



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, BANKURA

(Constituted under the Legal Services Authorised Act, 1987)

ADVERTISEMENT NOTIFICATION NO.- 97 of 2026

ENGAGEMENT OF ACCOUNTANT ON CONTRACTUAL BASIS

District Legal Services Authority, Bankura intends to contractually engage one(01) eligible and interested candidate as Accountant, initially for a period of six(06) months with possible three more six-monthly extensions, in the Office of the District Legal Services Authority, Bankura.

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** :- 01 (one) (Unreserved)
3. **Pay**:- Rs. 15,000/- per month.
4. **Office Location** :- Office of the District Legal Services Authority, Bankura and Office of any SDLSCs 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 proceedings [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 :**

- I. Interested Candidates with requisite qualifications and experience shall submit application either in person or through post (but not through e-mail) in the prescribed application form (Annexure-A) alongwith a set of self-attested photo copies of the necessary documents as mentioned in the notification from **18.02.2026 to 05.03.2026(upto 05:00 P.M)** except holidays at the **"Office of the District Legal Services Authority, Bankura". Address:- ADR Building, District Judges Court Compound, Bankura, Pin-722101.**
- II. Please note that, in case of application submitted through post, the said application with necessary documents as mentioned in this notification should reach in this office within the stipulated date and time as no application submitted/received after the stipulated date and time due to postal delays or any other reason shall be entertained.
- III. Candidates will be called for interview after scrutiny of the applications as per eligibility criterion as mentioned in the notification.

The application form may be downloaded from the official website of the District Court, Bankura, <https://districts.ecourts.gov.in/bankura>. 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 DLSA, Bankura under the aegis of the Ld. Chairman, DLSA, Bankura. The DLSA shall finalise a merit list of 05 (five) candidates on the basis of marks scored at the interview. The final selection shall be made by the SLSA, West Bengal., 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, West Bengal., 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 the District Legal Services Authority, Bankura is liable to termination at any time without prior notice by the Secretary of District Legal Services Authority, Bankura with prior approval by the Member Secretary, State Legal Services Authority, West Bengal in all or any of the following scenarios:

- i. Found incapable or rendering services of the required standards or consistent unsatisfactory performance;
- ii. He/she substantially neglects or breaches any duty or services required in the office;
- iii. Seeks or accepts any pecuniary gains or gratifications 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 unwanted privileges or disadvantages for himself/herself or for others;
- viii. Remains absent without prior intimation

10. Date, Time & Venue of the Interview:

Candidates will be called for interview after scrutiny of the applications as per eligibility criterion as mentioned in the notification.

Date of interview will be notified later in the official notice board of the District Legal Services Authority, Bankura as well as uploaded on the official website of Bankura District Judgeship i.e <https://districts.ecourts.gov.in/bankura>.

mohammad Arif Nawab.

Mohammad Arif Nawab,
Secretary,
District Legal Services Authority,
Bankura.



ANNEXURE-A

APPLICATION FOR CONTRACTUAL ENGAGEMENT OF ACCOUNTANT

1. Full Name (Block Letter Only) :
2. Name of the Father / Husband :.....
3. Date of Birth[DD-MM-YY] (Give supporting documents) :
4. Sex (Male/ Female/ Others) :.....
5. Address (with Postal Address) :.....
.....
6. Contact No :E-mail Id :
7. Educational Qualification :
(Give supporting self attested documents as per the Notification)
8. Computer proficiency :
(Give supporting self attested documents as per the Notification)
9. Experience (Give supporting self attested documents as per the Notification) :
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Affix a recent
passport size
photograph

DECLARATION

I, Sri / Smthereby declare that all the statements made above are true, complete and correct to the best of my knowledge and belief. There is no criminal case pending against me before any Court of Law. I also declare that my candidature is liable to be cancelled, if any information is found false or incorrect.

Yours faithfully,

Date :

Place :

.....
(Full Signature of the Applicant)