

DISTRCT LEGAL SERVICES AUTHORITY, MUMBAI

Address:- Court Room no. 64, Ground Floor, City Civil and Sessions Court, Fort, Mumbai 400032.

Website of MDLSA : <https://districts.ecourts.gov.in/india/maharashtra/mumbai-citycivil-court/recruit>

E-mail Id: mumbai-dlsa.mh@bhc.gov.in

Advertisement Date: 13/09/2023

Last Date of submission of Application: 30/09/2023, 05.00 pm

Accountant on Contract Basis

The Mumbai District Legal Services Authority, Mumbai (the 'MDLSA, Mumbai' for short) invites the applications (from the suitable applicants) for the post of Accountant (One post) purely on Contract Basis for 11 months.

A. Eligibility Criteria:

(a) The applicant must be a citizen of India.

(b) **Minimum Education:** - Candidate must be at least a. Commerce Graduate from any recognized University.

(c) **Work Experience:-** Candidate must possess work experience as an accountant with Maharashtra State Legal Services Authority/ High Court Legal Services Committee/Sub-Committees/ District Legal Services Authority any Court or Tribunal.

Or

Candidate must have 3 years work experience as an accountant with any other institution.

(d) **Knowledge of Computer:** - Candidate must be well acquainted with necessary accounting softwares and computer programs viz. Microsoft Office, Excel, Tally etc.

(e) **Typing Speed:** - Candidate's Typing speed shall not be below 30 w.p.m. (Marathi & English)

(f) **Language Proficiency:** - Candidate must be able to read, write and talk in English, Marathi and Hindi languages.

B. Remuneration/Pay:

a) The candidate may be paid a consolidated amount of Rs.25,000/- per month as Honorarium for his/her assignment and he/she shall not be entitled for any other allowances and shall not be treated or deemed to be in the regular employment of the Authority.

C) Terms and Conditions:

- a) The above appointment is purely on contract basis, and it carries no right or promise of subsequent / permanent employment in favour of the candidate.
- b) The appointment to the abovesaid post shall be for a period of 11 months and the candidate shall not be entitled for claim of permanency on any ground. His/ Her services can be terminated by MDLSA at any time before completion of the said period of 11 months without giving any notice.
- c) The eligible candidates shall submit their applications in the prescribed format along with the self-attested copies of documents and send the same to the office address of MDLSA. In case of any problem/enquiry may be made on office telephone number of MDLSA 022 - 22844134 / 8591903601
- d) The last date for submission of application form is 30/09/2023, 05:00 PM. Application received after the said date shall not be considered.
- e) Interview date will be communicated /informed individually on WhatsApp/email as provided.

[Handwritten Signature]
Secretary

District Legal Services Authority,
Mumbai

Secretary
Mumbai District Legal
Service Authority,
Mumbai

PROFORMA

**APPLICATION FOR THE POST OF ACCOUNTANT IN THE OFFICE OF
DISTRICT LEGAL SERVICES AUTHORITY, MUMBAI**

Photograph

TO BE FILLED IN CAPITAL LETTERS ONLY

1	FULL NAME	
2	FATHER'S/HUSBAND'S NAME	
3	DATE OF BIRTH	
4	PERMANENT ADDRESS AND HOME DISTRICT	
5	CORRESPONDENCE ADDRESS	
6	MOBILE NO. AND E-MAIL ID	
7	PRESENT OCCUPATION, IF ANY,	
8	NATIONALITY	
9	EDUCATIONAL QUALIFICATION	
10	TYPING SPEED	MARATHI - ENGLISH -
11	LANGUAGE SKILLS	
12	COMPUTER SKILL	
13	WORK EXPERIENCE	
14	ANY OTHER SPECIAL QUALIFICATION(S) / ACHIVMENT(S)	

Place:

Date:

Signature of the Candidate

Undertaking of the Applicant

I do, hereby, declare that above information furnished by me is correct and if anything found to be incorrect, my candidature may be cancelled.

Place:

Signature of the Candidate

Date: