Filling up of vacancies in on deputation basis.

Applications invited from:

All interested and eligible officers/officials only.

Last date to submit Applications to Admn-1 Section through proper channel forwarded through concerned wing/section:

1. O/o AG (A&E)-I, MP, Gwalior – 22.12.2025
2. RCB&KC, Bengaluru – 22.12.2025

भारतीय लेखापरीक्षा एवं लेखा विभाग
कार्यालय महालेखाकार (लेखा एवं हकदारी) – प्रथम
झाँसी रोड, मध्य प्रदेश, ग्वालियर - 474002

INDIAN AUDIT & ACCOUNTS DEPARTMENT
Office of the Accountant General (A&E)-I
Jhansi Road, Madhya Pradesh, Gwalior - 474002

No. Admn.I/Deputation/Legal Assistant/Circular No./ 12 Dated:- 01. 12.2025

Circular

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 officer/officials to fill 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 hadle 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 headquarters letter No. 60-Staff (App)-I/14-2023 dated 27.01.2025 may be adhered to. The recommendations accompanied by the following documents/certificates may kindly be forwarded to this office within 30 days of issue of this circular-

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

(ii) Photocopies of complete and up to date ACR/APARs for the last 05 years duly attested on each page.

(iii) Integrity Certificates/Vigilance Clearance Certificate.

5. Job Description: -

(i) Prepare case briefs and para-wise comments and liaise with counsel in preparing draft Plaints.

(ii) 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 government counsel on the dates fixed for such hearing.

(iii) 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 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 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 empaneled advocates.

This issues with the approval of Accountant General.

Encl:- Bio Data Form

Yours Sincerely,

Digitally signed by Harjinder Singh
Date: 27-11-2025 18:02:44

Dy. Accountant General Admn.

BIO-DATA FOR THE POST OF LEGAL ASSISTANT

1. Name:-
2. Designation:-
3. Date of Birth:-
4. Address
   (a) Permanent Address:-
   (b) Present Address:-
5. Qualification
   (i) Educational:-
   (ii) Professional:-
6. Name of the office to which the officer official belongs
   (i) Parent Office:-
   (ii) Office in which working at present:-
7. Date of entry into Government Service:-
8. Whether Officer/Official belongs to SC/ST, If Yes, Please mention category:-
9. Date of entry in IA&AD:-
10. Date of promotion to the present post:-
11. (a) Whether probation period completed or not:-
    (b) Number of years completed in the grade:-
12. Mobile number and e-mail 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

It is certified that

1. The information furnished by .....is correct as verified from the records of this office
2. No Disciplinary/Court/Vigilance case is pending/contemplated against him/her.
3. The service records of the official have been carefully scrutinized and it is certified that there is no doubt about his/her integrity.
4. Certified that no major/minor penalty was imposed upon the official during his/her service period.
5. Photocopies of the APARs/Gap sheets for the last 5 Years duly attested by official are enclosed.

Signature of Head of the Office

सत्यमेव जयते

भारतीय लेखापरीक्षा और लेखा विभाग
Indian Audit & Accounts Department
क्षेत्रीय क्षमता निर्माण एवं ज्ञान केंद्र, बेंगलूरु,
Regional Capacity Building & Knowledge Centre, Bengaluru

SUPREME AUDIT INSTITUTION OF INDIA
लोकहितार्थ सत्यनिष्ठा
Dedicated to Truth in Public Interest

No.RCB&KC/BNG/Admn/Deputation/2025-26/73 **Dated:05-12-2025**

To,
All Offices of IA&AD as per mailing list (cag-all-offices@lsmgr.nic.in).

Subject: Deputation Assignment at Regional Capacity Building and Knowledge Centre, Bengaluru

Sir/Madam,

1. RCB & KC, Bengaluru caters to the capacity building requirements of nine offices of Indian Audit & Accounts Department located in Bengaluru and Hubli.
2. Applications are invited for **one** post of AAO/ OIOS, **one** post of AAO/ Admin and **one** post of Sr. Auditor which are currently vacant at RCB & KC, Bengaluru:

Sl.No	Post	No. of vacant post	Desired Experience
1.	AAO/OIOS	One	1. Holding the analogous posts of AAO. 2. Working Knowledge in OIOS relating to overall Auditing in IA &AD. 3. Regular working proficiency in computers and comfort in using IT is necessary.
2.	AAO/ Admn (Non-faculty)	One	1. Holding of analogous post of AAO. 2.Handling of Administrative works. Good Communication Skills. 3. Knowledge of procurement of Goods and Services through GeM portal.
3.	Sr. Auditor	One	Holding the analogous post of **Sr. Auditors** Should possess reasonable IT skills i.e. Use of MS Office, MS Excel ,E-Office etc

3. Applications of officers/officials who are willing to be considered for deputation in RCB & KC, Bengaluru for the above-mentioned posts may forward the application to RCB & KC, Bengaluru through proper channel on or before **31.12.2025** along with their biodata in the format prescribed in ***Annexure I*** and certified copies of APAR for the last five years duly attested on each page by the competent authority. A certificate to state that no disciplinary/court/vigilance case is either pending or contemplated against the applicant should also be forwarded along with the application.

4. The successful candidates would be decided by the selection committee and would be approved by the competent authority. Necessary practical test/personal interview may also be conducted as per the order of the competent authority.

5. The term of deputation for the posts will be initially for a period of three years and extendable on yearly basis thereafter. RCB & KC, however, reserves the right to repatriate an officer/official on deputation at any time even before three years.

6. Deputed officers/officials will be entitled for deputation allowance/training allowance as applicable in accordance with the relevant instructions of DoPT as amended from time to time.

7. Maximum age limit for appointment by deputation shall not exceed 56 years as on the closing date of application for the post.

8. Wide publicity may be given to this circular, and attention is invited to Headquarters Staff wing circular F.No.60-Staff (App)-I/14-2023 dated 27-01-2025 and F.No.111-Staff (App)-I/14-2023 dated 14-02-2025.

9. In General, all the extant rules applicable for deputation to any post in IA&AD are to be taken to have been included in this notification.

This issues with the approval of competent authority.

Yours faithfully,

05/12/2025

Sr. AO/Administration
RCB & KC, Bengaluru