

Job Description of Legal Assistant:

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 of 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 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 acknowledgement.
6. Meet the requirements 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.



कार्यालय प्रधान महालेखाकार (ले व ह)-II.

महाराष्ट्र

सिविल लाईन्स, नागपुर - ४४०००१

OFFICE OF

THE PRINCIPAL ACCOUNTANT GENERAL

(A&E)-II MAHARASHTRA

CIVIL LINES, NAGPUR - 440 001

Ph: 0712-2563161-67 Fax: 0712-2560484

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सं: एचआरएम-II/Legal Assistant/प्रतिनियुक्ति/ ०५

दिनांक: 23 /04/2025

सेवा में,

डाक सूची के अनुसार भारतीय लेखा परीक्षा एवं लेखा विभाग के सभी कार्यालय

विषय: विधि सहायक के एक पद को प्रतिनियुक्ति के आधार पर भरने के संबंध में।

महोदय / महोदया,

Applications are invited from eligible officers / officials for filling up the post of Legal Assistant in this office on deputation basis.

1. Criteria and Eligibility for the post of Legal Assistant is as under:-

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.
	Accountant/Sr. Accountant /Asstt. Supervisor	Accountant/ Sr. Accountant /Asstt. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal Section is preferable qualification.

- The age of officers/officials should not exceed 56 years as on the closing date of receipt of applications.
- The deputation will be initially for a period of one year and is extendable to an annual basis subject to performance, continued suitability and administrative requirements of the service.
- The deputation will be subject to recruitment rules in force and amendments from time to time.
- The deputation and deputation allowance will be governed on the usual terms and conditions issued from time to time by the Government of India.

6. Application of candidates who are willing to be considered for deputation to this office for the above post may be forwarded to this office on or before **27/05/2025** along with their Bio-data, attested copies of APAR for the last 05 years. It will be certified that no disciplinary/ court/ vigilance case is either pending or contemplated against the applicants.

This issues with the approval of Accountant General.

Encl:- 1) Job Description
2) Form of Bio-data

**Digitally signed by
Gupta Jitendra Bhudarbhai
Date: 23-04-2025
13:24:08**

वरिष्ठ उपमहालेखाकार (प्रशासन)

Advertise No.....

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name	
2. Designation	
3. Date of Birth	
4. (a) Permanent Address (b) Present Address	
5. Qualification (i) Educational: (ii) Professional:	
6. Name of the office to which the officer/official belongs (i) Present office: (ii) Office in which working at present:	
7. Whether the officer/official belongs to SC/ST. If yes, please mention category.	
8. Date of entry into Government Service	
9. Date of entry in IA&AD	
10. Date of promotion to the post	
11. (a) whether probation period completed or not (b) Number of years completed in the grade	
12. Mobile number and email 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)	

Date:

Place:

(Signature of the Applicant)

It is certified that the above particulars are correct as per our office records and no disciplinary/vigilance action is pending against him/her.

Signature of the Head of the Department (with Stamp)