

## कार्यालय प्रधान महालेखाकार (ले व ह) - II, महाराष्ट्र, नागपुर

सं: एचआरएम-1/Legal Assistant/प्रतिनियुक्ति/ 31

दिनांक: 18 /03/2025

### परिपत्र

Applications are invited from eligible officers / officials to work as Legal Assistant in this office by transfer on deputation basis.

1. Criteria and Eligibility for the post of Legal Assistant is as under:-

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.
	Accountant/Sr. Accountant/Asstt. Supervisor	Accountant/ Sr. Accountant/Asstt. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal Section is preferable qualification.

- The age of officers/officials should not exceed 56 years as on the closing date of receipt of applications.
- The deputation will be initially for a period of one year and is extendable on annual basis subject to performance, continued suitability and administrative requirements of the service.
- The deputation will be subject to recruitment rules in force and amendments from time to time.
- The deputation and deputation allowance will be governed on the usual terms and conditions issued from time to time by the Government of India.
- Application complete in all respects, should reach HRM-I Section in the format enclosed on or before **31/03/2025**

Encl:- 1) Job Description+  
2) Form of Bio-data

Sd/-

वरिष्ठ उपमहालेखाकार (प्रशासन)

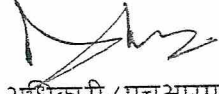
सं: एचआरएम-1/Legal Assistant/प्रतिनियुक्ति/ 511A

दिनांक: 18 /03/2025

प्रतिलिपि जानकारी एवं आवश्यक कार्यवाही हेतु:-

- प्रधान महालेखाकार के वरिष्ठ निजी सचिव
- सभी समूह अधिकारियों के सचिवालय
- वरिष्ठ लेखा अधिकारी / एल & एस-II (4 प्रति. नोटिस बोर्ड पर लगाने हेतु)
- सभी सेक्शन (आई.पी. मैसेज द्वारा)
- वरिष्ठ लेखा अधिकारी/ ई.आय.एस (ऑफिस वेबसाइट पर अपलोड करने के लिए)

6. परिपत्र फाइल



वरिष्ठ लेखा अधिकारी/एचआरएम-।

## ANNEXURE I

### BIO DATA / CURRICULAM VITAE PROFORMA

1. Name and Address (in Block Letters)		
2. Date of Birth (in Christian era)		
3. i) Date of entry into service		
ii) Date of retirement under Central / State Government Rules		
4. Educational Qualifications		
5. Whether Educational and other qualifications required for the post are satisfied. (If any qualification has been treated as equivalent to the one prescribed in the Rules, state the authority for the same)		
Qualifications / Experience <b>required</b> as mentioned in the advertisement / vacancy circular	Qualification / experience <b>possessed</b> by the officer	
Essential	Essential	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
Desirable	Desirable	
A) Qualification	A) Qualification	
B) Experience	B) Experience	
<b>5.1 Note :</b> This column needs to be amplified to indicate Essential and Desirable Qualifications as mentioned in the RRs by the Administrative Ministry / Department / Office at the time of issue of circular and issue of Advertisement in the Employment News.		

**5.2** In the case of Degree and Post Graduate Qualifications Elective / main subjects and subsidiary subjects may be intimated by the candidate.

6. Please state clearly whether in the light of entries made by you above, you meet the requisite Essential Qualifications and work experience of the post

6.1 Note : Borrowing Departments are to provide their specific comments / views confirming the relevant Essential Qualification / Work experience possessed by the Candidate (as indicated in the Bio-data) with reference to the post applied.

7. Details of Employment, in chronological order, Enclose a separate sheet duly authenticated by your signature, if the space below is insufficient.

