



**भारतीय लेखापरीक्षा एवं लेखा विभाग**  
**कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब**  
**Indian Audit & Accounts Department**  
**Office of the Principal Accountant General (Audit), Punjab**  
**Plot No. 21, Sector 17-E, Chandigarh – 160 017**

**कार्यालय आदेश/Office Order**

क्रमांक: प्रसाशन-I/I/1231387/2025  
 No.: Admn-I/I/1231387/2025

दिनांक: 10-12-2025  
 Date: 10-12-2025

**विषय:** कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब, चंडीगढ़ में विधि सहायक के पद पर प्रतिनियुक्ति के आधार पर नियुक्ति के संबंध में।

**Sub: Appointment to the post of Legal Assistant in the O/o Pr. Accountant General (Audit), Punjab, Chandigarh.**

कार्यालय प्रधान महालेखाकार (लेखापरीक्षा), पंजाब, चंडीगढ़ में प्रतिनियुक्ति के आधार पर विधि सहायक के पद को भरने के लिए भारतीय लेखापरीक्षा एवं लेखा विभाग में कार्यरत पात्र अधिकारियों/कर्मचारियों से आवेदन आमंत्रित किए जाते हैं। प्रतिनियुक्ति द्वारा नियुक्ति के लिए अधिकतम आयु सीमा आवेदन प्राप्त करने की अंतिम तिथि तक 56 वर्ष से अधिक नहीं होनी चाहिए।

Applications are invited for filling up the post of Legal Assistant in this office from the eligible and willing officers/officials working in Indian Audit and Accounts Department on a deputation basis. The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt or applications.

2. मानदंड और पात्रता निम्नानुसार हैं/Criteria and Eligibility are as under: -

Name of the 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 the preferable qualification.
	Auditor/Sr. Auditor/ Assistant Supervisor	Auditor/Sr. Auditor/Asst. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification

3. प्रतिनियुक्ति कि अवधि प्रारम्भ में एक वर्ष के लिए होगी, जिसे कार्य निष्पादन एवं सेवा आवश्यकताओं के अनुसार बढ़ाया जा सकता है। प्रतिनियुक्ति भत्ता प्रधान करने के संबंध में मौजूदा अनुदेशों के अनुसार चयनित अधिकारी/कर्मचारी को प्रतिनियुक्ति भत्ता स्वीकार्य होगा।

3. The duration of the deputation will initially be for one year, which may be extended based on job performance and service requirements. The selected officer/official will also be eligible for a deputation allowance as per the existing instructions related to the payment of deputation allowance.

4. इच्छुक और पात्र अधिकारियों/कर्मचारियों (सलग्र प्रपत्र में) जिनके विरुद्ध सतर्कता एवं अनुशासनात्मक दृष्टिकोण से कोई आपत्ति नहीं है और जिन्हें चयन के तुरंत बाद मुक्त किया जा सकता है, उनके आवेदन विभागाध्यक्ष के अनुमोदन, से पिछले पांच वर्षों के ए.पी.ए.आर की प्रमाणित प्रतियों के साथ, दिनांक 10.02.2026 तक अग्रेषित किए जा सकते हैं।

4. Applications of willing and eligible officers/officials (in the proforma enclosed) who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, duly approved by the Head of Department, along with attested copies of APAR for the last five years upto 10.02.2026.

Enclosed: - Bio-data form & Job Description.

**NIDHI**  
उप महालेखाकार (प्रशासन)

प्रतिलिपि निम्नलिखित को सूचना एवं आवश्यक कार्यवाही हेतु प्रेषित की जाती है।

1. भारतीय लेखापरीक्षा एवं लेखा विभाग के सभी कार्यालय।
2. प्रधान महालेखाकार के सचिव।
3. निजी सचिव, उप महालेखाकार (प्रशासन)।
4. IT Audit अनुभाग को कार्यालय की वेबसाइट पर अपलोड करने हेतु।
5. सभी अनुभाग/विंग।
6. कार्यालय आदेश फाइल।

**NIDHI**  
उप महालेखाकार (प्रशासन)

<b>BIO DATA FOR THE POST OF LEGAL ASSISTANT</b>	
Name	
Designation	
Date of Birth	
Permanent Address	
Present Address	
Qualification	
Name of the office	
Category	
Date of entry into Government Service	
Date of entry in IA&AD	
Date of promotion to the post	
Whether probation period completed or not	
No. of years completed in the grade	
Mobile No. & official E-mail ID	
Present Pay Level & Pay	
Work Experience and period of handling legal cases in legal section	
Proficiency in Computer	
Any other experience	

Date:

Place:

(Signature of the applicant)

It is certified that the above particulars 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)

### **Job Description**

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 in 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 judgment as soon as the judgment is pronounced and obtain the opinion of the government counsel to defend the case in writing regarding 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 requirement 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 empanelled advocates.