



भारतीय लेखापरीक्षा और लेखा विभाग
INDIAN AUDIT & ACCOUNTS DEPARTMENT

प्रधान महालेखाकार (लेखा व हकदारी)-I का कार्यालय, महाराष्ट्र
OFFICE OF THE PR. ACCOUNTANT GENERAL (A&E)-I, MAHARASHTRA

2री मंजिल, प्रतिष्ठा भवन, न्यू मरीन लाईन्स
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CIRCULAR

Sub: Filling up one post of Legal Assistant on deputation basis

Applications are invited from Accountants/ Sr. Accountants/ Assistant Supervisor/Supervisor/Assistant Accounts Officer for filling up newly created one post of Legal Assistant in this office on deputation basis.

The eligibility criteria for the deputation is as follows:

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/Supervisor	Work experience of 03 years in legal section. Law degree is preferable qualification.
	Auditor/Sr. Auditor/ Asstt. Supervisor	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

- The term of deputation will be initially for a period of one year and may be extended thereafter, subject to continued suitability and administrative convenience and deputation guidelines issued vide Headquarters office letter No. 60-Staff (App)-I/14-2023 dated 27-01-2025.
- The maximum age limit for the deputation shall not exceed 56 years as on date of application for the post.
- Job description of Legal Assistant is enclosed with the circular.

The selected officer/official will be allowed to incentivize a financial incentive in the form of deputation allowance as applicable on his/her basic pay and as admissible under extant rules.

In-house officials may forward their application through proper channel along with Bio Data in the enclosed proforma to Admn-I section on or before **21-07-2025**.

Application of willing officials of other IA&AD offices may be forwarded to this office through proper channel along with Bio Data in the enclosed proforma vigilance/disciplinary certificate, cadre clearance certificate and attested copies of last 5 years APARs, on or before **21-07-2025**.

(Authority: Principal Accountant General's approval dated 18-06-2025)

Sd/-

Sr. Deputy Accountant General/ Admn

Encl: Proforma & Job Description

No. Admn-I/Dept/Legal Assistant/244

Date: 18-06-2025

Copy forwarded for information and necessary action to:

1. The Heads of Department of IA&AD
2. The Secretary to the Principal Accountant General
3. Stenographer Grade –II to Group Officers
4. All Branch Officers/ Sectional Heads
5. Senior Accounts Officer/Record-II for circulation.
6. Senior Accounts Officer/EDP for uploading the circular on office website.
7. Notice board/ Spare Copy


Sr. Accounts Officer/ Admn.I

PROFORMA

1. Name & Designation :
2. Date of Birth :
3. Date of appointment :
4. Date of promotion to the present post :
5. Educational Qualification :
7. Experience in legal section :
8. Details of previous deputation, if any :
9. Any other information :

Signature :-

Section :-

Date :-

Forwarded through

Branch Officer

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 allotted to empanelled counsel, fee paid to counsellors and their performances, and submit monthly/quarterly reports regularly.
5. Procure the certified copy/obtain a copy of the judgement as soon as the judgement is pronounced and obtain the opinion of the government counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch judgement.
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 empanelled advocates.