



STATE LEGAL SERVICES AUTHORITY, WEST BENGAL

City Civil Court Building, 1st Floor, 2 & 3, Kiron Sankar Roy Road, Kolkata - 700 001.

Toll Free No. 15100

Notification No. 07/2025

Date: 17th December, 2025

NOTICE INVITING APPLICATIONS FOR ENGAGEMENT OF LAW CLERK-CUM-RESEARCH ASSISTANT ON SHORT TERM CONTRACTUAL BASIS

ADVERTISEMENT

Applications are invited from eligible law graduates for engagement as Law Clerk-cum-Research Assistant (LCRA) in the West Bengal State Legal Services Authority (WBSLSA) on a purely contractual, full-time and temporary basis, in accordance with the **Scheme for Engagement of Law Clerk-cum-Research Assistant, 2025**.

Applications must be submitted within the stipulated timeline: **17th December 2025 at 5.00 PM to 27th December 2025 at 5:00 PM**. Applications may be submitted either online through the official website or by email, or by forwarding a hard copy by post or by hand to the Authority within the stipulated period.

1. Nature and Conditions of Engagement

- i. Initial contractual engagement will be for six months, extendable up to a further six months based on performance and organisational requirements.
- ii. Only one candidate will be engaged at a time.
- iii. Engagement will be in-person only, at the WBSLSA office. Remote / virtual mode of work is not permitted.
- iv. Nothing in this Scheme shall prevent the candidate from being enrolled as an Advocate; however, during the term of engagement, the selected candidate shall neither accept any professional assignment nor practise law before any court.
- v. The engagement shall not create any right to future employment or absorption in WBSLSA.

- vi. WBSLSA reserves the right to reject applications, modify selection criteria, or discontinue the engagement at any time without assigning reasons.

2. Eligibility Criteria

- i. Academic Qualifications
 - a. The candidate must be an Indian National and a Law Graduate who has obtained the degree within the last three years from the date of the advertisement, from a law school/college/university recognised by the Bar Council of India, with at least 60% marks.
 - b. Final-year law students who have completed their final semester examinations are also eligible to apply, subject to furnishing the marksheet of the last semester and submission of the final year result within two months of joining.
- ii. The candidate must not have exceeded 25 years of age as on the date of advertisement.
- iii. The candidate must have no criminal record.
- iv. The candidate must demonstrate strong research, writing and analytical abilities.
- v. The candidate must have proficiency in MS Word, Excel, PowerPoint, and shall possess working knowledge of computers and basic IT tools, including the ability to retrieve information from relevant search engines and databases such as e-SCR, Manupatra, SCC Online, and similar platforms.

Additional Requirements

- Each candidate must submit a PowerPoint Presentation (PPT) of at least 15 slides on any one of the following themes:
 - o Legal Services Authorities Act, 1987
 - o Rights of Under-Trial Prisoners
 - o Victim Compensation
 - o Bonded Labour System (Abolition) Act, 1976
 - o Rights of Marginalised Communities
 - o Rights of Children
 - o Juvenile Justice System

- o Human Trafficking
- o Rights of Persons with Disabilities
- Preference may be given to candidates with experience in legal aid, pro bono service, clinic-based legal services, or research in related fields.

3. Mode of Application

- i. Applications may be submitted through online portal (link on WBSLSA website) or email, or by sending the application in hard copy by post or by hand.

Application Portal: <https://forms.gle/jjbNHC3MDMZo9eU3A>

Website: <https://westbengal.nalsa.gov.in>

Email: wbstatelegal@gmail.com

Address: City Civil Court Building, 1st Floor, 2 & 3, Kiron Sankar Roy Road, Kolkata - 700 001

- ii. The application portal for online submissions shall remain open between the dates specified (17th December, 2025 at 5.00 PM till 27th December, 2025 at 5.00 PM), while hard copy or emailed applications must also reach the Authority within the same period.
- iii. Before applying, candidates are advised to carefully read the complete **Scheme for Engagement of Law Clerk-cum-Research Assistant**, available on the official website of WBSLSA.
- iv. Candidates must submit the application strictly in the format prescribed in *Annexure-A* of the said Scheme.
- v. Candidates are responsible for regularly checking the website for updates.

4. Selection Process

- i. Selection will be made on the basis of overall performance in the evaluation process, including assessment of the PPT and Interview.
- ii. Only shortlisted candidates will be called for the Interview.
- iii. The decision of WBSLSA regarding selection shall be final and not open to review or appeal.

Note: No TA/DA shall be paid to candidates for appearing in the Interview.

5. Stipend

Consolidated remuneration of ₹24,000/- per month, subject to pro-rata deduction for excess leave, with no additional allowances.

6. Work Profile and Duties

The Law Clerk-cum-Research Assistant shall, among other tasks:

- i. Conduct analytical studies on NALSA and WBSLSA schemes; prepare statistical reports, policy notes, research briefs and data assessments; assist in drafting schemes, guidelines, reports and IEC material.
- ii. Maintain and analyse databases on victim compensation; assist in developing and improving victim-friendly procedures and documentation.
- iii. Coordinate with NGOs, shelters and authorities for legal and welfare support; conduct research and prepare documentation relating to trafficking and rehabilitation.
- iv. Prepare presentations, reports and awareness material; assist in legal literacy and public awareness programmes.
- v. Perform any official task assigned by officers of the Authority.

7. Working Hours

The working hours shall generally be 10:00 AM to 5:00 PM. The selected candidate may be required to work beyond office hours when necessary, without entitlement to overtime.

8. Leave and Exit

- i. A total of 12 days leave in six months (maximum 3 days per month). Excess leave will attract pro-rata deduction, and unused leave cannot be carried forward or encashed.
- ii. One month's written notice is mandatory in case of premature exit; failing which, one month's remuneration shall be deducted/recovered.

9. Important Dates

Opening date for submission of applications: 17th December, 2025, at 5.00 PM.

Last date for submission of applications: 27th December, 2025, at 5.00 PM.

Applications received after the deadline shall not be considered.

10. Assistance & Support:

Application Portal: <https://forms.gle/jjbNHC3MDMZo9eU3A>

Website: <https://westbengal.nalsa.gov.in>

Email: wbstatelegal@gmail.com

For queries, please contact: Deputy Secretary, Mobile No. 8584853650

(S. Arnab Ghosal)

Member Secretary

State Legal Services Authority, West Bengal