

**OFFICE OF THE
PRINCIPAL ACCOUNTANT GENERAL (AUDIT-II), WEST BENGAL**
3rd MSO Building, CGO Complex, 5th Floor, DF Block,
Sector- I, Salt Lake, Kolkata – 700 064
E-mail: agauwestbengal2@cag.gov.in

N.S. No. Admn.I/6-2/Deptn/XXVI (Part.2)/2026-27/ 77

Dated: 24.04.2026

Enclosed please find following letter:

Sl. No.	Letter No. / Reference	Last Date to receive application in Admn-I
1.	Letter No. Admn.I/Depn/Circular/Legal Asstt/14 dated 23.04.2026 received from O/o the PAG (Audit-I), WB regarding filling up the newly created regular temporary (RT) post of Legal Assistant in O/o the PAG (Audit-II), WB on deputation basis.	27.04.2026

Branch officers concerned are requested to bring the contents of the above letter to the notice of willing and eligible official(s) and forward the application(s) of willing official(s) as per the date prescribed in the table above.

While recommending the name(s) of candidate(s), criteria/guidelines detailed in the aforesaid letter may be given due consideration.

Digitally signed by
ASHUTOSH BISWAS
Date: 24-04-2026
15:15:30

Sr. Audit Officer (Admn.I)

Copy to:

1. Sr. DAG /AMG-I (Admn. & AS)
2. Sr. DAG/AMG-II
3. DAG/AMG-III
4. DAG/AMG-IV
5. Secretary to the Pr. Accountant General (Audit-II), WB.
6. Sr. Audit Officer/Admn.I & DAC
7. System Administrator/ EDP SC
8. Sr. Audit Officer /Admn.II, III & CC
9. Sr. Audit Officer/AMG-I (AS)
10. Sr. Audit Officer/ Record & APCC
11. Sr. Audit Officer/AMG-II(HQ)
12. /Sr. Audit Officer/AMG-III(C)
13. Sr. Audit Officer/ AMG-IV(HQ) & Technical Cell
14. Sr. Audit Officer/ECPA-Cum-Report(Civil)
15. Sr. Audit Officer/ECPA-Cum-Report(Com)
16. Assistant Director (Official Language)/Hindi Cell
17. Assistant Audit Officer/Admn.I (For NIC-mail)

Asstt. Audit Officer (Admn.I)

A-2 | In Ward | 64, 27: 23/04/26

**OFFICE OF THE PR. ACCOUNTANT GENERAL (AUDIT-I), WEST BENGAL,
TREASURY BUILDINGS, 2 GOVT. PLACE (WEST), KOLKATA-700001.**

O.O. No. Admn./Depn/Circular/Legal Asstt/14

Dated : 23.04.2026

C I R C U L A R

Applications are invited from eligible officers/officials of this office and O/o the Pr.AG (Audit-II), WB for filling up newly created one Regular Temporary (RT) post of **Legal Assistant** in Office of the Pr.AG (Audit-II), West Bengal on deputation basis.

The eligibility criteria for appointment to the said post are as under:-

Name of the Post	Feeder Cadre	Criteria	Eligibility Criteria
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	Asstt. Supervisor/ Sr.Auditor/ Auditor who is suitable to handle legal cases	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

- Shri T. P. Singh*
23/4/26
- The term of deputation will be initially upto 28.02.2027 in terms of Headquarters' Office letter No.347/Staff(S&R)/CREATION/LEGAL ASSISTANT/77-2024/KW dated 13.04.2026.
 - Deputation guidelines issued vide Headquarters' Office Circular letter No.60-Staff(App)-I/14-2023 dated 27.01.2025 shall be strictly adhered to.
 - A financial incentive in the form of deputation allowance will be allowed to the officials.
 - The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

JOB DESCRIPTION:

1. To prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.
2. To 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. To monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.
4. To maintain Registers of court cases, cases allotted to empanelled counsel, fees paid to counsellors and their performance, and submit monthly/quarterly reports regularly.
5. To 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. To meet the requirement of counsels in respect of discussions and production of documents.
 7. To scrutinize the legal fee bills and to monitor timely payments.
 8. To assist the Sr.AOs/Group Officers in timely conduct of periodical review of empanelled advocates.

Applications of willing and eligible officers/officials along with filled-in bio-data (as per enclosed format) may please be forwarded to Admn.I Section of this office positively by 30.04.2026.

**//Authority: Pr.AG's Orders dated 22.04.2026
Kept in file No.Admn.I/Depn/Circular //**

Digitally signed by
Kallol Ghosh
Date: 23-04-2026
12:23:01

Sr. Audit Officer (Admn.1)

Copy forwarded to:-

1. All Group Officers and Branch Officers as per general e-mail list
2. Sr.AO(Welfare).
3. All AAOs.

BIODATA FOR THE POST OF LEGAL ASSISTANT

NAME	
DESIGNATION	
DATE OF BIRTH	
QUALIFICATION	
CATEGORY	
DATE OF ENTRY INTO GOVT. SERVICE	
DATE OF ENTRY IN IA&AD	
DATE OF PROMOTION TO THE POST	
WHETHER PROBATION PERIOD COMPLETED OR NOT	
NUMBER 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	

SIGNATURE OF THE CANDIDATE