



**Office of the Accountant General (A & E),  
West Bengal**

**Treasury Buildings, Kolkata-700 001**



सत्यमेव जयते  
Dedicated to Truth in Public Interest

No. PAGAE-DADM0ADM1(ADMN)/58/2025-ADMN-I/452

Date : 23.06.2025

**To  
The Head of Department in all offices of IA&AD  
(As per mailing list)**

**Subject: Appointment to the post of Legal Assistant in the O/o  
Accountant General (A & E), West Bengal, Kolkata .**

Madam/Sir,

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 in this office on the terms and conditions laid down in DoPT O.M No. 2/6/2016-Estt.(Pay-II) dated 17/02/2016 read with DoPT O.M No. 6/8/2009-Estt. (Pay II) dated. 17/06/2010 as well as following the guidelines issued vide Headquarters' Office in this regard vide letter No. 111-Staff (App)-I/14-2023 dated 14/02/2025 read with letter No 60-Staff(App)-I/14-2023 dated 27/01/2025 . The maximum age limit for appointment by deputation shall not exceed 56 years as on closing date of receipt of applications.

2. 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.
	Accountant/Sr. Accountant/Asstt. Supervisor	Auditor/Sr. Auditor/Asstt. Supervisor who is suitable to handle legal cases.	Law degree is mandatory. Work experience of 03 years in Legal section is preferable qualification.

2. 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 be required to perform task related to Legal Matters as described by the Headquarters' Office in their letter No. 76-Staff (App)-I/19-2022 dated 04-02-2025 as well as any other emergent task and also be eligible for a deputation allowance as per the existing instructions related to the payment of deputation allowance. The official may be repatriated to his / her parent office any time as per administrative convenience.

3. Applications of willing and eligible officers/officials who are clear from vigilance and disciplinary angle and who can be spared immediately on selection may be recommended and forwarded, duly approved by the Head of Department, along with following documents to this office within 15 days from the date of notification through e-mail (agaewestbengal@cag.gov.in).

(i) Bio-data of the applicant duly filled in and attested by the Head of Office.

(ii) Attested copies of APAR for the last five years.

(iii) Integrity Certificate / Vigilance Clearance Certificate.

4. Application of willing officials of this office, duly approved by the concerned Group Officer along with bio-data form, may be forwarded directly to Administration-I section .

This is issued with the approval of Accountant General.

Yours faithfully,

**Enclosures : Job Description  
& Bio-data form**



**Deputy Accountant General (Admin)**

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Copy forwarded to :

- (1) The Secretary to the Accountant General (A&E), WB
- (2) All Group Officers
- (3) All Branch Officers
- (4) All Sections

## **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 empanelled counsel, fee 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 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.

<b>BIODATA FOR THE POST OF LEGAL ASSISTANT</b>	
Name	
Designation	
Date of Birth	
Qualification	
Name of the office	
Category	
Date of entry in to 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	

**Signature of the Candidate**