



भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) , पंजाब
Indian Audit & Accounts Department
Office of the Principal Accountant General (Audit), Punjab
Plot No. 21, Sector 17-E, Chandigarh – 160 017

No. Admn-I/I/953273/2025

Date:25-04-2025

Circular

Applications are invited from the Officers/Officials working in this office for filling up the post of Legal Assistant in this office on deputation basis.

2. Criteria and Eligibility are as under: -

Name of the post	Feeder Cadre	Criteria	Eligibility
Legal Assistant	AAO/Supervisor	AAO/Supervisor who can manage legal cases.	Work experience of 03 yrs in legal section. Law degree is preferable qualification.
	Auditor/Sr.Auditor/Asstt. Supervisor	Auditor/Sr. Auditor/Asst. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

3. The Officers/officials are required to submit the applications along-with Biodata (attached) to Administration-I Section latest by 15.05.2025.

4.The deputation will be initially for a period of one year extendable on annual basis subject to officials continued suitability and administrative convenience.

5. A financial incentive in the form of deputation allowance may be allowed to incentivize the officials.

This issues with the approval of Principal Accountant General.

Enclosed: - Bio-data form & Job Description.

PUSHPENDRA GEHLOT
Deputy Accountant General (Admn)

BIO DATA FOR THE POST OF LEGAL ASSISTANT	
Name	
Designation	
Date of Birth	
Qualification	
Name of the office	
Category	
Date of entry into Government Service	
Date of entry in IA&AD	
Date of promotion to the post	
Whether probation period completed or not No. of years completed in the grade	
Mobile No. & official E-mail ID	
Present Pay Level & Pay	
Work Experience and period of handling legal cases in legal section	
Proficiency in Computer	
Any other experience	

Signature of the Candidate

Job Description:

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. Ascertain from concerned government counsel the details of the cases against the department listed for hearing on the following dates and attend the Court/CAT with the government counsel on the dates fixed for such hearing.
3. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counselors and their performance and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing regarding the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgment.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs/ Group Officers in timely conduct of periodical review of empaneled advocates.