Office / Institution	Post held on regular basis	From	To	*Pay Band and Grade Pay / Pay Scale of the post held on regular basis	Nature of duties (in detail) highlighting experience required for the post applied for

**\*Important :** Pay band and Grade Pay granted under ACP/MACP are personal to the officer and therefore, should not be mentioned. Only Pay Band and Grade Pay / Pay Scale of the post held on regular basis to be mentioned. Details of ACP/MACP with present Pay Band and Grade Pay where such benefits have been drawn by the Candidate may be indicated as below :

Office / Institution	Pay, Pay Band, and Grade Pay	From	To
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	drawn under ACP/MACP Scheme		

8. Nature of present employment i.e. Adhoc or Temporary or Quasi Permanent or Permanent			
9. In case the present employment is held on deputation / contract basis, please state			
a) The date of initial appointment	b) Period of appointment on deputation / contract	c) Name of the parent office / organisation to which the applicant belongs	d) Name of the post and pay of the post held in substantive capacity in the parent organisation
<p>9.1 Note : In case of Officers already on deputation the applications of such officers should be forwarded by the parent cadre / department alongwith cadre clearance, vigilance clearance and integrity certificate.</p> <p>9.2 Note : Information under column 9 (c) and (d) above must be given in all cases where a person is holding a post on deputation outside the cadre / organisation but still maintaining a lien in his parent cadre / organisation.</p>			
10. If any post held on Deputation in the past by the applicant, date of return from the last deputation and other details.			
11. Additional details about present employment :			



Please state whether working under (indicate the name of your employer against the relevant column)  a) Central Government b) State Government c) Autonomous Organization d) Government Undertaking e) Universities f) Others		
12. Please state whether you are working in the same Department and are in the feeder grade or feeder-to-feeder grade.		
13. Are you in Revised Scale of Pay? If yes, give the date from which the revision took place and also indicate the pre-revised scale.		
14. Total emoluments per month now drawn		
<b>Basic Pay in the PB</b>	<b>Grade Pay</b>	<b>Total Emoluments</b>
15. In case the applicant belongs to an Organisation which is not following the Central Government Pay Scales, the latest salary slip issued by the Organisation showing the following details may be enclosed.		
Basic Pay with scale of pay and rate of increment	Dearness Pay / interim relief / other Allowances etc., (with break-up details)	Total Emoluments
16. A Additional information, if any, relevant to the post you applied for in support of your suitability for the post.  (This among other things may provide information with regard to (i) additional academic qualifications (ii) professional training and (iii) work experience over and above prescribed in the Vacancy Circular / Advertisement. (Note : Enclose a		

separate sheet, if the space is insufficient )	
<b>16. B Achievements :</b>  The candidates are requested to indicate information with regard to :  (i) Research publications and reports and special projects. (ii) Awards / Scholarships / Official Appreciation (iii) Affiliation with the professional bodies / institutions / societies and (iv) Patents registered in own name or achieved for the organisation (v) Any research / innovative measure involving official recognition \ (vi) Any other information. (Note : Enclose a separate sheet if the space is insufficient)	
17. Please state whether you are applying for deputation (ISTC)/Absorption / Re-employment basis. # (Officers under Central / State Governments are only eligible for "Absorption". Candidates of non Government Organisations are eligible only for short term contract)	
# (The option of 'STC' / 'Absorption'/'Re-employment' are available only if the vacancy circular specially mentioned recruitment by "STC" or "Absorption" or "Re-employment").	
S18. Whether belongs to SC/ST	

I have carefully gone through the vacancy circular / advertisement and I am well aware that the information furnished in the Curriculum Vitae duly supported by the documents in respect of Essential Qualification / Work Experience submitted by me will also be assessed by the Selection Committee at the time of selection for the post. The information / details provided by me are correct and true to the best of my knowledge and no material fact having a bearing on my selection has been suppressed / withheld.

(Signature of the candidate)

Address \_\_\_\_\_

\_\_\_\_\_

Date : \_\_\_\_\_



**Job Description of Legal Assistant:**

1. Prepare case briefs and para-wise comments and liaise with 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 of 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 of filing CWP/SLP or Review Petition and forward the same to the Headquarters office and watch acknowledgement.
6. Meet the requirements 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.