

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, HOWRAH

(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO. 01/2026/DLSA/HWH DATED 17.02.2026

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Howrah 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, Howrah.

- 1) **Nature of Work:** Accountant- in full charge of the entire accounting work of the DLSA and the SDLSC, reporting to the DLSA, WB, through Ld. Secretary, DLSA, Howrah.
- 2) **Number of Vacancy:** 1 (One) (unreserved)
- 3) **Pay:** Rs. 15,000/- per month
- 4) **Office Location:** Office of the District Legal Services Authority, Howrah and Office of the SDLSC, Uluberia.
- 5) **Eligibility Criteria:**
 - a) The applicant must be 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 qualification 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 be apply.
 - b) Experience/ certified capability in maintaining books of accounts through Tally Prime software package is a must.

N.B. Candidates 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 qualification 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 Court, Howrah (<https://howrah.dcourts.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 Sheet 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. Chairman. 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, WB., after 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, WB 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, Howrah, is liable to termination at any time without prior notice by the Secretary, District Legal Services Authority, Howrah with prior approval by the Member Secretary, State Legal Services Authority, West Bengal 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 candidates should appear before the Walk-in-Interview Board along with duly filled up form and all the necessary documents original and photocopies on the date, time, and venue, which shall be duly notified on or before 25.02.2026. Candidates are advised to regularly visit the official website of the District Court, Howrah (<https://howrah.dcourts.gov.in/>) for updates and further information in this regard.

Sd/-

Secretary,

District Legal Services Authority,

Howrah

APPLICATION FOR ENGAGEMENT AS ACCOUNTANT (CONTACTUAL/ TEMPORARY)

EMPLOYMENT NOTIFICATION NO: 01/2026/DLSA/HWH DATE 17.02.2026

To:

The Ld. Chairman,

District Legal Services Authority, Howrah

Affix recent
signed passport
sized
photograph

Respected Sir,

I beg to apply for the post of Accountant (Contractual/ temporary) in the District Legal Services Authority, Howrah and the following are my details:

1. Full Name (Block Letter):
2. Name of the Father/ Husband:
3. Date of Birth (Give supporting documents):
4. Age as on 31.01.2026:
5. Sex (Male/ Female/ Others):
6. Nationality:
7. Religion:
8. Address (Permanent):
9. Contact No:
9. Email id:
10. Address (Present):

11. Educational Qualification:

(Give self attested copy of supporting documents)

Examination Passed	Year of Passing	Board/ University	Total Marks obtained	Percentage of Marks

12. Do you have Proficient knowledge of accounting software(s) such as Tally Prime, PFMS and MS Excel: Yes/ No (Give self attested copy of supporting documents)

13. Do you have minimum 03 [three] years of experience in core accounting work including preparation of financial statements, budget, audit reply etc: Yes/ No (Give self attested copy of supporting documents)

14. Do you have experience/ certified capability in maintain books of accounts through Tally Prime software package: Yes/ No (Give self attested copy of supporting documents)

15. Other qualification, if any:
(Give self attested copy of supporting documents)

DECLARATION

I do hereby declare that the statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature may be cancelled.

Date:

Yours faithfully,

Place:

(Full signature of the applicant)

Enclosure: