

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
UTTAR DINAJPUR**

(Constituted under the Legal Services Authorities Act, 1987)

**ADVERTISEMENT NOTIFICATION NO. 01/2026 DATED 16.02.2026**  
**WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT**

District Legal Services Authority, Uttar Dinajpur intends to contractually engage one (01) eligible and interested candidate as Accountant, initially for a period of six months with possible three more six-monthly extensions, in the office of District Legal Services Authority, Uttar Dinajpur.

**1) Nature of Work:**

Accountant – in full charge of the entire accounting work of the DLSA and the SDLSC(s), reporting to the SLSA, W.B., through the Ld. Secretary of the DLSA.

**2) Number of Vacancy:** 1 (one) (unreserved)

**3) Pay:** Rs. 15,000/- per month

**4) Office Location:** Office of District Legal Services Authority, Uttar Dinajpur and Office of any SDLSC in the district.

**5) Eligibility Criteria:**

- a) The applicant must be a citizen of India.
- b) Bachelor's Degree (with first-class or high second-class) in Commerce (B. Com) with Advanced Accountancy or equivalent from a recognized university in India. M. Com / Professional qualifications like CA (Inter) / ICWA / etc. shall be given additional weightage.
- c) Proficient knowledge of accounting software(s) such as Tally Prime, PFMS and M.S. Excel etc. is mandatory.
- d) Age limit: Between 24 to 35 years as on 31.01.2026
- e) The applicant must be physically and mentally fit.
- f) The applicant must not be involved in any criminal proceeding [Affidavit (Notary Public) to be submitted to this effect].

**6) Experience:**

- a) Minimum 03 [three] years of experience in core accounting work including preparation of financial statements, budget, audit reply etc. Candidates with exceptional relevant educational qualification engaged in the education sector for a minimum of 03 [three] years may also apply.
- b) Experience/certified capability in maintaining books of accounts through Tally Prime software package is a must.

**N.B. Candidate without experience noted under (6) above, or not possessing exceptional educational qualification will not be allowed to appear before the selection committee for interview.**

**7) Selection Process:**

Interested candidates with requisite qualifications and experience shall appear for 'Walk-in-Interview' with filled-up application form and original testimonials (along with a set of self-attested photocopies). The application form may be downloaded from the official website of the Uttar Dinajpur District Court, <https://northdinajpur.dcourts.gov.in/> or from the website of the SLSA, W.B. The following documents must be produced on demand and copies thereof submitted with the filled-up application form:

- (i) Age proof certificate
- (ii) Certificate and Mark Sheets of Educational Qualifications
- (iii) Testimonials certifying proficiency in computer-based accounting of the type mentioned in 5(c) and 6(b) above
- (iv) Voter Card/Passport, and
- (v) Notarized affidavit as per 5(f) above.

Selection of the incumbent would be purely based on educational qualification, experience, accounting knowledge, computer skills and expression of willingness to serve the institution with optimal dedication and honesty. The primary selection process at the district level shall be carried out by the concerned DLSA under the aegis of the Ld. Chairperson. The DLSA shall finalise a merit list of 05 (five) candidates on the basis of marks scored at the walk-in-interview. The final selection shall be made by the SLSA, W.B., after online, live interview of those merit-listed candidates. Thereafter, a final panel will be prepared and subject to the kind approval by the Hon'ble Executive Chairman, State Legal Services Authority, West Bengal, the first candidate so empanelled will be offered the contractual engagement.

**8) General Instructions:**

- i. The appointment would be on purely contractual basis for half-yearly periods, with liberty of similar renewals on the same terms and conditions and subject to satisfactory performance. The contractual arrangement shall not extend beyond twenty-four months.
- ii. The contractual engagement does not confer any right of regularization or absorption in any regular post either under the WBSLSA or in any other department of the State Government.
- iii. Incomplete applications shall be summarily rejected.
- iv. The SLSA, W.B., reserves the right to cancel or modify the recruitment process without prior notice.
- v. Canvassing in any form will lead to disqualifications.

