



OFFICE OF THE DISTRICT LEGAL SERVICES AUTHORITY, JALPAIGURI
A.D.R. Building, Nawab Bari Court Complex, P.O. & Dist- Jalpaiguri
(Constituted under the Legal Services Authorities Act, 1987)

ADVERTISEMENT NOTIFICATION NO.1/ACCOUNTANT/DLSA dated: 13.02.2026

**WALK-IN-INTERVIEW FOR CONTRACTUAL ENGAGEMENT AS
ACCOUNTANT ON 24-02-2026**

District Legal Services Authority, Jalpaiguri 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, Jalpaiguri.

1) Nature of Work:

Accountant in full charge of the entire accounting work of the DLSA 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, Jalpaiguri.

5) Eligibility Criteria:

- The applicant must be a citizen of India.
- 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.
- Proficient knowledge of accounting software(s) such as Tally Prime, PFMS and M.S. Excel etc. is **mandatory**.
- Age limit: Between 24 to 35 years as on 31.01.2026.
- The applicant must be physically and mentally fit.
- The applicant must not be involved in any criminal proceeding. [Affidavit (Notary Public) to be submitted to this effect].

6) Experience:

- 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.

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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://jalpaiguri.dcourts.gov.in/document-category/notification/> 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
- (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.

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.


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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 **on 24.02.2026 at 04.30 P.M. in the chamber of Ld. Chairman, District Legal Services Authority, Jalpaiguri, A.D.R. Centre. Nawab Bari Court Complex, Jalpaiguri.**

11. Reporting time: 03.30 P.M. at the Office of the District Legal Services Authority, Jalpaiguri, A.D.R. Centre, Nawab Bari Court Complex, Jalpaiguri



Secretary

District Legal Services Authority

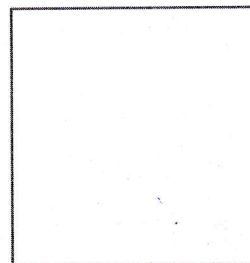
SECRETARY Jalpaiguri

DISTRICT LEGAL SERVICES

AUTHORITY JALPAIGURI

**APPLICATION FOR ENGAGEMENT OF CONTRACTUAL ENGAGEMENT AS
ACCOUNTANT**

Application No. _____
(For Office use)



1. Applicant's Name :
2. Father/Husband's Name :
3. Date of Birth :
4. Age (as on 01-01-2026) :
5. Gender :
6. Residential Address :
7. Office Address :
8. Mobile No. :
9. E-mail ID :
10. Educational Qualification (Please enclose self-attested copies of documents):

Name of the Examination passed	Name of Board/ University	Year of Passing	Obtained Percentage (aggregate)

11. Experience details :
(Attach an experience certificate)

12. List of the documents to be attached.
1. Self-Attested copy of Certificates in support of educational qualifications.
 2. Self-Attested copy of Photo Identity Card, Address Proof.

DECLARATION

I hereby declare that all the statements made in this application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false/incorrect at any stage, my candidature is liable to be cancelled. I have read and understood the instructions and terms of the engagement and agrees to abide by those. I declare that I fulfil the eligibility conditions for the category to which I am seeking engagement. I declare that I have never been penalised by any any Disciplinary Proceedings. I also undertake to maintain absolute integrity and discipline as required thereunder. I agree with the **remuneration** structure and all the terms and conditions notified by SLSA/DLSA concerned.

(Signature of the Candidate)

Place: _____

Date: _____