



No. Admn.I/Deputation/Legal Assistant/Circular No./ 12

Dated:- 01.12.2025

Circular

To,

All offices of IA&AD

As per mailing list (Cag-all-offices@ismgr.nic.in)

Sub:- Filling up the post of Legal Assistant on deputation basis.

Sir/Madam,

Applications are invited from the eligible officer/officials to fill the post of Legal Assistant in this office on deputation basis. For posting on deputation basis, maximum age of the applicant shall not exceed 56 years as on closing date of receipt of application.

2. Criteria and Eligibility for the post of Legal Assistant:

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

3. The period of deputation shall initially be of one year, subject to extension on performance and the requirements of service.

4. It is requested to recommend the names of eligible officers/officials who are willing to apply for the post. Deputation guidelines issued vide headquarters letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 may be adhered to. The recommendations accompanied by the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular-

- Bio-data of the applicant duly filled in and attested by Head of the Office.
- Photocopies of complete and up to date ACR/APARs for the last 05 years duly attested on each page.
- Integrity Certificates/Vigilance Clearance Certificate.

5. Job Description: -

- Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- 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 government counsel on the dates fixed for such hearing.

- (iii) Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
- (iv) Maintain Registers of court cases, cases allotted to empaneled counsel. Fee paid to counselors and their performance and submit monthly/quarterly reports regularly.
- (v) Procure the certified copy/obtain a copy of the judgment 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 acknowledgment.
- (vi) Meet the requirement of counsels in respect of discussions and production of documents.
- (vii) Scrutinize legal fee bills and monitor payments are made timely.
- (viii) Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled advocates.

This issues with the approval of Accountant General.

Encl:- Bio Data Form

Yours Sincerely,

Digitally signed by
Harjinder Singh

Date: 27-11-2025
Dy. Accountant General Admn.
18:02:44

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name:-
2. Designation:-
3. Date of Birth:-
4. Address
 - (a) Permanent Address:-
 - (b) Present Address:-
5. Qualification
 - (i) Educational:-
 - (ii) Professional:-
6. Name of the office to which the officer official belongs
 - (i) Parent Office:-
 - (ii) Office in which working at present:-
7. Date of entry into Government Service:-
8. Whether Officer/Official belongs to SC/ST, If Yes, Please mention category:-
9. Date of entry in IA&AD:-
10. Date of promotion to the present post:-
11. (a) Whether probation period completed or not:-
 - (b) Number of years completed in the grade:-
12. Mobile number and e-mail ID:-
13. Present Pay Level and Pay:-
14. Work Experience and period of handling legal cases in legal section:-
15. Details of handling legal cases:-
16. Any other relevant details:-
17. Proficiency in computer (Details may be given):-

Signature of Candidate

Certificate to be given by the Head of the Office

It is certified that

1. The information furnished byis correct as verified from the records of this office
2. No Disciplinary/Court/Vigilance case is pending/contemplated against him/her.
3. The service records of the official have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. Certified that no major/minor penalty was imposed upon the official during his/her service period.
5. Photocopies of the APARs/Gap sheets for the last 5 Years duly attested by official are enclosed.

Signature of Head of the Office