



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JHARGRAM
(Constituted under the Legal Services Authorities Act, 1987)
ADR Building, District Judge's Court Complex, Jhargram, PIN-721507
Telephone No-03221-255119 E-mail: jhargramdlsa@gmail.com

ADVERTISEMENT NOTIFICATION NO.03/DLSA/JGM/2026 DATED 18.02.2026

WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS ACCOUNTANT

District Legal Services Authority, Jhargram 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, Jhargram.

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, Jhargram.

2) Number of Vacancy: 1(one) (unreserved)

3) Pay: Rs. 15,000/- per month

4) Office Location: Office of District Legal Services Authority, Jhargram (A.D.R Building).

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].



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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 qualifications 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:

Eligible and interested candidates shall appear for the Walk-in-Interview with:

- **Duly filled-up application form**
- **Original testimonials (One set of self-attested photocopies)**

The application form may be downloaded from:

- Official website of District Judges Court, Jhargram: <https://www.jhargram.dcourts.gov.in>
- Official website of District Magistrate, Jhargram: <https://www.jhargram.gov.in>
- Official website of SLSA, W.B.: <https://www.westbengal.nalsa.gov.in>

The following documents must be produced and copies submitted:

- i) Age Proof Certificate
- ii) Certificates and Mark Sheets of Educational Qualifications
- iii) Testimonials certifying proficiency in computer-based accounting as mentioned in **Clause 5(c) and 6(b)**
- iv) Voter Card / Passport
- v) **Notarized Affidavit as per Clause 5(f)**



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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 District Legal Services Authority, Jhargram under the aegis of the Learned District Judge & Chairman, DLSA, Jhargram. The DLSA, Jhargram 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 an 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 a 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.



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9. Termination from Engagement:

Engagement as Accountant in the Office of District legal services Authority, Jhargram, is liable to termination at any time without prior notice by the Secretary of District Legal Services Authority, Jhargram 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, Jhargram;
- 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:

Date: 6th March, 2026

Time: 10:00 A.M.

Venue: Office of the District Legal Services Authority, Jhargram(A.D.R Building).



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The candidate should appear before the Walk-in-Interview Board as instructed above on **6th March, 2026 at 10:00 A.M at the Office of the District Legal Services Authority, Jhargram.** Candidates should regularly check the above mentioned websites for any updates in this regard.

Riha Trivedi

(Riha Trivedi)
Secretary

District Legal Services Authority, Jhargram

Secretary
District Legal Services Authority,
Jhargram

Memo No: 210(5) /DLSA/JGM/2026 dated Jhargram, the 18th February- 2026.

Copy forwarded for information and necessary action towards publication of this notice through notice board to

1. The Learned Member Secretary, State Legal Services Authority, West Bengal;
2. The District Magistrate, Jhargram;
3. The Superintendent of Police, Jhargram;
4. The District Informatics Officer, NIC, Jhargram. Please arrange to publish this notice on the website for wide circulation;
5. The System Officer, District Judges' Court, Jhargram. Please arrange to publish this notice on the website for wide circulation.

Riha Trivedi

(Riha Trivedi)
Secretary

District Legal Services Authority, Jhargram

Secretary
District Legal Services Authority
Jhargram



To

The Secretary,

Office of the District Legal Services Authority, Jhargram,

ADR Building, District Judge's Court Compound, Jhargram,

PIN-721507

Photo

Note: All the columns noted with () are mandatorily filled up.

**Application for the post of Accountant on purely contractual basis in the Office of the
DLSA, Jhargram**

NAME OF THE APPLICANT*:

(IN BLOCK LETTERS ONLY)

NAME OF THE FATHER/HUSBAND*:

PRESENT ADDRESS*:

PERMANENT ADDRESS*:

CONTACT NO/MOBILE NO.*:

E-MAIL ADDRESS*:

DATE OF BIRTH*:

AGE AS ON 31.01.2026*:

AADHAR CARD NO.*

EPIC CARD NO,*:



Certificate of Knowledge of accounting software(s) such as Tally Prime, PFMS and M.S
Excel etc

(Mandatory)*: _____

Work Experience(As mentioned in
Notification): _____

List of the documents to be attached:

1. Self Attested Copy of Age Proof
2. Self Attested Copy of Aadhaar Card
3. Self Attested Copy of Voter Identity Card
4. Self Attested Copy of Certificates and Mark Sheets of Educational Qualification
6. Self Attested Copy of Certificate of accounting software
7. Self Attested Copy of Work Experience Certificate
8. Notarized Affidavit.

I certify that the above statements are true to the best of my knowledge and belief. I declare that in case any information furnished by me is found to be incorrect or in case there is any suppression of fact, this application is liable to be rejected.

(Full signature of the Applicant)

Date:

Place: