

**BIODATA**

1.	Name in full (Shri/Smt/Ms)	
2.	Present Post held	
3.	a) Permanent Address	
	b) Present Address	
4.	Date of Birth	
5.	Qualifications i) Educational ii) Professional	
6.	Office to which the applicant belongs: i) Parent Office ii) Present Office	
7.	Whether belongs to SC / ST	
8.	Date of entry into Government Service	
9.	Post & Date of entry into IA&AD	
10.	Whether confirmed in the entry grade	
11.	Date of Promotion to the current post	
12.	Proficiency in computers, Details may be given	
13.	Work experience (in dealing with court / legal matters)	Separate sheet may be attached, if required

14.	Present Pay Level and Pay	
15.	Mobile Number and official email ID	
16.	Any other relevant details	

**Date:**

**Place:**

**(Signature of the Applicant)**

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

**(Signature of the Head of the Office)**

**OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT-I),**  
**KARNATAKA, BENGALURU – 560 001**

No. Pr.AG (Audit-I)/Admn I/A4/2025-26/61

Date: 04.06.2025

**CIRCULAR**

**Sub: - Filling up ONE post of Legal Assistant on deputation basis in the O/o the Principal Accountant General (Audit-I), Karnataka, Bengaluru-reg:**

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

**Criteria and Eligibility for the post are as follows:**

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

2. Maximum age limit for the appointment by deputation shall not exceed 56 years as on closing date of receipt of application.

3. The period of deputation shall initially be for ONE year, extendable thereafter on yearly basis subject to the performance of the officer/official and requirement of the service.

4. In this regard, it is requested to recommend the names of eligible officers/officials who are willing to apply for the said post. The recommendations along with the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular.

- i) Biodata of the applicant (Proforma Enclosed), attested by Head of the Office.
- ii) Photocopies of complete and up to date APARs for the last 5 years duly attested on each page and
- iii) Disciplinary / Vigilance Clearance Certificate.

5. While forwarding the applications, it is requested to strictly adhere to deputation guidelines issued vide HQrs' letter No. 60-Staff (App)-1/14-2023 dated 27.01.2025

## 6. Job Description:

- I. Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- II. 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.
- 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 empanelled counsel, fee paid to counsellors and their performance and submit monthly/quarterly reports regularly.
- V. 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 regarding 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 empanelled advocates.

This issues with the approval of the Pr. Accountant General (Audit-I).

*Sd/-*

Deputy Accountant General  
(Administration / Audit-I)

Copy to:

All IA&AD offices.

*m. A. vyjayanthi*  
Senior Audit Officer  
(Administration / Audit-I)