



**District Mission Management Unit &
District Rural Development Cell, Paschim Bardhaman**
E-mail: nrlmpaschimbdn@gmail.com

NOTICE

Applications are hereby invited for selection & engagement of Community Auditors under Anandadhara, District Rural Development Cell (DRDC), District Mission Management Unit (DMMU) District - Paschim Bardhaman

Total No of Post	Name of the post
11	Community Auditors

• **Essential Qualification, Eligibility Criteria, of Community Auditors under WBSRLM (CA) :**

1. Must be women and active member of an active SHG under NRLM for at least two years from the date of issuing Notice.
2. Must have a member code and be entered in NRLM MIS (LokOS).
3. Minimum & maximum age – Minimum 25 and maximum 40 years as on the first day of the calendar year . (Age proof – Admit Card of Madhyamik / equivalent examination).
4. Educational qualification – at least qualified Higher secondary / equivalent examination with a commerce background, if no – availability, graduates in any stream would be eligible. However, the candidates with higher qualification are preferred. Basic computer skills (MS Word , Excel and Internet) are desirable, (Proof : Mark Sheet and certificates of maximum qualification , Computer Training certificate).
5. The candidates should have clear knowledge of Bookkeeping & Accounting.
6. Must have a desire to learn new skills & acquire knowledge, and be physically fit.
7. Must be willing to work in villages within the district and outside the district / state also.
8. SHG Members engaged in any work / regular work for which paid by the government/ government sponsored organization (ICDS / ASHA/VRP) and non – government organizations are not eligible.
9. SHG members acting as BOD, OB of Sangha Cooperative / Upasangha/Mahasangha are not eligible.
10. SHG Members with a PRI portfolio are not eligible.

• **Selection Process:**

Selection process including details of written examination, personal interview, etc (written exam of 80 marks will be followed by a 20 mark interview to assess the knowledge on the subject). The District selection Committee may include a computer test of 20 marks; however , the total marks, including the computer test, should not exceed 100 marks.

• **Mode of Selection:**

The selection will be based on performance in written examination and Interview (Total Marks 100)

1. Written examination will be of 80 marks.

General Knowledge: 20 marks
Basic Mathematics & Accounting: 20 marks
Basic English: 20 marks
SHG related: 20 marks

2. Interview will be of 20 marks.

• **Identification of eligible candidates for Written examination :**

Identification of eligible candidates after scrutinizing the submitted application.



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• **Identification of eligible candidates for personal interview:**

Identification of eligible candidates for the personal interview after assessment of the written examination sheet (computer test ; optional) and issuing a letter / admit card for the personal interview. The cut- off number for the identification of the candidates for the next phase will be finalized in an appropriate ratio of the required numbers of CA decided by the district.

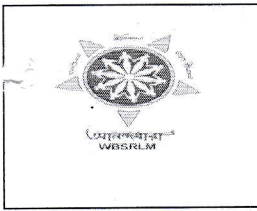
• **Job responsibilities of the Community Auditors:**

Category	Activates of Community Auditors
Community Auditors	<ol style="list-style-type: none"> 1. Preparation of Financial statement and Audit report of allotted sangha Cooperatives years (April) and quarterly (July, October, and January) of a financial year , and enter the same in the CLF web portal (NRLM) and SRLM state portal with the help of sangha Coordinators / Sangha Accountant. 2. Preparation of yearly financial statement and audit Report of all SHCs of the allotted sangha Cooperatives 3. Monthly Visit (once) to the allotted sangha Cooperative and enter the visit report in the SRLM sate portal 4. Attend monthly meeting with District Implementation & Monitoring Team) 5. Additionally, Community Auditors will be deployed in different account related activities such as the preparation of the cut- off sheet , support during transaction entry , etc based on the need and context . 6. Monthly visit to poor – performing Sangha Cooperative as instructed by the District implementation & Monitoring Committee and enter the visit report in the SRLM portal. 7. impart all kinds of training to IT-CRPs, CBO Staff, and leaders.

Application fee : There is no application fees.

Form Availability Online : District website – www.paschimbardhaman.gov.in.

Form Availability Offline : Physical form available at DMMU (DRDC) Paschim Bardhaman & All Block Development Offices, Paschim Bardhaman



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• **Cancellation of empanelment**

In case of any misinformation, wrong information, or fraud, the selection committee will summarily cancel the *empanelment* of Community Auditor with immediate effect, with information to SMMU.

• **Honorarium**

(A) Honorarium of Community auditors Rs 600/- per day.

(B) Other allowances like travel allowances & night stay allowances etc as per WBSRLM norms.


• **Application Process:**

The application forms are available in this office all working days during office hours (10.30 am to 5.30 pm). Application start date **18/07/2025** Application closing date **31/07/2025**. Interested candidate will have to apply in the prescribed format and drop their sealed and complete application along with all testimonials in the drop box of this office. No TA / DA will be paid for appearing the selection process. .

• **Address to submit application : Anandadhara, District Rural Development Cell, (DRDC), First Floor Civil Defence Building Asansol, Paschim Bardhaman.**

• **Walk-in-Interview:**

The short listed eligible candidates will be informed from this end called for a walk-in-interview. Selection will be done by District Level Committee of DMMU and their decision is final. Date of Walk-Interview will be intimated later on.



Project Director, DRDC &
Addl. District Mission Director
District Mission Management Unit
Paschim Bardhaman

Memo No: **702/11-14**/DMMU/PB

Date: **09/07/2025**

Copy forwarded for kind information to the :

- 1) State Mission Director & Chief Executive Officer, WBSRLM, Kolkata.
- 2-3) SDO Durgapur & Asansol, with a request to publish on Office Notice Board for wide publicity.
- 4-11) All Block Development Officer & Block Mission Director with a request to publish on Office Notice Board for wide publicity.
- 12) CA to the District Magistrate, Paschim Bardhaman.
- 13) DIO, NIC Paschim Bardhaman with a request to upload this notice on District Portal for wide Publicity.
- 14) Office / Notice Boards Officially.


Project Director, DRDC &
Addl. District Mission Director
District Mission Management Unit
Paschim Bardhaman

**Application Form for The Post Of Community Auditors under Anandadhara,
DMMU (DRDC) Under Paschim Bardhaman District**

OFFICE USE ONLY

Passport Size
Photograph
(3.5 × 4.5 cm)

1. Name of the Candidate (in capital letters) : _____
2. Father's Name / Husband Name
(in capital letters) : _____
3. Academic Qualification Minimum
(H.S Pass in Commerce stream)
or Graduate in any stream : _____
4. Professional / other qualification : _____
5. Experience if any : _____
6. Residential Address (with PIN Code, -
- Post Office & Police Station) : _____
: _____
: _____
7. Permanent Address (with PIN Code, -
- Post Office & Police Station) : _____
: _____
: _____
8. Mobile No (Preferably WhatsApp) : _____
9. E-mail ID : _____
10. Date of Birth (DD/MM/YYYY) : _____
11. Age as on 01/01/2025
(Age between 25 – 40 year) : _____
12. NRLM MIS (Lokos) Code : _____

Declaration

I do hereby declare that the information furnished above are true to the best of my knowledge and belief. I will be liable for any false declaration made by me

Date : ____ / ____ / ____ Place : _____

Signature of the Candidate

N.B. : Documents to be submitted (self – attested copy) along with the application :-

(1) Photocopy of EPIC. (2) Aadhar Card. (3) Date of Birth Certificate/ Madhyamik admit card. (4) Photo Copy of Documents of Academic/ Professional Certificate. (5) Computer Certificate