

MAHARASHTRA STATE LEGAL SERVICES AUTHORITY, MUMBAI

**Address:- 105, High Court, P.W.D. Building,
Fort, Mumbai 400032.**

Website of MSLSA : www.legalservices.maharashtra.gov.in

E-mail Id: mmlsa-bhc@nic.in

Advertisement Date:17.07.2023

Last Date of submission of Application: 27.07.2023, 05.00 pm

Accountant on Contract Basis

The Maharashtra State Legal Services Authority, Mumbai (the '**MSLSA, Mumbai**' for short) invites the applications (from the suitable applicants) for the post of Accountant (two posts) purely on Contract Basis for 11 months.

A. Eligibility Criteria:

- (a) **The applicant must** be a citizen of India.
- (b) **Minimum Education:** - Candidate must be at least a Commerce Graduate from any recognized University.
- (c) **Work Experience:-** Candidate must possess minimum work experience of Two Years as an accountant with Maharashtra State Legal Services Authority/ High Court Legal Services Committee/Sub-Committees/ District Legal Services Authority any Court or Tribunal.

Or

Candidate must have 3 years work experience as an accountant with any other institution.

- (d) **Knowledge of Computer:** - Candidate must be well acquainted with necessary accounting softwares and computer programs viz. Microsoft Office, Excel, Tally etc.

- (e) **Typing Speed:** - Candidate's Typing speed shall not be below 30 w.p.m. (Marathi & English)
- (f) **Language Proficiency:** - Candidate must be able to read, write and talk in English, Marathi and Hindi languages.

B. Remuneration/Pay:

- a) The candidate may be paid a consolidated amount of Rs.25,000/- per month as Honorarium for his/her assignment and he/she shall not be entitled for any other allowances and shall not be treated or deemed to be in the regular employment of the Authority.

C) Terms and Conditions:

- a) The above appointment is purely on contract basis, and it carries no right or promise of subsequent / permanent employment in favour of the candidate.
- b) The appointment to the abovesaid post shall be for a **period of 11 months** and the candidate shall not be entitled for claim of permanency on any ground. His/Her services can be terminated by MSLSA at any time before completion of the said period of 11 months without giving any notice.
- c) The eligible candidates shall submit their applications in the prescribed format along with the self-attested copies of documents and send the same to the office address of MSLSA. In case of any problem/enquiry may be made on office telephone number of MSLSA 022 – 22691395.
- d) The last date for submission of application form is **27.07.2023, 05:00 PM**. Application received after the said date shall not be considered.
- e) Interview date will be communicated/informed individually on WhatsApp/email as provided.

Sd/-
Member Secretary

PROFORMA

**APPLICATION FOR THE POST OF ACCOUNTANT IN THE OFFICE OF
MAHARASHTRA STATE LEGAL SERVICES AUTHORITY, MUMBAI**

Photograph

TO BE FILLED IN CAPTAL LETTERS ONLY

1	FULL NAME	
2	FATHER'S/HUSBAND'S NAME	
3	DATE OF BIRTH	
4	PERMANENT ADDRESS AND HOME DISTRICT	
5	CORRESPONDENCE ADDRESS	
6	MOBILE NO. AND E-MAIL ID	
7	PRESENT OCCUPATION, IF ANY	
8	NATIONALITY	
9	EDUCATIONAL QUALIFICATION	
10	TYPING SPEED	MARATHI - ENGLISH -
11	LANGUAGE SKILLS	
12	COMPUTER SKILL	
13	WORK EXPERIENCE	
14	ANY OTHER SPECIAL QUALIFICATION(S) / ACHIVMENT(S)	

Place:

Date:

Signature of the Candidate

Undertaking of the Applicant

I do, hereby, declare that above information furnished by me is correct and if anything found to be incorrect, my candidature may be cancelled.

Place:

Date:

Signature of the Candidate