**9) Termination from Engagement:**

Engagement as Accountant in the Office of District Legal Services Authority, is liable to termination at any time without prior notice by the Secretary of District Legal Services

Authority with prior approval by the Member Secretary, State Legal Services Authority, in all or any of the following scenarios:

- i. Found incapable of rendering services of the required standards or consistent unsatisfactory performance;
- ii. He/she substantially neglects or breaches any duty or service required in the office;
- iii. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or friend or relative;
- iv. Charged or Convicted for any offence involving moral turpitude by any Court of Law;
- v. Indulges in any political activities;
- vi. Indulges in activities prejudicial to the working of District Legal Services Authority;
- vii. Uses his/her position in Legal Services Institutions to secure unwarranted privileges or advantages for himself/herself or for others;
- viii. Remains absent without prior intimation

**10. Reporting, Submission of Application & Verification:**

All candidates must report at the DADR Building, District Court Campus, Raiganj, Uttar Dinajpur **on 26.02.2026 between 12:00 Noon and 02:00 P.M.** Candidates shall bring the duly filled-in application form along with original testimonials and a set of self-attested photocopies, and submit the same at the venue during the said reporting period for scrutiny and registration prior to the Walk-in-Interview.

**No candidate shall be allowed to report or submit the application after 02:00 P.M. under any circumstances.**

**10. Date, Time & Venue of the Interview:**

The candidate should appear before the Walk-in-Interview Board as instructed above on 26.02.2026. Candidates should regularly check their email for any updates in this regard.

**Sd/-**  
**Secretary**  
**District Legal Services Authority**  
**Uttar Dinajpur at Raiganj**

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,  
UTTAR DINAJPUR  
ADVERTISEMENT NOTIFICATION NO. 01/2026 DATED 16.02.2026**

**APPLICATION FORM FOR THE POST OF ACCOUNTANT, DLSA, UTTAR  
DINAJPUR (CONTRACTUAL)**

Affix recent  
passport size  
photograph  
(self-attested)

**1. PERSONAL DETAILS**

Full Name (in Block Letters): \_\_\_\_\_

Father's / Husband's Name: \_\_\_\_\_

Date of Birth: \_\_\_\_\_

Age as on 31.01.2026: \_\_\_\_\_

Gender: \_\_\_\_\_

Nationality: \_\_\_\_\_

Voter ID/ Passport No.: \_\_\_\_\_

Present Address: \_\_\_\_\_

Permanent Address: \_\_\_\_\_

Mobile Number: \_\_\_\_\_

Email ID (in Block Letter): \_\_\_\_\_

**2. EDUCATIONAL QUALIFICATION**

Examination Passed	Board/University	Year	Percentage/Class	Subjects

3. EXPERIENCE DETAILS (Minimum 3 Years in Core Accounting Work)

Name of Organisation	Post Held	Period (From-To)	Nature of Accounting Work	Software Used	Duration

4. COMPUTER PROFICIENCY

Tick as applicable:

Tally Prime

PFMS

MS Excel

Other (Specify): \_\_\_\_\_

Certificate attached: Yes / No

5. DECLARATION

I do hereby declare that I am a citizen of India and that the information furnished above is true and correct to the best of my knowledge and belief. I am physically and mentally fit to perform the duties of the post. I further declare that I am not involved in any criminal proceeding and undertake to submit a notarized affidavit to this effect.

I understand that the engagement is purely contractual in nature and does not confer any right for regularisation or absorption in any regular post under the District Legal Services Authority, State Legal Services Authority or any department of the Government. In case any information provided by me is found to be false or incorrect, my candidature/engagement shall be liable to be cancelled/terminated at any stage.

Place: \_\_\_\_\_

Signature of the Applicant: \_\_\_\_\_

Date: \_\_\_\_\_

Name of the Applicant: \_\_\_\_\_

6. CHECKLIST OF DOCUMENTS TO BE ATTACHED (Tick as applicable)

- Age proof certificate
- B.Com mark sheets & certificates
- M.Com / CA (Inter) / ICWA certificates (if any)
- Experience certificates (minimum 3 years)
- Computer proficiency certificates (Tally/PFMS/Excel)
- Voter ID / Passport (identity proof)
- Notarized affidavit regarding non-involvement in criminal proceeding
- Self-attested photocopies attached