

महालेखाकार ( ले व ह ), केरल का कार्यालय,  
तिरुवनंतपुरम -695001



OFFICE OF THE ACCOUNTANT GENERAL (A&E)  
KERALA, THIRUVANANTHAPURAM-695001

AdmnVI/Deputation /2025-26

Date: 13-05-2025

### **CIRCULAR**

To,

**The Heads of the Departments of IA&AD  
(as per mailing list)**

**Sub: Filling up of the Regular Temporary post of Legal Assistant on  
deputation basis in office of AG (A&E), Kerala- reg.**

Sir/Madam,

Applications are invited for the newly created RT post of **Legal Assistant** in this office on deputation basis. The details of the post, including eligibility criteria and job description are as follows:

#### **1. Criteria and Eligibility for the post of Legal Assistant**

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO/Supervisor	i. Work experience of 03 years in legal section. ii. Law degree is preferable qualification.
	Accountant/Sr. Accountant/Asst. Supervisor	i. <b>Law Degree is mandatory.</b> ii. Work Experience of 03 years in Legal Section is preferable qualification.

- The period of deputation will initially be for one (01) year, subject to extension based on the performance and the requirements of service.
- A financial incentive in the form of deputation allowance will be allowed to incentivize the officials.
- It is requested to recommend names of eligible officers/officials who are willing to apply for the post. The recommendations accompanied by the following documents/certificates may kindly be forwarded to this office **within 30 days** of issue of this circular:

- Bio-data of the applicant duly filled in and attested by Head of Office.**
- Photocopies of complete and up to date ACR/APARs for the last 5 years**

***duly attested on each page and***

**iii. Integrity Certificate/Vigilance Clearance Certificate**

5. Deputation guidelines issued vide Hqrs letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.

**6. Job Description of the Post**

- 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 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 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.
- vi. Meet the requirements 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.

This issues with the approval of Accountant General (A&E)

***Enclosure: Proforma for Biodata***

Digitally signed by  
Basha Mohammed B  
Date: 13-05-2025

18:47:11  
उप महालेखाकार (प्रशासन)

**Deputy Accountant General (Admn.)**

**PROFORMA- LEGAL ASSISTANT**

1	Name	
2	Date of birth	
3	Designation	
4	Educational Qualification	
5	Whether the qualification required for the post are satisfied.	
6	Date of entry into Govt. Service	
7	Date of entry in IA&AD	
8	Date of Retirement	
9	Experience and posts held	
10	Proficiency in Computer (Details may be given)	
11	Contact details (Phone No and email address)	
12	Any other information	

The information furnished above are correct to the best of my knowledge.

Date

Place

Signature of the Official

