DISTRICT LEGAL SERVICES AUTHORITY, PURULIA

Employment Notice

Notification No. 328 of 2026

Dated the 09nd day of February, 2026

In view of the direction received from the Member Secretary, SALSA, West Bengal vide communication No. 0347(23)/SLSA-72/2018 dated06.02.2026, a Recruitment Process of an Accountant on Ad-hoc and contractual basis would be conducted by a designated Recruitment Committee from 25.02.2026 and onward from 02:00pm. At the Office of the Secretary, DLSA, Purulia.

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

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 Purulia District Court or to collect from the Office of the District Legal Services Authority, Purulia. **The last date of submission of the application form at the Office of DLSA, Purulia is 20.02.2026 (during all working days).**

* Incomplete and illegible application forms 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 Examination :-

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

Terms and Conditions:-

1. The Committee 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 time to time on Half-yearly basis 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.

District Judge, Purulia
cum
Chairman, DLSA, Purulia

Enclo: 02 sheets with application form.

Memo. No. 326(5) /Dated Purulia the 09th day of February, 2026

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

1. All the Ld. Judicial Officers of this Judgeship of Purulia for information only.
2. The Judge-in-Charge of Nazarath, Purulia
3. The Judge-in-Charge of Nazarath, Raghunathpur, Purulia
4. The Secretary, DLSA, Purulia
5. The System Assistant, Purulia with a direction to upload the same in the Official website of this Court.

District Judge, Purulia
cum
Chairman, DLSA, Purulia

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, ...

(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO. .....

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Purulia. 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....Purulia....., 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 ~~Legal Services Authority~~ Court, Pol, https;//..... or from the website of the SLSA, W.B.....the following documents must be produced on demand and copies thereof submitted with the filled-up application form:

Purulia.dcourts.gov.in.

(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. 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 should appear before the Walk-in-Interview Board as instructed above on..... Candidates should regularly check their email for any updates in this regard.

Secretary
District Legal Services Authority
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OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
DISTRICT - PURULIA

APPLICATION FOR THE POST OF **ACCOUNTANT** (ON CONTRACTUAL BASIS)

Affix a currenct Passport size photograph

1. **Name of the Candidate :**_____
   (in capital letters) _____
2. **Father's Name** : _____
3. **Present Address** : _____
   _____
   _____
4. **Permanent Address** : _____
   _____
   _____
5. **Mobile No.** :_____
6. **E-Mail ID** :_____
7. **Date of Birth** :_____/_____/_____
   (Self attested document of age proof is to be enclosed)
8. **Age (as on 31.01.2026)** :_____
9. **Nationality** :_____
10. **Gender** : _____
11. **Language known** :_____ _____ _____
12. **Educational Qualification :**_____
    (Self attested copy of documents to be enclosed)
13. **Experience (in any) As per notification :**_____
    (Certificate from the appropriate authority is to be enclosed)
14. **Computer Knowledge (as required)** :_____
    (Self attested copy of document to be enclosed, if any)
15. **Medical Fit Certificate :** _____
    (Must be obtained from a Registered Medical Practitioner)

* **<u>All original documents have to be brought at the time of Interview.</u>**

<u>Declaration</u>

I, Sri/Smt _____ hereby declare that all the statements made above are true and correct to the best of my knowledge and there is no criminal case pending against me before any court of Law. I also declare that my candidature is liable to be canceled, if any information is found false or incorrect.

_____

(Signature of the Candidate with date)