

**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, KOLKATA.**

2 & 3, Kiran Sankar Roy Road, Kolkata - 01  
(Constituted under the Legal Services Authorities Act, 1987)



**ADVERTISEMENT NOTIFICATION No.01 Dt.17.04.2026**

**WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT**

District Legal Services Authority, Kolkata intends to engage on contract, at this office, one (01) eligible and interested candidate as **Accountant**, initially for a period of six months with possible three more six-monthly extensions.

**1. Nature of Work** : - Accountant – in full charge of the entire accounts of the DLSA, Kolkata, reporting to the SLSA, WB, through the Ld. Secretary of the DLSA, Kolkata.

**2. Number of Vacancy**: - 01 (One) (unreserved).

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

**4. Office Location**: - Office of the District Legal Services Authority, Kolkata, City Civil Court Building (8<sup>th</sup> Floor), 2 & 3, Kiran Sankar Roy Road, Kolkata – 01.

**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 any 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.

**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 education 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 of the relevant documents).
- The application form may be downloaded from the official website of the City Civil Court, Calcutta, City Sessions Court, Calcutta, Presidency Small Causes Court, Calcutta and from the website of the SLSA, WB.
- 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)
  - (iv) Voter Card/Passport, and other relevant documents, if any.
- 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 Committee of initial selection will be formed later on.
- The DLSA shall finalize an initial merit list of 05 (five) candidates based on marks scored at the walk-in-interview.
- The final selection shall be made by the SLA, WB, 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 was empaneled, 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, WB, 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, Kolkata, is liable to **termination at any time without prior notice by the Secretary of District Legal Services Authority, Kolkata with prior approval by the Member Secretary, State Legal Services Authority, West Bengal 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 or from staffs;
- 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, Kolkata;
- 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. Date, Time & Venue of the interview :-**

The candidate should appear before the Walk-in-Interview Board as instructed above on the date scheduled later. Therefore, Candidates should regularly check their email and the above-mentioned websites for any updates in this regard.

**11. time of submission of Application:**

In the attached format, applicant need to submit his application at the Office either in person or by speed post within 45 days from the day of publication of the advertisement.

Dated: 17.04.2026  
Kolkata

Sd/-  
Arpita Ghosh  
Secretary-Cum-Civil Judge (Sr. Div)  
District Legal Services Authority, Kolkata

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2 & 3, Kiran Sankar Roy Road, City Civil Court Building (8<sup>th</sup> Floor), Kolkata -  
01



**APPLICATION TO SERVE AS ACCOUNTANT ON CONTRACT BASIS**

Advertisement Notification No.1/DLSAK/2026

Dt. \_\_\_\_\_

To  
The Ld. Chairman- Cum -Chief Judge,  
District Legal Services Authority, Kolkata

**A. Personal Details:** (Enclose document)

**Recent Passport  
Size Photo  
(self-attested)**

Sl. No.	Subject	Answer
1.	Applicant's name	
2.	Father/Husband' Name	
3.	Date of Birth	
4.	Age on 31.01.2026	
5.	Gender	
6.	Voter Id No./ Passport No.	
7.	Permanent residential postal Adress (Enclose Document)	
8.	Present Residential Postal Address (Enclose Document)	
9.	Mobile No.	
10.	Mail id	

**B. Educational Qualification (Please enclose self-attested copies of documents):-**

Sl. No.	Course	Name of Board/University	Year of passing	Division/Class	Obtained Percentage
1.	Class X				
2.	Class XII				
3.	Graduation				
4.	Post Graduation				
5.	Any other qualification/ CA ( Inter)/ICWA etc.				
6.	Professional Knowledge of accounting software(s) like Tally/Prime				
7.	Computer knowledge including MS Excel				

**C. Other Details:**

1. Whether any disciplinary case/criminal case/complaint is /was filed against the applicant: **Ans. YES/NO.**

(if yes, specify details with documents & If no, submit a notarial affidavit in that respect)

2. Whether the applicant has any physical or mental disability?

**Ans. YES/NO.**

(if yes, specify details & with documents)

3. Whether applicant have any work experience? **Ans. Yes/ No.**

(if yes, specify details & with documents)

.....  
(Signature of applicant)