

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा),

एम. वाई. राथर एवेन्यू,

जम्मू एवं कश्मीर, श्रीनगर - 190001



OFFICE OF THE PRINCIPAL ACCOUNTANT

GENERAL (AUDIT),

M Y RATHER AVENUE,

JAMMU & KASHMIR, SRINAGAR - 190001

सांख्या7: Admn-1/Audit/Cons/25-26/242

दना7N: 13-11-2025

NOTICE**Subject: Inviting Applications for the Post of Legal Assistant in the Office of the Accountant General, J&K**

In accordance with the newly created post of Legal Assistant in this office, applications are invited from eligible and willing officials for selection / nomination to the post of Legal Assistant. from in-house strength or on deputation within IA&AD. A financial incentive in the form of deputation allowance shall be paid to the willing official. The selected posted can be posted in the Office of the Accountant General (Audit), J&K Head Office, Srinagar or Branch Office, Jammu. The maximum age of the applicant shall not exceed 56 years as on closing date of receipt of application i.e. 12-12-2025.

2) Eligibility Criteria for the post of Legal Assistant: -

Post	Feeder Cadre	Eligibility
Legal Assistant	AAO / Supervisor	Work experience of 03 years in Legal Section. Law degree is preferable.
	Assistant Supervisor / Senior Auditor / Auditor	Law degree is mandatory. Work experience of 03 years in Legal Section is preferable.

3) Manner of Appointment

- Applications are invited from eligible officials (Auditor / Sr. Auditor / Assistant Supervisor / Supervisor / Assistant Audit Officer) for appointment on deputation basis from offices within the Indian Audit & Accounts Department (IA&AD) / in-house staff.
- The period of deputation will initially be for a period of one (01) year, subject to extension based on the performance and requirements of service.
- A financial incentive in the form of deputation allowance will be allowed to the selected official.
- Head of department of the field offices are requested to recommend name 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 on or before 13th December 2025:
 - Biodata 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
 - Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 shall strictly be adhered to.

4) 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.

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, cases allotted to empanelled counsel, fees paid to counsellors and their performance and submit monthly/quarterly reports regularly.
5. 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.
6. Meet the requirements of counsels in respect of discussions and production of documents.
7. Scrutinise legal fee bills and monitor payments are made timely.
8. Assist the Sr. AOs / Group Officers in timely conduct of periodical review of empanelled advocates.



Deputy Accountant General (Admn)

(Enclosure: Proforma for Biodata.)

No. Admn-I/Audit/Circ./2025-26/1716-20

Dated: #ApprovedDate#

Copy for information and necessary action to:-

1. All Heads of the Department of IA&AD
2. Sr. Private Secretary to Accountant General (Audit), J&K
3. CA to Dy. Accountant General (Admin), J&K
4. Hindi Cell for translation
5. Notice Board