

**Notification of Engagement of District Level Trainers (DLT) under District Mission Management Unit (DMMU), North 24 Parganas .**

**Ref :137/PRD-34015/6/2022-SRLM SEC – Dept of PRD dated 24/01/2025 of SMD&CEO, WBSRLM**

Applications are hereby invited from Bonafide candidates for the engagement of 30 (Thirty) No of District Level Trainers (DLT) under District Mission Management Unit (DMMU), North 24 Parganas on purely daily remuneration basis in order to impart various trainings under Anandadhara/NRLM.

**Eligibility Criteria:**

1. May be an active SHG member/ Sangha/ Mahasangha leader/ erstwhile GPRP/ erstwhile DRP/ NGO worker who must have 3 years of experience as an expert in imparting training to SHG leaders/ SHG Federation leaders in various components.  
OR  
May be any other person who must have at least five years of experience as an expert in imparting training for SHG leaders/ SHG Federation leaders in various components.
2. Age limit of the applicant should be between 25-55 years as on 01/01/2025.
3. Educational Qualification: At least Higher Secondary Pass. Higher level degree/diploma will be preferred.
4. Should have clear and sound knowledge about functioning of SHGs/ SHG based Federations, Book Keeping, Audit, Financial Inclusion, MIP, PIP process etc.
5. Must have training and communication skills.
6. Must have desire to learn new skills & acquire knowledge and is physically fit.
7. Is willing to go outside Block/ State / District as and when required.
8. Must not continue to act as an office bearer of any Upa Sangha / Sangha / Mahasangha.
9. Cannot continue to act as an employee or office bearer of PRI.
10. Cannot continue to render service as an ICDS worker or as an ASHA activist or as a full-time employee of any government organization/ NGO.

**How to Apply:**

Interested candidates will have to submit their applications as per the prescribed format (attached herewith) only. The candidates shall submit attested copies of the testimonials relevant to their educational qualification and experience along with the application. The application form must be filled on the basis of fact which they will have to substantiate with the documentary evidence (all in original) during the selection process, failing which their candidature will be liable to be cancelled. Application can only be submitted, in prescribed forms only in the sealed drop box kept at DRDC Office , KNC Road , Angana Building , Barasat , Kolkata -700124 on all working days of Govt Of West Bengal only during office hours as below:

❖ **Start Date of submission of application : 10/07/2025**

❖ **Last date of submission of application is : 25/07/2025**

Application Fee: **There is no application fee.**

Form will be available at the District Website- <https://north24parganas.gov.in>

**Responsibilities of DLT:**

1. Imparting Training for the SHG , Upasangha, Sangha Samabay members and community cadres
2. Monitoring of training programme (thematic + any other training as and when deputed by the district)
3. In field Training Assessment in resident Block
4. ToT cum Assessment of Block Level Trainers
5. Monitoring of Sangha Samabay, Upa Sangha & SHG
6. Support in report preparation , checking and onwards submission

For the Monitoring activities, the DLTs will be engaged in different thematic areas as per the need and context, which are mentioned below

- A) Social Mobilization and Institution Building
- B) Financial Inclusion
- C) Social Inclusion and Social Development
- D) Livelihood intervention
- E) Training and capacity building Support

**Mode of Selection:**

The selection will be done based on performance in written examination and interview.

- i. Written examination will be of **80 marks**.

| Sl No | Subject                                     | Weightage |
|-------|---|-----------|
| 1     | Basic Arithmetic                            | 10        |
| 2     | Basic English                               | 10        |
| 3     | General Knowledge & Current Affairs         | 10        |
| 4     | Basic Accountancy                           | 10        |
| 5     | Women SHG movement & Sangha Cooperatives    | 10        |
| 6     | Computer knowledge (Theory )                | 10        |
| 7     | Farm and Non Farm Livelihood in Rural Areas | 10        |
| 8     | Capacity Building of Human Resources        | 10        |
|       | Total                                       | 80        |

- ii. Candidates selected in written examination will be called for an Interview of **20 Marks**.
- iii. Final selection will be made as per total marks obtained in written examination and interview.  
No TA/DA will be paid for appearing in the selection process.

**Honorarium of DLT**

- Rs 400-Rs 600 per day subject to the nature of the work and as prescribed by WBSRLM from time to time.
- Honorarium of DLTs will be given only for days on which s/he provided service subject to maximum 26 Days in a calendar month.
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**Number of DLTs to be engaged: 30 (Thirty)**

**Criteria for Rejection of Application:**

- a. Application is submitted through other mode than prescribed.
- b. Application submitted after last date mentioned in the notification.
- c. Applicant does not possess minimum criteria as mentioned in the notification.
- d. Incomplete application.
- e. Age below 25 years or above 55 years as on 01/01/2025

**Additional District Mission Director,  
DMMU, NRLM/Anandadhara  
North 24 Parganas**

**APPLICATION FORM FOR THE POST OF DISTRICT LEVEL**  
**TRAINERS FOR DMMU, North 24 Parganas**

**Post Applied for: District Level Trainer**

Colour  
Passport size  
Photo

1. Name of the Applicant:
2. Mother's name of the Applicant:
3. Father's name of the Applicant:
4. Date of Birth:
5. Age as on 01/01/2025:
6. Whether a member of SHG :(Yes /No) :
7. If Yes , please provide details of the SHG as below :

| Name of NRLM SHG | Mouza (Census Village) | G.P. | Block | NRLM SHG ID No. | NRLM Member ID No. |
|------------------|------------------------|------|-------|-----------------|--------------------|
|                  |                        |      |       |                 |                    |

8. Religion:
9. Caste:
10. Sex:
11. Permanent Address:
12. Communication Address:
13. EPIC No :
14. Aadhaar No:

15. E-mail ID:

16. Contact Number:

17. Educational Qualification:

| Higher<br>Secondary/Degree/<br>Diploma | Year of<br>Passing | School/<br>College | Board/<br>University | Total<br>Marks | Marks<br>Obtained | Division |
|--|--------------------|--------------------|----------------------|----------------|-------------------|----------|
|  |                    |                    |                      |                |                   |          |
|  |                    |                    |                      |                |                   |          |
|  |                    |                    |                      |                |                   |          |

18. Work Experience

| Name of the<br>Organization | Designation<br>Held | Duration |    | Responsibilities/<br>Assignment |
|-----------------------------|---------------------|----------|----|---------------------------------|
|                             |                     | From     | To |                                 |
|                             |                     |          |    |                                 |

19. Computer Knowledge

List of Enclosure (Self attested) :-

(Qualification proof including computer certificate, Age proof, Residential proof, work experience certificate)

**Date**

**Place**

**Full signature of the candidate**