KacheryRoad

Chandinichowk,Cuttack-2

To

Sri.....

At.....

P.O.....

Via..... Dist.....