



कार्यालय प्रधान महालेखाकार (लेखा एवंहकदारी)
जम्मू व कश्मीर, श्रीनगर-190009
OFFICE OF THE PRINCIPAL ACCOUNTANT GENERAL (A&E)
JAMMU & KASHMIR, SRINAGAR – 190009



No.: Admn.I/A&E/S-3/Dep. Not./2025-26/136-A

Date: 19/12//2025

CIRCULAR

In pursuance of Headquarter's Office letter No.: 76-Staff/(App)-I/19-2022/Vol.II dated 04.02.2025, One (01) post of Legal Assistant at each office is proposed to be filled on deputation basis at Srinagar and Jammu offices. Applications are invited from eligible and willing officials (AAO / Supervisor / Assistant Supervisor / Sr. Auditor / Auditor) for selection / nomination to the post of Legal Assistant from in-house strength or on deputation within IA&AD.

ELIGIBILITY CRITERIA

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. Maximum age limit shall not exceed 56 years as on closing date of applications.

C. Deputation to the post, initially, will be for one year, subject to extension based on the performance and the requirements of service.

OTHER CONDITIONS:

- The payment of deputation allowance would be governed in accordance with DoPT O.M No. 24/11/2017-Estt(Pay-II) dated 24.11.2017 as circulated by Headquarters Office vide letter No. 439- Staff Entt (Rules)/03-217 dated 27.11.2017.
- A financial incentive in the form of deputation allowance will be allowed to the selected official
- Transfer T.A. will be admissible as per the relevant provisions.
- Joining time will be admissible as per the relevant provisions.
- Deputation guidelines issued vide Headquarters Office letter No. 60-Staff (App)-1/14-2023 dated 27.01.2025 shall strictly be adhered to.

B) Job Description:

1. Prepare case briefs and para-wise comments and liaise with Counsel in preparing draft complaints.
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 judgment as soon as the judgment 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/SLP 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 payments are made timely.
8. Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empaneled advocates.

The application of willing and eligible officials who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be forwarded, along with Bio-data 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, to this office (agaejammukashmir@cag.gov.in) within 30 days from the date of issue of this circular.

This issues with the approval of the Principal Accountant General.

Encl: Bio-Data

Sd/-

Dy.Accountant General (Admn.)

No.: Admn.I/A&E/S-3/2025-26/2370-76

Date: 19/12/2025

Copy of the above forwarded for information and necessary action to the:-

- 1) All Heads of Departments of IA &AD (as per mailing list cag-all-offices@ismgr.nic.in)
- 2) Sr. Accounts officer (Admn.) O/o the PAG (A&E) J&K, Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 3) Sr. Audit officer (Admn.) O/o the PAG (Audit) J&K, Srinagar / Jammu for circulation amongst the staff members. The application(s) received may be forwarded to this office by due date.
- 4) Secretary to PAG(A&E)
- 5) C.A. to DAG(A)
- 6) Assistant Director (Hindi Cell)
- 7) Notice Board (I & II)


Dy.Accountant General (Admn.)

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1.	Name (Block letters)	
2.	Designation	
3.	Date of birth and Age as on today	
4.	Category	
5.	Qualification i. Educational ii. Professional (Law Degree)	
6.	Office to which the applicant belongs i. Parent office ii. Present office	
7.	Date of entry into Government Service	
8.	Date of entry in IA&AD	
9.	i. Post held ii. Date of promotion to the present post iii. Date of confirmation & post in which confirmed iv. Basic Pay & Grade Pay v. Pay Band	
10.	Contact Number & Official email id	
11.	Any other information	

Date:

Place:

Signature of the applicant

It is certified that the above particulars furnished are correct as per our office records.

Signature of Branch officer/HOD(with stamp)