

प्रधान महालेखाकार (लेखा एवं हक.) आंध्र प्रदेश का
कार्यालय
27-37-158, 6 व 7 वां तल, स्टालिन सेंट्रल मॉल परिसर,
गवर्नरपेट, विजयवाड़ा - 520002



OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (A&E)
ANDHRA PRADESH
27-37-158, 6 & 7th FLOORS, STALIN CENTRAL MALL,
GOVERNORPET, VIJAYAWADA-520 002

Circular No: PAG(A&E)/AP/Admn-I/U-II/Legal_Asst./I/994345/2025 दिनांक: 03-06-2025

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 PAG (A&E), Andhra Pradesh, Vijayawada-reg.**

महोदय/ महोदया,

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 fulfills the eligibility criteria.

| Post | Feeder Cadre | Eligibility |
|-----------------|--|---|
| Legal Assistant | AAO/ Supervisor | i. Work experience of 3 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 3 years in legal section is preferable. |

2. The appointment will be initially for a period of **One 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.

3. Selected official will be entitled to Deputation Allowance as per extant rules.

4. The maximum age limit for appointments by deputation shall not exceed 56 years as on the closing date of receipt of applications.

5. 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.

6. Job Description:

- Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
- 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 counselors 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 empaneled advocates.

7. Officials who are interested in the above assignment and satisfying the eligibility criteria, may submit their applications through proper channel along with following documents within **30 days from the date of notification** to this office through e-mail (agaeandhrapradesh@cag.gov.in or admn1.anp.ae@cag.gov.in).

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

यह प्रधान महालेखाकार (लेखा एवं हक.) के अनुमोदन से जारी किया गया।

भवदीय,

Encl: Bio-Data form

Digitally signed by
Kishore Reddy Polu

Date: 03-06-2025

वरिष्ठ उप महालेखाकार (प्रशासन)

Sr. Deputy Accountant General (Admn.)

Copy to:

PAG Peshi-for circulation to all IA&AD offices

Notice Board

CEDP-for publishing on official website

**Office of the Principal Accountant General (A&E),
Andhra Pradesh, Vijayawada
Bio-Data for the Post of Legal Assistant**

| | | |
|-----|--|--|
| 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. | Date of entry to the current post | |
| 11. | i) Whether probation period completed? ii) Number of years completed in the grade | |
| 12. | Work experience and period of handling legal cases in legal cell | |
| 13. | Proficiency in computers, Details may be given | |
| 14. | Present Pay Level and Pay | |
| 15. | Mobile Number and official email ID | |
| 16. | Any other relevant details | |

Date:

Place:

(Signature of 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 Department (With Stamp)