DISTRICT LEGAL SERVICES AUTHORITY
BIRBHUM _____SURI.

EMPLOYMENT NOTICE

NOTIFICATION NO. 01/2C/DLSA, Dated 11th February, 2026.

In view of the direction received from the Member Secretary, State Legal Services Authority, West Bengal vide communication No. 0347 (23)/SLSA-72/2018, dated 06.02.2026, a Recruitment process of an Accountant on Ad-hoc and contractual basis would be conducted by DLSA, Birbhum from **26.02.2026 onwards from 2:00 P.M at the office of District Legal Services Authority, Birbhum at Suri.**

As such, applications are invited from the eligible candidates for the purpose of appointment (on contractual basis) at DLSA, Birbhum **for a period of Half-Yearly period with liberty of similar renewal but not beyond 24 months.**

All necessary information covering 10 points are enclosed herewith in two sheets for general information.

Instruction regarding application form:-

The applicants have to download the Application form for the said vacancy either from the website of Birbhum, District Court or to collect from the Office of District Legal Services Authority, Birbhum. The last date of submission of the application form at the office of DLSA, Birbhum is **23.02.2026 (during all working days).**

*Incomplete and illegible application form shall be rejected.
*All the supportive documents have to be attached with the application form.
*No application form shall be received from the Postal Service.

Date, Time and Venue of the Walk-in interview:-

Will be notified in due course of time through the Official website of this Judgeship.

Terms and Conditions:-

1. The DLSA reserves the right to accept or reject any application if found incomplete and unfit.
2. The contract will be valid for six (06) months and may be extended from time to time of Half-yearly basis but not more than 24 months, subject to the satisfactory performance as per existing Rules.
3. The selected candidates have to file a declaration stating that no criminal case is pending against him/her before any Court of Law.

Sd/- Smt. Arti Sharma Roy
District Judge, Birbhum at Suri
Cum
Chairman
District Legal Services Authority
Birbhum at Suri.

Enclosures- 3 sheets with application form.

Memo No. 139(9)/DLSA/Dated 11th day of February, 2026.

Copy forwarded for information and publishing the same in the Notice Board:-

1. District Magistrate, Birbhum at Suri.
2. The Judge-in Charge Nazerath, Suri court, Birbhum.
3. The Secretary, District Legal Services Authority, Birbhum.
4. The System Officer, Birbhum with a direction to upload the same in the official website of this court.

District Judge, Birbhum at Suri
Chairman
District Legal Services Authority
Birbhum at Suri.

Chairman,
District Legal Services Authority,
Suri, Birbhum

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
BIRBHUM_____ SURI.

To
The Chairman
District Legal Services Authority
Birbhum at Suri.

Photo

APPLICATION FOR THE CONTRACTUAL ENGAGEMENTAS ACCOUNTANT.

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)
Graduation			
Computer Knowledge			
Additional Qualification			
Year of Experience in Accounting	Name of Institution/ Organization/ Company	Details of Work Experience	

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)

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
BIRBHUM_____ SURI

(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO. .....

WALK-IN INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Birbhum at Suri 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, Birbhum at Suri.

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 the District Legal Services Authority, Birbhum at Suri 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 qualification 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.

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 District court Birbbhum, http://birbhum.dcourts.gov.in and the SLSA, W.B, https://westbengal.nalsa.gov.in** . 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 Education 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 finalize 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 disqualification.

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, W.B 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. Date, Time & Venue of the Interview:

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