

**GOVERNMENT OF ANDHRA PRADESH
FINANCE (OP.II) DEPARTMENT**

Dated:28.03.2018

NOTIFICATION

Finance Department, Government of Andhra Pradesh invites applications for the post of Legal Assistants to do Paralegal work for the legal cases in Finance dept., and also to address various legal matters properly in the respective courts, on contract basis initially for a period of One year, extendable further depending upon performance..

1. **AGE :** Between 30-40 years as on 31.03-2018 .
2. **Educational qualification and experience:**

Regular LAW Degree from a recognised University (entitling the incumbent for Registration at Bar association and appearing before the Courts) and preferably having experience of dealing with Service matters in APAT/HighCourt.

Experience in relevant field - not less than 5 years .

3. **Job chart for Legal Assistant:**

- All currents on Legal matters should be dealt in co-ordination with officers & Sections.
- Preparing the affidavits and filing the same in respective Hon'ble Courts through concerned G.Ps.
- Examining matters in line with case laws.
- Maintaining the case wise data/record and pursue the same with the respective Courts.
- Any other work entrusted by the higher authorities from time to time.

4. **Remuneration:**

On Contract basis: Rs.75,000/- per month (consolidated). No other benefits are applicable. Income tax will be deducted at source on monthly basis.

5. **How to apply:**

Interested persons who have well-versed with Legal matters and experience in dealing legal cases, especially in service matters and other cases relating to Government departments may submit their resume to the following address.

Last day for submission of application is 16-04-2018.

The Special Chief Secretary to Government,
Finance Department,
1st Floor, Building No.2,
A.P.Secretariat,
VELAGAPUDI, AMARAVATI.

6. For details visit www.apfinance.gov.in