

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)

महालेखाकार (ले०&ह०) का कार्यालय
बीरचंद पटेल पथ,
पटना, बिहार - 800001



OFFICE OF THE ACCOUNTANT
GENERAL (A&E),
BIRCHAND PATEL PATH
PATNA, BIHAR - 800001

SUPREME AUDIT INSTITUTION OF INDIA

लोकहितार्थ सत्यनिष्ठा

Dedicated to Truth in Public Interest

Circular No- Admn (A&E)/Legal Asstt/Comp. No. 362986

Date: 29-04-2025

To

The Heads of Departments of IA&AD

(as per mailing list)

Sub: - Filling up the post of Legal Assistant on deputation basis in the O/o the Principal Accountant General (A&E), Bihar Patna.

Sir/Madam,

Applications are invited from the eligible officers/officials for filling up the post of Legal Assistant in this office on deputation basis. Maximum age limit for the appointment by deputation shall not exceed 56 years as on closing date of receipt of application.

2. Criteria and Eligibility 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 a preferable qualification.
Legal Assistant	Auditor/Sr.Auditor/Asstt. Supervisor	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification

3. The period of deputation shall initially be of one year, subject to extension on performance and the requirements of service.

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

(i) Bio-data of the applicant duly filled in and attested by Head of Office.

(ii) Photocopies of complete and up to date ACR/APARs for the last 5 years duly attested on each page and

(iii) Integrity Certificate/Vigilance Clearance Certificate.

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

6 . Deputation guidelines issued vide HQrs', letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.

7. 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 empaneled 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 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.

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.

Encl:- Bio Data Form

Yours Faithfully,
Digitally signed by
Manmeet Kumar
Date: 29-04-2025
11:37:44
Sr. Dy. Accountant General (Admn)