



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
ALIPURDUAR

(Constituted under the Legal Services Authorities Act, 1987)

**ADVERTISEMENT NOTIFICATION NO. 01 / DLSA / 2026 dated
12.02.2026**

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Alipurduar, 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 this office of District Legal Services Authority.

1) NATURE OF WORK:

Accountant - in full charge of the entire accounting work of the DLSA and the SDLSC(s), reporting to the SLSC, 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 District Legal Services Authority, Alipurduar, 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 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 **[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:

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 the District Judiciary, Alipurduar (<https://alipurduar.dcourts.gov.in>) or from the website of 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 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 concerned DLSA under the aegis of the Ld. Chairperson. The DLSA shall finalise 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 disqualifications.

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, 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 shall appear before the Walk-in-Interview Board as instructed above on **21.02.2026** (**reporting time 10:30 AM at the Office of District Legal Services Authority, Alipurduar**).

Candidates should regularly check their email for any updates in this regard.

Sd/—

**Secretary(In-Charge)
District Legal Services Authority
Alipurduar**

**Secretary
District Legal Services Authority
Alipurduar** 1/c



**OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY,
ALIPURDUAR**

**(Ref: ADVERTISEMENT NOTIFICATION NO. 01/DLSA / 2026 dated
12.02.2026)**

APPLICATION FORM FOR THE POST OF ACCOUNTANT

(use black or blue ball pen only)

(For office use only)

Application form No. _____/DLSA/APD

To:

The Ld. Chairman,
District Legal Services Authority, Alipurduar,
Alipurduar District court Complex, ADJ Court Building, 1st Floor,
P.O. & Dist- Alipurduar
Pin-736122

1. Name of the Applicant (in block letter) :

2. Father's/Husband's Name:

3. Permanent Address with Pin:

4. Local / Residential Address with Pin:

(mention 'same address' if Permanent & local address are same)

5. Gender: Male ☐

Female ☐

Other ☐

6. Date of Birth (in DD/MM/YYYY format):

7. Age as on 31.01.2026: ____ Years ____ Month(s) ____ (Day(s))

8. Mobile No(s). :

9. E-mail ID:

10. Educational/Essential Qualifications (as per Para 5 of Advertisement Notification):

Examination Passed	Year of Passing	Board / University/ Institution	Total marks Obtained	Marks obtained in Percent

11. Computer Qualifications/Skills (as per Para 5 (c) & 6(b) of Advertisement Notification):

Computer Proficiency	Name of Institute	Year of Passing	Marks & percentage	Duration of Course

12. Experience Details (as per para 6 of the Advertisement Notification):

Name of the Organization	Organization Status (Govt/ Private)	Experience Details	Duration

(use additional pages for any further information as per Column 10, 11 & 12 above)

13. List of Documents annexed (as per Advertisement Notification):

DECLARATION:

I, _____ s/d/w of _____,
r/o. _____ do
hereby solemnly declare that the information furnished above are based
on materials records and are true to the best of my knowledge & belief.
That I am physically & mentally fit to perform the task for which I have
applied. If any information furnished or any part of it is found to be
incorrect, my candidature is liable to be cancelled.

Place : _____

Date : _____

(Full Signature of the Applicant)