



**APPLICATION FOR CONTRACTUAL ENGAGEMENT AS
APPLICATION SUPPORT ENGINEERFOR**

To

The Member Secretary

State Legal Services Authority, West Bengal

Photo

**APPLICATION FOR CONTRACTUAL ENGAGEMENT AS APPLICATION
SUPPORT ENGINEER**

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth (Enclose document) :
4. Gender :
5. Residential Address :
(Enclose document)
6. Mobile No. :
7. E-mail ID :
8. AADHAR No. :
9. Educational Qualification (Please enclose self-attested copies of documents):

Course	Name of Board/University	Name of Course & Year of Passing	Obtained Percentage (aggregate)
BCA/MCA/BE/ B.Tech/B.Sc in IT/Computer Science			
Additional Qualification			
Year of Experience	Name of Institution/ organization/Company	Details of Work Experience	



OFFICE OF THE STATE LEGAL SERVICES AUTHORITY, WEST BENGAL

(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO. 3/2025 Date: 14.08.2025

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS APPLICATION SUPPORT ENGINEER

State Legal Services Authority, West Bengal intends to contractually hire One (01) eligible and interested candidate in the office of State Legal Services Authority, West Bengal for Website Migration under the guidance of National Legal Services Authority in terms of NALSA F. No.L/11/2025/NALSA Dated 14th February, 2025.

1. Nature of work : Application Support Engineer

2. Number of Vacancy : 1 (One) (Unserved)

3. Pay : ₹17,000 per month

4. Office Location : State Legal Services Authority, West Bengal, City Civil Court Building (1st Floor), 2 & 3, Kiron Sankar Roy Road, Kolkata-700001

- 5. Eligibility Criteria:**
- a) The applicant must be a citizen of India.
 - b) Professional with educational qualifications in BCA/MCA/BE/B.Tech/ B.Sc. (IT/Computer Science) from a recognized University. Relevant Higher qualification would be given additional weightage.
 - c) Minimum 2 years of experience in website hosting, development, or migration. Sound knowledge of web technologies (HTML, CSS, PHP/WordPress/CMS), server management, and security protocols.
 - d) **Desirable Qualifications:** Experience in handling government websites or working with public sector clients. Familiarity with guidelines and security standards applicable to government portals.
 - e) **Age Limit:** Between 24 to 40 years as on 01.08.2025
 - f) The applicant must be physically and mentally fit.
 - g) The applicant must not be involved in any criminal proceeding. [Affidavit (Notary Public) to be submitted to this effect]

6. Scope of Work:

- a) Assist in the migration of the existing website to the new platform/server as per NALSA guidelines.
- b) Ensure proper backup and data integrity during transition.
- c) Coordinate with hosting providers, developers and concerned authorities.
- d) Implement necessary DNS, domain and SSL configurations.
- e) Provide post-migration technical support and testing.

7. Selection Process:

Interested candidates possessing requisite qualification and criterion are requested to appear for the 'Walk-in-Interview' with their resume and original testimonials (along with one set of self-attested photocopies). The application form may be downloaded from the official website of the State Legal Services Authority, West Bengal: <https://www.wbslsa.bangla.gov.in> and also from the Notice Board of the State Legal Services Authority, West Bengal. The application shall be made in the prescribed format along with a set of copies of:

i) Age proof certificate; ii) Certificates and Mark sheets of Educational Qualification including computer skills, iii) Experience Certificate; iv) Voter Card/Passport

Selection of **Application Support Engineer** would be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The selection shall be carried out by Selection Committee subject to final approval by the Hon'ble Executive Chairman, SLSA, WB.

9. General Instructions:

- i) The appointment would be on purely contractual basis for the period of **Five Months or till completion of the website migration process.**
- ii) The contractual engagement does not confer any right of regularization or absorption in any regular post of either under the WBSLSA or in any Dept. of the State Govt.
- iii) Incomplete applications will be rejected.
- iv) The organization reserves the right to cancel or modify the recruitment process without prior notice.
- v) Canvassing in any form will lead to disqualification.

10. Termination from engagement:

Engagement of Application Support Engineer in the office of SLSA, WB can be terminated at any time without any prior notice in the following cases by the Member Secretary, SLSA, WB:

- i) Found incapable of rendering services of the required standards or unsatisfactory performance; or
- ii) He /She substantially breaches any duty or service required in the office, or
- iii) Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or
- iv) Charged or Convicted for any offence by any court of law, or
- v) Indulges in any type of political activities, or
- vi) Indulges in activities prejudicial to the working of WBSLSA, or
- vii) Using his/her position in Legal Services Institutions to secure unwarranted privileges or advantages for him/herself or others, or
- viii) Remains absent without prior intimation.

11. Date, Time & Venue of the Interview:

The candidate should appear before the Interview Board physically with the aforesaid original documents from **25.08.2025 to 27.08.2025 by 10:30 A.M (respective days)** at the office of State Legal Services Authority, West Bengal, City Civil Court Building (1st Floor), 2 & 3, Kiron Sankar Roy Road, Kolkata-700001.


(Satya Anub Ghosal)
Member Secretary,
State Legal Services Authority, West Bengal

10. Whether any disciplinary case/Complaint is/was
Against the Applicant: YES NO
(If yes, specify details of both disposed & pending with documents)

11. Whether you were/are involved in any Criminal Cases: YES NO
If yes, furnish full and complete details

Date

(Signature of applicant)