

कार्यालय महालेखाकार (ले० व ह०) पंजाब एवं यू टी चंडीगढ़
OFFICE OF THE ACCOUNTANT GENERAL (A&E) PUNJAB & UT
CHANDIGARH

परिपत्र/Circular

विषय: कार्यालय महालेखाकार (लेखा एवं हक), पंजाब, चंडीगढ़ में विधि सहायक (Legal Assistant) के पद पर प्रतिनियुक्ति के आधार पर नियुक्ति के संबंध में।

Subject: Appointment to the post of Legal Assistant in the Office of the Accountant General (A&E), Punjab, Chandigarh on deputation basis.

कार्यालय महालेखाकार (लेखा एवं हक), पंजाब, चंडीगढ़ में प्रतिनियुक्ति के आधार पर विधि सहायक (Legal Assistant) के पद को भरने के लिए भारतीय लेखापरीक्षा एवं लेखा विभाग (IA&AD) में कार्यरत पात्र अधिकारियों/कर्मचारियों से आवेदन आमंत्रित किए जाते हैं। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होना चाहिए।

Applications are invited from eligible officers/officials working in the Indian Audit and Accounts Department (IA&AD) for filling the position of Legal Assistant on deputation basis at the office of the Accountant General (A&E), Punjab, Chandigarh. The maximum age limit for appointment on deputation should not exceed 56 years as of the last date for receiving applications.

Eligibility Criteria for the post of Legal Assistant:-

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. Supevisor	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

प्रतिनियुक्ति की अवधि प्रारम्भ में एक वर्ष के लिए होगी, जिसे कार्य निष्पादन एवं सेवा आवश्यकताओं के अनुसार बढ़ाया जा सकता है। प्रतिनियुक्ति भत्ता प्रदान करने के संबंध में विद्यमान अनुदेशों के अनुसार चयनित अधिकारी/कर्मचारी को प्रतिनियुक्ति भत्ता भी स्वीकार्य होगा।

The duration of the deputation will initially be for one

year, which may be extended based on job performance and service requirements. The selected officer/official will also be eligible for a deputation allowance as per the existing instructions related to the payment of deputation allowance.

इच्छुक और पात्र अधिकारियों/कर्मचारियों** (संलग्न प्रपत्र में) जिनके खिलाफ सतर्कता और अनुशासनात्मक दृष्टिकोण से कोई आपत्ति नहीं है और जिन्हें चयन के बाद तुरंत मुक्त किया जा सकता है, उनके आवेदन विभागाध्यक्ष के अनुमोदन से, पिछले पांच वर्षों के ए.पी.ए.आर की प्रमाणित प्रतियों के साथ, इस परिपत्र के जारी होने की तिथि से 30 दिनों के भीतर अग्रेषित किया जा सकता है।

Applications of willing and eligible officers/officials** (in the proforma enclosed) who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, duly approved by the Head of Department, along with attested copies of APAR for the last five years within 30 days of issue of this circular.

हस्ता-

उप-महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचनार्थ एवं आवश्यक कार्यवाही हेतु प्रेषित है:

1. सचिव, प्रधान महालेखाकार
2. निजी सचिव, उप-महालेखाकार (प्रशासन)
3. भारतीय लेखापरीक्षा तथा लेखा विभाग के सभी कार्यालय
4. ITSC को कार्यालय वेबसाइट पर अपलोड करने हेतु

Digitally signed by
Jaswinder Gill
Date: 16-05-2025
वरिष्ठ लेखा अधिकारी (प्रशासन)
16:21:06

Annexure-I

Application for the post of legal assistant

self-attested
passport size
photograph

1. Name of applicant with designation

2. Father's Name

3. Residential Address

4. Permanent Address

5. Phone No.

6. Date of Birth

7. Date of Retirement

8. Whether belongs to SC/ST/OBC

9. Educational Qualifications

10. Post held on regular basis
and date from which held with

Grade pay/Pay Level in Pay Matrix

11. Present Pay

12. Details of Employment of last 10 years in chronological order. Enclose a separate sheet, duly authenticated under your signature.

Name of Office	Post Held	From	To	Basic Pay	Grade Pay/Level in Pay Matrix	Major Duties
1	2	3	4	5	6	7

13. In case the present employment is held on Deputation please state

a) Date of initial appointment

b) Period of Appointment on Deputation

c) Name of Parent Office

14. Training/Courses attended

15. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.
Enclose a separate sheet, if required

Date:

(Signature)

ANNEXURE-II

**CERTIFICATE TO BE RECORDED BY THE HEAD OFFICE/ OFFICER NOT BELOW
THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE
APPLICATION**

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature

Designation with official seal

Date:

Place:

Annexure-III

Job Description:

1. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft plaints.
2. Ascertain from the concerned government counsel the details of the case 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 report 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 govt. Counsel in defend the case in writing with regard to the feasibility or otherwise of filling CWP/SIP or Review Petition and forward the same to the Headquarters Office and watch acknowledgement.
6. Meet the requirement of counsels in respect of discussions and production of documents.
7. Scrutinize legal fee bills and monitor timely payments.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empanelled counsels.