

OFFICE OF THE ACCOUNTANT GENERAL(A&E) KARNATAKA,
BENGALURU

ESI/A4/2024-25/233

Date:5.03.2025

CIRCULAR

In terms of Headquarters letter in No 73-Staff (App-I)/19-2022/volume II dated 04.02.2025, applications are invited from Assistant Accounts Officers/ Assistant Accounts officers / Supervisors/ Assistant Supervisors/Senior Accountants/ Accountant/Auditor for the post of Legal Assistant on Deputation basis in this office, from within the department of IA&AD

The eligibility for consideration for the post of Legal Assistant is as under:

Feeder Cadre	Eligibility
AAO/Supervisor	<ul style="list-style-type: none">• 03 years Work Experience in Legal section• Law Degree is preferable qualification.
Accountant / Auditor/Sr. Accountant/Auditor / Assistant Supervisor	<ul style="list-style-type: none">• Law Degree is mandatory• Work experience of 3 years in Legal section is a preferable qualification.

Job Description:

1. Prepare case briefs and para-wise comments and liaise with the 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 the 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 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 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 empanelled advocates.

The selected officer/official is eligible for Deputation Allowance and the period of Deputation will be in terms of Headquarters letter dated 27.01.2025. Application may be submitted to the undersigned / office email agaekarnataka@cag.gov.in on or before 20.03.2025.

sd/-
Senior Deputy Accountant General (Administration)

Copy to:
Notice Boards- Annexe Building & Main Building
ITCT – to upload in the Office website.


Senior Accounts Officer (HRD)