



No. Admn-I/A&E/S-I/Dep/24-25/ 3823

Dated: 13.02.2025

To

All Heads of Departments of IA & AD

**Subject: Deputation for the one post of Legal Assistant in Office of the Principal Accountant General (A&E), J&K.**

Sir/Madam,

Kind attention is invited to the subject cited above. The applications are invited from AAO/Supervisors/ Asstt. Supervisors/Sr. Accountants/ Accountants to work as Legal Assistant on deputation basis in the office of the Principal Accountant General (A&E) J&K. The following terms and conditions are applicable to the Deputation Officers/Officials: -

1. The last date of receipt of applications is **10.03.2025**.
2. The deputation will be initially for a period of one year subject to extension on performance and the requirements of service.
3. The age of official should not exceed 56 years as on the closing date of the application.
4. The deputation will be subject to the recruitment rules in force and amendments from time to time.
5. The deputation allowance will be admissible as per the conditions laid down in GOI, Ministry of Personnel, Public Grievances and Pensions OM No. 6/8/2009-Estt. (Pay-II) dated 17.06.2010.
6. Transfer T.A. will be admissible as per the relevant provisions.
7. Joining time will be admissible as per the relevant provisions.

**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
	Auditor/Sr. Auditor/Asstt. Supervisor	Auditor/Sr. Auditor/Asstt. Supervisor suitable to handle Legal Cases.	Law Degree is mandatory. Work experience of 03 years in the legal section is preferable qualification

**B) Job Description:**

1. Prepare case briefs and para-wise comments and liaise with Counsel in preparing draft plaints.
2. Ascertain from the concerned government counsel the details of the case 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, allotted to empaneled counsel, fee paid to counsellors and their performance and submit monthly/quarterly report 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 Govt. Counsel to defend the case in writing with regard to the feasibility or otherwise of filing CWP/S.L.P 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 timely payments.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled counsels.

This issues with the approval of Principal Accountant General



Sr. Deputy Accountant General (Admin)

**APPLICATION FOR THE POST OF LEGAL ASSISTANT**

**Self-attested  
passport size  
photograph**

1. Name of applicant with designation and complete office address (in block letters), e-mail and telephone No. \_\_\_\_\_
2. Father's Name \_\_\_\_\_
3. Residential Address with phone number \_\_\_\_\_
4. Permanent Address \_\_\_\_\_
5. Date of Birth (in Christian era) \_\_\_\_\_
6. Whether belongs to SC/ST/OBC \_\_\_\_\_
7. Date of retirement under Central/State Government rules \_\_\_\_\_
8. Education qualifications \_\_\_\_\_
9. Post held on regular (i.e. substantive) basis and the date from which held with grade pay /Pay Level in Pay Matrix \_\_\_\_\_
10. Present Pay \_\_\_\_\_
11. Details of Employment of last 10 years in Chronological order. Enclose a separate sheet, duly authenticated under your signature.

Name of office / Organization where employed	Post Held	From	To	Basic Pay	Grade Pay/Level in pay matrix	Major Duties
1	2	3	4	5	6	7

12. Nature of present employment i.e. Ad-hoc or temporary or permanent \_\_\_\_\_
13. In case the present employment is held on Deputation/contract basis, please state \_\_\_\_\_

- a) Date of initial appointment \_\_\_\_\_
- b) Period of appointment on Deputation/contract \_\_\_\_\_
- c) Name of parent office/  
Organization to which you belong \_\_\_\_\_

14. Training/ courses attended

15. Additional details about your present employment please state whether working under

- i. Central Government
- ii. State Government
- iii. Autonomous Organization
- iv. Central Public Sector Undertaking
- v. State Public Sector Undertaking

16. Additional information, if any, which applicant may like to mention in support of his/her suitability for the post vis-a-viz the "duties" mentioned in Annexure-II.

Enclosed a separate sheet, if required

(SIGNATURE)

Date: Mobile No.





## ANNEXURE - II

### CERTIFICATE TO BE RECORDED BY THE HEAD OFFICE/ OFFICER NOT BELOW THE RANK OF UNDER SECRETARY IN GOI WHILE FORWARDING THE APPLICATION

1. Certified that the particulars furnished by the applicant are true and have been verified from the service records.
2. The applicant, if selected, will be relieved immediately
3. Attested copies of ACR/APAR for the last five years are enclosed.
4. The record of the service of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. It is certified that no disciplinary/vigilance case is either pending or contemplated against the applicant and he/she is clear from vigilance angle.
6. It is certified that no major/minor penalty has been imposed or contemplated on him/her during the last 10 years.

Signature

Name  
Designation Tele.

Date:

Place:

Official seal