

प्रधान महालेखाकार (लेखापरीक्षा-प्रथम) का कार्यालय, मध्य प्रदेश

ऑडिट भवन, झाँसी रोड, ग्वालियर-474002

क्र. प्रशा.-11/ स.6/प्रतिनियुक्ति/ फा-legal Assistant / जा-90 दिनांक : 21.07.2025

CIRCULAR NO- 10

To,

All Offices of IA&AD

as per mailing list (cag-all-offices@ismgr.nic.in),

Sub: Filling up the post of Legal Assistant on deputation basis.

Sir/Madam,

Applications are invited from the eligible officers/officials for filling up the post of Legal Assistant in this office on deputation basis. For posting on deputation basis, maximum age of the applicant shall not exceed 56 years as on closing date of receipt of application.

2. 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.

3. The period of deputation shall initially be of one year, subject to extension on performance and the requirements of service.

4. It is requested to recommend the names of eligible officers/officials who are willing to apply for the post. Deputation guidelines issued vide HQrs, letter No. 60-Staff(App)-1/14-2023 dated 27.01.2025 may be adhered to. The recommendations accompanied the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular-

- Bio-data of the applicant duly filled in and attested by Head of the Office.
- Photocopies of complete and up to date ACR/APARs for the last 05 years duly attested on each page.
- Integrity Certificate/Vigilance Clearance Certificate.

5. 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.
- Monitor the progress of each case personally, record the outcome of the hearings, and update the status in LIMBS portal.

- iv) Maintain Registers of court cases, cases allotted to empaneled counsel, fee paid to counselors and their performance, and submit monthly/quarterly reports regularly.
- v) 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.
- vi) Meet the requirement of counsels in respect of discussions and production of documents.
- vii) Scrutinize legal fee bills and monitor payments are made timely.
- viii) Assist the Sr. AOs/Group Officers in timely conduct of periodical review of empanelled advocates.

Enclose- Bio Data Form

(प्रधान महालेखाकार के अनुमोदन से जारी)

भवदीय,

उप महालेखाकार/प्रशासन

Advertise No....

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name
2. Designation
3. Date of Birth
4. (a) Permanent Address
- (b) Present Address
5. Qualification
 - (i) Educational:
 - (ii) Professional
6. Name of the office to which the officer official belongs
 - (i) Present office:
 - (ii) Office in which working at present:
7. Whether the officer/official belongs to SC/ST. If yes, please mention category
8. Date of entry into Government Service
9. Date of entry in IA&AD
10. Date of promotion to the post
11. (a) whether probation period completed or not (b) Number of years completed in the grade
12. Mobile number and email ID
13. Present Pay Level and Pay
14. Work Experience and period of handling legal cases in legal section.
15. Details of handling legal cases
16. Any other relevant details
17. Proficiency in computer (Details may be given)

Signature of Candidate

Certificate to be given by the Head of the Office

1. It is certified that—.....
2. The information furnished by..... is correct as verified from the records of this office
3. No Disciplinary/Court/Vigilance case is pending / contemplated against his her
4. The service record of the official has been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
5. Certified that no Major/Minor penalty was imposed upon the official during his /her service period.
6. Photocopies of his/her APARs/Gapsheets for the last 5 years duly attested by official are enclosed.

Signature of Head of the Office