

भारतीय लेखापरीक्षा एवं लेखा विभाग

INDIAN AUDIT AND ACCOUNTANT DEPARTMENT

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा) बिहार, पटना

OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (AUDIT) BIHAR, PATNA

No. Admin-II(Au)/Deputation/2024-25/148 Date: 09.06.2025

To,

All Heads of Departments of IA&AD

Subject: Filling up the one post of Legal Assistant on deputation basis in Office of the Principal Accountant General (Audit) Bihar, Patna.

Sir/Madam,

Applications are invited from the eligible officers/officials (Auditor/ Sr. Auditor/ Asstt. Supervisor/Supervisor/ AAO) for filling up the post of Legal Assistant in this office on deputation basis.

(A) 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.
Legal Assistant	Auditor/Sr. Auditor/Asstt. Supervisor	Auditor/Sr. Auditor/ Asstt. Supervisor who is suitable to handle legal cases.	Law Degree is mandatory. Work experience of 03 years in the Legal section is preferable qualification.

1. The deputation will be initially for a period of one year subject to extension on performance and the requirement of service.
2. The age of official should not exceed 56 years as on the closing date of application.

3. Application of all interested and eligible officials/officers may please be forwarded along with the following documents within 30 days of issue of this letter to the Principal Accountant General (Audit) Bihar, Patna.

- Bio-data of applicant duly filled in prescribed format and attested by Head of office.
- Photocopies of complete and up to date APARs for the last 5 years duly attested on each page and
- Integrity Certificate/Vigilance Clearance Certificate.

4. A financial incentive in the form of deputation allowance shall be allowed to incentivize the officials.

5. Deputation guidelines issued vide Hqrs. letter No. 60-Staff(App)-I/14-2023 dated 27.01.2025 shall be strictly adhered to.

(B) Job description:

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 in LIMBS portal.
4. Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counsellors 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 acknowledgment.
6. Meet the requirement of counsel 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 empanelled advocates.

This issues with the approval of Principal Accountant General

Enclosure: Bio-Data Form



Sr. Deputy Accountant General (Admin)

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)