



**Office of the District Legal Services Authority, Murshidabad
(Constituted under the Legal Services Authorities Act, 1987)**

Advertisement Notification No. 01/2026

Date: 19.02.2026

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Murshidabad 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.

- 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 District Legal Services Authority, Murshidabad 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 accountings 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 Murshidabad Judgeship (<https://murshidabad.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 (iv) 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. Chair person. 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 disqualifications.

9. Termination from Engagement:

Engagement as Accountant in the Office of District legal services Authority, is liable to termination at anytime 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 followings 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 above on **09.03.2026** by **12 Noon** at the District Legal Services Authority, Murshidabad, A.D.R. Centre, Berhampore Judges' Court Compound, Berhampore, Murshidabad. Candidates should regularly check their email for any updates in this regard.


Secretary
District Legal Services Authority
Murshidabad

APPLICATION FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT
ADVERTISEMENT NOTIFICATION NO. 01/2026 DATED 19.02.2026

To,
The Ld. Chairman,
District Legal Services Authority,
Murshidabad

Affix recent
passport size
photograph
(self-attested)

1. Applicant's Name (in Block Letters) :
2. Father/Husband's Name :
3. Date of Birth :
(Enclose self-attested document)
4. Age as on 31.01.2026 :
5. Gender :
6. Nationality :
7. Voter ID/Passport No. :
8. Present Address :
9. Permanent Address :
10. Mobile Number :
11. E-mail ID (in Block Letter) :
12. Educational Qualification (Please enclose self-attested copies of documents):

Examination Passed	Board/University	Year	Percentage/Class	Subjects

37

13. Experience Details (Minimum 3 Years in Core Accounting Work)
(Enclosed self-attested copies of documents)

Name of Organization	Post held	Period (From-To)	Nature of Accounting Work	Software Used	Duration

14. COMPUTER PROFICIENCY (Enclosed self-attested copies of documents)

Tick as applicable:

Tally Prime

PFMS

MS Excel

Other (Specify): _____

Certificate attached: Yes / No

15. DECLARATION:

I do hereby declare that I am a citizen of India and that the information furnished above is true and correct to the best of my knowledge and belief. I am physically and mentally fit to perform the duties of the post. I further declare that I am not involved in any criminal proceeding and undertake to submit a notarized affidavit to this effect.

I understand that the engagement is purely contractual in nature and does not confer any right for regularisation or absorption in any regular post under the District Legal Services Authority, State Legal Services Authority or any department of the Government. In case any information provided by me is found to be false or incorrect, my candidature/engagement shall be liable to be cancelled/terminated at any stage.

Place: _____

Signature of the Applicant: _____

Date: _____

Name of the Applicant: _____

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16. CHECKLIST OF DOCUMENTS TO BE ATTACHED (Tick as applicable)

- Age proof certificate
- B.Com mark sheets & certificates
- M.Com / CA (Inter) / ICWA certificates (if any)
- Experience certificates (minimum 3 years)
- Computer proficiency certificates (Tally/PFMS/Excel)
- Voter ID / Passport (identity proof)
- Notarized affidavit regarding non-involvement in criminal proceeding
- Self-attested photocopies attached as mentioned in the application form

Signature of the Applicant: _____