



OFFICE OF THE STATE LEGAL SERVICES AUTHORITY, WEST BENGAL

(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO. 2/2025

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

State Legal Services Authority, West Bengal intends to contractually hire One (01) eligible and interested candidate in the office of State Legal Services Authority, West Bengal.

1. Nature of work : Accountant
2. Number of Vacancy : 1 (One) (Unserved)
3. Pay : ₹17,000 per month in terms of Memorandum No.1091-F(P2) dated 01.03.2024 of the Finance (Audit) Department, Govt. of W.B.
4. Office Location : State Legal Services Authority, West Bengal, City Civil Court Building (1st Floor), 2 & 3, Kiron Sankar Roy Road, Kolkata-700001
5. Eligibility Criteria: a) The applicant must be a citizen of India.
b) Bachelor's Degree in Commerce (B. Com) or equivalent from a recognized University. Relevant Higher qualification would be given additional weightage.
c) Knowledge of accounting software such as Tally/PFMS & MS Excel etc. are mandatory.
d) **Age Limit:** Between 24 to 50 years as on 01.07.2025
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 accounting, finance, Budget procedures or related field.
b) Experience in preparing financial statements, Income & Expenditure, Balance-Sheet, handling audits and managing financial records.

7. Selection Process:

Interested candidates possessing requisite qualification and criterion are requested to appear for the 'Walk-in-Interview' with their resume and original testimonials (along with one set of self-attested photocopies). The application form may be downloaded from the official website of the State Legal Services Authority, West Bengal: <https://www.wbslsa.bangla.gov.in> and also from the Notice Board of the State Legal Services Authority, West Bengal. The application shall be made in the prescribed format along with a set of copies of :

- i) Age proof certificate; ii) Certificates and Mark sheets of Educational Qualification including computer skills, iii) Experience Certificate; iv) Voter Card/Passport

Selection of Accountant would be purely based on merit, taking into account the knowledge, skills, practice and experience of candidates. The selection shall be carried out by Selection Committee subject to final approval by the Hon'ble Executive Chairman, SLSA, WB.

9. General Instructions:

- i) The appointment would be on purely contractual basis for the period of **two years**, may be renewed at the end of the term subject to satisfactory performance and as per the existing terms and conditions.
- ii) The contractual engagement does not confer any right of regularization or absorption in any regular post of either under the WBSLSA or in any Dept. of the State Govt.
- iii) Incomplete applications will be rejected.
- iv) The organization reserves the right to cancel or modify the recruitment process without prior notice.
- v) Canvassing in any form will lead to disqualification.

10. Termination from engagement:

Engagement of Accountant in the office of SLSA, WB can be terminated at any time without any prior notice in the following cases by the Member Secretary, SLSA, WB:

- i. Found incapable of rendering services of the required standards or unsatisfactory performance; or
- ii. He /She substantially breaches any duty or service required in the office, or
- iii. Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or his friend or relative, or
- iv. Charged or Convicted for any offence by any court of law, or
- v. Indulges in any type of political activities, or
- vi. Indulges in activities prejudicial to the working of WBSLSA, or
- vii. Using his/her position in Legal Services Institutions to secure unwarranted privileges or advantages for him/herself or others, or
- viii. Remains absent without prior intimation.

11. Date, Time & Venue of the Interview:

The candidate should appear before the Interview Board physically with the aforesaid original documents **04.08.2025 to 08.08.2025 by 10:30 A.M (respective days)** at the office of State Legal Services Authority, West Bengal, City Civil Court Building (1st Floor), 2 & 3, Kiron Sankar Roy Road, Kolkata-700001


(Satya Anub Ghosal)
Member Secretary,

State Legal Services Authority, West Bengal

16.07.2025



**APPLICATION FOR CONTRACTUAL
ENGAGEMENT AS ACCOUNTANT**

To

The Member Secretary

State Legal Services Authority, West Bengal

Photo

**APPLICATION FOR THE CONTRACTUAL ENGAGEMENT
AS ACCOUNTANT**

1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth (Enclose document) :
4. Gender :
5. Residential Address :
(Enclose document)
6. Mobile No. :
7. E-mail ID :
8. AADHAR No. :
9. Educational Qualification (Please enclose self-attested copies of documents):

Course	Name of Board/University	Name of Course & Year of Passing	Obtained Percentage (aggregate)
Graduation			
Computer Knowledge			
Additional Qualification			
Year of Experience in Accounting	Name of Institution/ organization/Company	Details of Work Experience	

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10. Whether any disciplinary case/Complaint is/was
Against the Applicant: YES NO
(If yes, specify details of both disposed & pending with documents)
11. Whether you were/are involved in any Criminal Cases: YES NO
If yes, furnish full and complete details

Date

(Signature of applicant)

