

प्रधान महालेखाकार (लेखापरीक्षा)
का कार्यालय,
आंध्रप्रदेश, विजयवाड़ा - 520 002



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA - 520 002

No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60/2025-26/13
Date: 15-07-2025

सूचना संख्या/Notice No.:32

To

All the Heads of Department of IA&AD (as per mailing list)

Sub: Filling up the post of Legal Assistant on deputation basis in the O/o Principal Accountant General(Audit), Andhra Pradesh, Vijayawada-reg.

Applications are invited for filling up the post of Legal Assistant for dealing with court cases/legal matters. The post is to be filled up on deputation terms from amongst the officials of IA&AD who fulfil the eligibility criteria as mentioned below:

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/ Supervisor	i. Work experience of three(03) years in legal section. ii. Law degree is preferable qualification.
	Auditor/ Sr. Auditor/ Asst. Supervisor	i. Law Degree is mandatory. ii. Officials holding analogous post with work experience of three(03) years in legal section is preferable.

1. The appointment will be initially for a period of **one(01) year**. Extension of the term will be considered subject to suitability and administrative convenience. Deputation guidelines issued vide Hqrs letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.
2. Selected official will be entitled to Deputation Allowance as per extant rules.
3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.

Job Description:

- a. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- b. 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.
- c. Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
- d. Maintain Registers of court cases, cases allotted to empanelled counsel, fee paid to counsellors and their performance and submit monthly/quarterly reports regularly.
- e. 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 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.
- f. Meet the requirement of counsels in respect of discussions and production of documents.
- g. Scrutinize legal fee bills and monitor payments are made timely.
- h. Assist the Sr.AOs/Group Officers in timely conduct of periodical review of empanelled advocates.

Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents to this office through e-mail (agauandhrapradesh@cag.gov.in) within 30 days from the date of notification .

- I. Bio data of the applicant duly filled in and attested by Head of the Office (proforma enclosed).
- II. Photocopies of APARs for the last 5 years duly attested on each page.
- III. Vigilance clearance certificate.

TADI RAMA PRASAD
वरिष्ठ लेखा परीक्षा अधिकारी (प्रशासन-1)
Senior Audit Officer(Admn-1)

BIO-DATA

Application to the post of: _____

1.	Name in Full(Sri/Smt./Ms.)	
2.	Present Post Held	
3.	Permanent Address	
4.	Present Address	
5.	Date of Birth	
6.	Qualification	i)Educational
		ii)Professional
7.	Office to which the applicant belongs	i)Parent Office
		ii)Present Office
8.	Whether belongs to SC/ST	
9.	Date of Entry into Government Service	
10.	Post & Date of Entry into IA&AD	
11.	Date of Promotion to the current post	
12.	Whether confirmed in the Entry Grade	
13.	Present Pay Level and Pay	
14.	Proficiency in computers, Details may be given	
15.	Mobile Number and Official email ID	
16.	Work Experience	
17.	Details of current deputation	
18.	Any other relevant details	

Date:

Place:

Signature of the Applicant

Counter Signature of the Branch Officer in charge of Administration