

**OFFICE OF THE DISTRICT LEGAL SERVICES
AUTHORITY, MALDA.....**

**(Constituted under the Legal Services Authorities
Act, 1987)**

ADVERTISEMENT NOTIFICATION NO. 190/DLSA/2026 dated: 10.02.26

**WALK-IN-INTERVIEW FOR CONTRACTUAL
ENGAGEMENT AS ACCOUNTANT**

District Legal Services Authority, ~~Mald~~ 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...~~Mald~~....., 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, <https://malda.accounts.gov.in> 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:

- (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 SLISA, 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 SLISA, 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.

Date: 26.02.2026

Time: 3:00 P.M.

Venue of the Interview:

A.D.R Center,

District Court Premises,

District Legal Services Authority, Malda

Pin-732101


Secretary
District Legal Services Authority,

..... **Malda**

Secretary
District Legal Services Authority
Malda

OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, MALDA

APPLICATION FORMAT FOR THE POST OF ACCOUNTANT (CONTRACTUAL)

(Ref: Advertisement Notification No. 190/DLSA/2026

dated 10.02.2026)

(For Office Use Only)

Roll No: _____ | Date of Receipt: _____ | Status: [Accepted / Rejected]

Reason for Rejection: _____

Signature of Scrutiny Officer: _____

To,

The Chairman,

District Legal Services Authority, Malda.

1. Name of the Candidate (in Block Letters):

(Paste
recent
passport
size
photograph)

(Paste recent passport size photograph here and sign across it)

2. Father's / Husband's Name: _____

3. Date of Birth: ____ / ____ / ____ (Age as on 31.01.2026: ____ Yrs ____ Mths)

4. Sex: [Male / Female] 5. Nationality: _____ 6. Religion: _____

7. Permanent Address:

8. Address for Communication:

9. Contact No (Mobile): _____ 10. Email ID: _____

11. Educational Qualification (Academic): *(Attach self-attested copies)*

| Exam Passed | Board / University | Year of Passing | Total Marks | Marks Obtained | % of Marks | Class/Div |

	Exam Passed	Board / University	Year of Passing	Total Marks	Marks Obtained	% of Marks	Class/Div
Madhyamik (10th)							
H.S. (12th)							
B. Com (Hons/Gen)							
M. Com / Others							

12. Technical / Professional Qualification: *(Mandatory: Tally Prime & Excel)*

| Name of Course / Certification | Name of Institute | Duration | Grade / Division |

	Name of Course	Certification	Name of Institute	Duration	Grade / Division
Tally Prime (Mandatory)					
MS Excel / Computer Application					
CA (Inter) / ICWA / Others					

13. Work Experience (Core Accounting Only): *(Minimum 3 Years Mandatory)*

**Name of Employer / Organization | Post Held | Period (From - To) | Nature of Duties
(Specific Details)**

Name of Employer	Organization	Post Held	Period (From - To)	Nature of Duties (Specific Details)

Total Experience: _____ Years _____ Months

14. Checklist of Enclosures: [☐] Age Proof, [☐] Marksheets (10th to Graduation), [☐] Tally Certificate, [☐] Experience Certificate(s), [☐] KYC Document, [☐] Affidavit (Criminal Antecedent).

DECLARATION

I hereby declare that all statements made in this application are true, complete, and correct to the best of my knowledge and belief. I understand that in the event of any information being found suppressed/false or incorrect at any stage, my candidature/appointment is liable to be cancelled/terminated without any notice.

Date: _____

Place: _____

(Signature of the Applicant)