

प्रधान महालेखाकार (लेखापरीक्षा)
का कार्यालय,
आंध्रप्रदेश, विजयवाड़ा - 520 002



OFFICE OF THE PRINCIPAL
ACCOUNTANT GENERAL (AUDIT),
ANDHRA PRADESH, VIJAYAWADA - 520 002

No. PAG(Au)/AP/Admn-I/HR-II/Dept./F-60/2026-27/ Date:16-04-2026

सूचनासंख्या/Notice No.:70

To

All the Heads of Department of IA&AD (as per mailing list)

Sub: Filling up the post of Legal Assistant on deputation basis in the O/o Principal Accountant General (Audit), Andhra Pradesh, Vijayawada-reg.

Applications are invited for filling up the post of Legal Assistant for dealing with court cases/legal matters. The post is to be filled up on deputation terms from amongst officials of IA&AD who fulfils the eligibility criteria as mentioned below:

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/ Supervisor	i. Work experience of three(03) years in legal section. ii. Law degree is preferable qualification.
	Auditor/ Sr. Auditor/ Asst. Supervisor	i. Law Degree is mandatory. ii. Officials holding analogous post with work experience of three(03) years in legal section is preferable.

1. The appointment will be initially for a period of one(01) year. Extension of the term will be considered subject to suitability and administrative convenience. Deputation guidelines issued vide Hqrs letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.
2. Selected official will be entitled to Deputation Allowance as per extant rules.
3. The maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of receipt of applications.
4. The period of deputation including the period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other organization or department of the Central Government shall ordinarily not to exceed three years.
5. **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 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.

Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents to this office latest by **30.04.2026**.

- a. Bio data of the applicant duly filled in and attested by Head of the Office (proforma enclosed).
- b. Photocopies of APARs for the last 5 years duly attested on each page.
- c. Vigilance clearance certificate.

TADI RAMA PRASAD
वरिष्ठ लेखापरीक्षा अधिकारी (प्रशासन-1)
Senior Audit Officer(Admn-1)