



महाराष्ट्रालय (ले. मंडळ य.) कांडीरी, कनारेच, बंगलादेश  
भारतीय लेखापरीक्षा ने मंडळ लेखाप्रदेश लेखाप्रदेश  
महालेखाकार (लेखा एवं हक) का कार्यालय, कर्नाटक,  
भारतीय लेखापरीक्षा तथा लेखा विभाग  
Office of the Accountant General (A & E), Karnataka  
Indian Audit & Accounts Department



SUPREME AUDIT INSTITUTION OF INDIA  
वास्तुपूर्ण नियमित  
Dedicated to Truth in Public Interest

AG(A&E)/ESI/A4/I/1268989/2026

09-01-2026

### CIRCULAR

To,

All offices of IA&AD  
As per mailing list (Cag-all-offices@ismgr.nic.in)

#### **Sub: Filling up the post of Legal Assistant on deputation basis.**

**Sir/Madam,**

In terms of Headquarters letter in No 76-Staff (App-I)/19-2022/volume II dated 04.02.2025, applications are invited from Assistant Accounts officers / Supervisors/ Assistant Supervisors/Senior Accountants/ Accountant/Auditor for the post of Legal Assistant on Deputation basis in this office, from within the department of IA&AD.

#### **ELIGIBILITY CRITERIA:**

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	<ul style="list-style-type: none"> <li>03 years Work Experience in Legal section</li> <li>Law Degree is preferable qualification.</li> </ul>
	Accountant/Auditor/Sr. Accountant/Sr. Auditor/Assistant Supervisor	Auditor/ Sr. Auditor /Assistant Supervisor suitable to handle Legal Cases	<ul style="list-style-type: none"> <li>Law Degree is mandatory</li> <li>Work experience of 3 years in Legal section is a preferable qualification.</li> </ul>

B. Maximum age limit shall not exceed 56 years as on closing date of applications.

C. Deputation to the post, initially, will be for one year, subject to extension based on the performance and the requirements of service.

**OTHER CONDITIONS:**

- a) The payment of deputation allowance would be governed in accordance with DoPT O.M No. 24/11/2017-Estt(Pay-II) dated 24.I 1.2017 as circulated by Headquarters Office vide letter No. 439- Staff Entt (Rules)/03-217 dated 27.11.2017.
- b) A financial incentive in the form of deputation allowance will be allowed to theselected official.
- c) Transfer T.A. will be admissible as per the relevant provisions.
- d) Joining time will be admissible as per the relevant provisions.
- e) Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-1/14 2023 dated 27.01.2025 shall strictly be adhered to.

**JOB DESCRIPTION:**

1. Prepare case briefs and para-wise comments and liaise with the 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 the LIMBS Portal.
4. Maintain registers of court cases, cases allotted to empaneled counsel, fee paid to counselors 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 filing CWP/SLP 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 payments are made timely,
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled advocates.

The application of willing and eligible officials who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, along with Bio-data of the applicant duly filled in and attested by the Head of Office, photocopies of complete and up-to-date ACR/APARS for the last 5 Years, duly attested on each page and Integrity Certificate / Vigilance Clearance Certificate, to this office ([agaekarnataka@cag.gov.in](mailto:agaekarnataka@cag.gov.in)) within 30 days from the date of issue of this circular.

This issues with the approval of the Accountant General.

Encl: Bio- Data

Digitally signed by  
G Akiladevi  
Date: 09-01-2026  
13:11:18  
SENIOR ACCOUNTS OFFICER

Copy to:

- 1) Notice Boards- Annexe Building & Main Building
- 2) ITCT – to upload in the Office website.

**P.B. No. 5329/5369, PARK HOUSE ROAD, BENGALURU 560 001.**

**Tel: 080-22379335 Fax: 080-22264691**

**<https://cag.gov.in/ae/karnataka/en>**

**BIO-DATA FOR THE POST OF LEGAL ASSISTANT**

1. Name:-
2. Designation:-
3. Date of Birth:-
4. Address
  - (a) Permanent Address:-
  - (b) Present Address:-
5. Qualification
  - (i) Educational:-
  - (ii) Professional:-
6. Name of the office to which the officer official belongs
  - (i) Parent Office:-
  - (ii) Office in which working at present:-
7. Date of entry into Government Service:-
8. Whether Officer/Official belongs to SC/ST, If Yes, Please mention category:-
9. Date of entry in IA&AD:-
10. Date of promotion to the present post:-
11. (a) Whether probation period completed or not:-
  - (b) Number of years completed in the grade:-
12. Mobile number and e-mail 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):-

Signature of Candidate

**Certificate to be given by the Head of the Office**

It is certified that

1. The information furnished by ..... is correct as verified from the records of this office
2. No Disciplinary/Court/Vigilance case is pending/contemplated against him/her.
3. The service records of the official have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. Certified that no major/minor penalty was imposed upon the official during his/her service period.
5. Photocopies of the APARs/Gap sheets for the last 5 Years duly attested by official are enclosed.

Signature of Head of the Office