

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY
ZILLA ADALAT BHAWAN, BARASAT, NORTH 24 PARGANAS
(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT No. 17/DLSA/N24Pgms/26 DATED 13.02.26.

Walk-In-Interview for Contractual Engagement as Accountant

District Legal Services Authority, North 24 Parganas 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, North 24 Parganas and Office of any SDLSC in the district.
5. **Opening date for application submission** – 13.02.2026
6. **Closing date for application submission** – 25.02.2026
7. **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].

8. 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.

9. 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 & Session Judges Court, North 24 Parganas i.e. <https://north24parganas.dcourts.gov.in/> or from the website of the SLSA, W B <https://westbengal.nalsa.gov.in/directory/> 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. 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.

10. General Instructions:

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.

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.

Incomplete applications shall be summarily rejected.

The SLSA, W.B., reserves the right to cancel or modify the recruitment process without prior notice.

Canvassing in any form will lead to disqualifications.

11. 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:

Found incapable of rendering services of the required standards or consistent unsatisfactory performance;

He/ she substantially neglects or breaches any duty or service required in the office;

Seeks or accepts any pecuniary gains or gratification in cash or kind from the legal aid seekers or beneficiary or friend or relative;

Charged or Convicted for any offence involving moral turpitude by any Court of Law;

Indulges in any political activities;


Indulges in activities prejudicial to the working of District Legal Services Authority;

Uses his/her position in Legal Services Institutions to secure unwarranted privileges or advantages for himself/ herself or for others;

Remains absent without prior intimation

12. Date, Time & Venue of the Interview:

The candidate should appear before the Walk-in-Interview Board as instructed above on 05.03.2026 Candidates should regularly check their email for any updates in this regard.


Secretary
District Legal Services Authority,
North 24 Parganas.
District Legal Services Authority,
North 24 Parganas, Barasat

Application Form

To:
The Secretary,
District Legal Services Authority,
North 24 Parganas, Barasat.

1. PERSONAL DETAILS

Full Name: _____
Father's/Husband's Name: _____
Date of Birth: _____ (Age as on 31.01.2026: _____)
Nationality: _____ (Must be a citizen of India)
Gender: _____
Permanent Address: _____
Communication Address: _____
Contact Number: _____ Email ID: _____

2. EDUCATIONAL QUALIFICATIONS

(Attach self-attested photocopies of Mark Sheets and Certificates)

Examination Passed	Board / University	Year of Passing	% of Marks / Grade
B.Com (Hons/Gen)			
M.Com			
CA (Inter)/ICWA			
Other			

3. TECHNICAL & COMPUTER SKILLS

(Proficiency in Tally Prime, PFMS, and M.S. Excel is mandatory)

Accounting Software Proficiency: _____
Certification in Tally Prime: (Yes/No) _____
Other Skills: _____

4. PROFESSIONAL EXPERIENCE

(Minimum 3 years in core accounting work or relevant educational sector)

Organization Name	Designation	From (Date)	To (Date)	Nature of Work

5. CHECKLIST OF ENCLOSURES

(Please tick the documents attached)

- Age Proof Certificate (Madhyamik Admit Card/Birth Certificate)
- Self-attested copies of Educational Certificates & Mark Sheets
- Proficiency Certificate in Tally Prime/Computer Accounting
- Identity Proof (Voter Card/Passport)
- Notarized Affidavit (regarding no criminal proceedings as per Clause 7f)
- Two passport-sized photographs

DECLARATION

I do hereby declare that, all the information provided above is true to the best of my knowledge and belief. I understand that if any information is found false, my candidacy will be rejected. I further declared that, I am physically and mentally fit to perform the duties of an Accountant and am willing to serve the institution with dedication.

Date: _____

Place: _____

Signature of the Applicant