District Mission Management Unit
&
District Rural Development Cell, PurbaBardhaman
Collectorate Compound, P.O &Dist- Burdwan-713101

No: 1103/DMMU/BDN

Date : 09/07/2026

NOTIFICATION

In continuation to notification no. 271/DMMU/BDN Dated 09/02/2026 of the ADdl. District Mission Director , DMMU & Project Director, DRDC, Purba Bardhaman , applications are hereby invited from eligible candidates for empanelment as Community Auditors under WBSRLM for District Mission Management Unit (DMMU) & District Rural Development Cell , Purba Bardhaman.

THE CANDIDATES WHO HAVE APPLIED EARLIER IN PURSUANCE OF THE AFORESAID NOTIFICATION NEED NOT APPLY FURTHER.

1) **Total No of Community Auditors to be empanelled: 63 (Sixty Three)**
2) **Essential Qualification and Eligibility Criteria of Community Auditors under WBSRLM (CA) :**

a) Must be women and active member of an active SHG under NRLM for at least two years from the date of issuing Notice.

b) Must have a member code and be entered in NRLM MIS (LokOS).

c) Minimum & maximum age - Minimum 25 years and maximum 40 years as on the first day of the calendar year. (Age proof - Admit Card of Madhyamik / equivalent examination).

d) Educational qualification - At least passed in Higher secondary / equivalent examination with a commerce background or graduates in any stream. 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).

e) The candidates should have clear knowledge of Book keeping & Accounting.

f) Must have a desire to learn new skills & acquire knowledge, and be physically fit.

g) Must be willing to work in villages within the district and outside the district / state also.

h) 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.

i) SHG members acting as Office Bearers or BOD members of Sangha Cooperative / Upasangha/Mahasangha are not eligible.

j) SHG Members with a PRI portfolio are not eligible.

3) Job responsibilities of the Community Auditors:

Community Auditors will have to perform following jobs:

i) Preparation of Financial Statement and Audit report of allotted Sangha Cooperatives for annual audit of preceding year within the month of April of the following year and for quarterly audit in the month of July, October, and January of the current financial year, and enter the same in the CLF web portal (NRLM) and SRLM state portal with the help of Sangha Coordinators / Sangha Accountant.

ii) Preparation of yearly financial statement and audit Report of all SHGs of the allotted Sangha Cooperatives

iii) Monthly Visit (once) to the allotted Sangha Cooperative and enter the visit report in the SRLM state portal

iv) Attend monthly meeting with District Implementation & Monitoring Team

v) 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.

vi) Monthly visit to poor – performing Sangha Cooperative as instructed by the District implementation & Monitoring Committee and enter the visit report in the SRLM portal.

vii) To impart all kinds of training to IT-CRPs, CBO Staff, and leaders.

4) Selection Process:

After scrutinizing the submitted applications eligible candidates will be called for written examination. After evaluation of the answer scripts the qualified candidates will be called for interview. Cut off marks and number of candidates to be called for interview will be decided by District Selection Committee. The decision of the District Selection Committee in this regard will be final. **Admit card to eligible candidates will be issued mentioning date, time and venue of the examination and the same will be sent to the candidate through respective email of the candidate.** Candidates will be finally selected for empanelment as Community Auditor on the basis of their performance in Written Examination followed by an Interview.

a) Written examination will be of 80 marks as follows:

i) General Knowledge	: 20 marks
ii) Basic Mathematics & Accounting	: 20 marks
iii) General English	: 20 marks
iv) Sangha Samabay & SHG related	: 20 marks

Questions will be of MCQ type carrying 1 mark each. Duration of exam will be 2 hours (120 minutes)

b) Interview : 20 marks.

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

5) Application Procedure : Desired candidates will have to apply in prescribed format and drop the sealed and complete application along with all testimonials in the drop box kept in the district Office **of Anandadhara , District Mission Management Unit & District Rural Development Cell, Purba**

Bardhman , First Floor , Collectorate Compound, PO & District: Purba Bardhaman and also in the offices of all Block Development Officers under Purba Bardhaman.

Availability of Application form (Online): Visit Purba Bardhaman District website **https://purbabardhaman.nic.in** or follow the link :

https://purbabardhaman.nic.in/notice_category/recruitment/

Availability of form Offline: Physical Application form available at DMMU & DRDC , Purba Bardhaman & All Block Development Offices under Purba Bardhaman . Application forms are available in above noted places on all working days during office hours (10.30 am to 5.30 pm).

Start Date of Application: 10-07-2026 (from 10-30 AM)

Last Date of Submission of Application: 27-07-2026 (upto 4.00 PM)

Date of Written Examination will be informed in due time.

Application should be properly filled in all respect. Incomplete and erroneous application will be rejected without any notice to the applicant.

6) Entitlements: Community Auditors will be paid Honorarium and other allowances like Travelling Allowances & Night Stay Allowances as per the norms and order of the WBSRLM

09/7/26

Addl. District Mission Director, DMMU
&
Project Director, DRDC, Purba Bardhaman

No. 1103(32) / DMMU / BDN Date: 09/07/2026

Copy forwarded for information and taking necessary action to:

1) The State Mission Director & Chief Executive Officer, WBSRLM, Kolkata.

2-5) The SDO, Sadar North/ Sadar South/ Kalna/ Katwa Sub Division with a request to display the notice in Office Notice Board for wide publicity.

6-28) All Block Development Officer & Block Mission Director with a request to display the notice in Office Notice Board for wide publicity.

29) The DIO, NIC, Purba Bardhaman with a request to upload this notice in District Portal for wide Publicity.

30) The DICO, Purba Bardhaman with a request to publish the notification in two daily News Paper (one Bengali and one English)

31) CA to the District Magistrate, Purba Bardhaman for apprisal of the higher authority.

32) Office Notice Board

09/7/26

Addl. District Mission Director, DMMU
&
Project Director, DRDC, Purba Bardhaman

Application Form for empanelment as Community Auditors under Anandadhara, District Mission Management Unit , Purba Bardhaman

For Office Use only	Space for passport Size Photograph

1. Name of the Candidate (in capital letters) :.....

2. Father's Name / Husband Name (in capital letters) :.....

3.Academic Qualification :.....

4. Professional /Other Qualification :.....

5.Experience, if any :.....

6. Present Residential Address :.....
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7. Permanent Address :.....
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8. Mobile No. :.....
9. Email ID :.....
10. Date of Birth (DD/MM/YYYY) :.....
11. Age as on 01-01-2026 :.....
12. NRLM MIS Code (LoKOS) :.....

Declaration : ***I do hereby declare that the information furnished above are true to the best of my knowledge and belief. I am not engaged in any work for which I am paid by the Government /Government sponsored organisation (ICDS/ASHA/VRP) and any non Govt. Organisation. I am also not acting as BOD or OB of any Sangha Co-operative/Upasangha/Mahasangha. My candidature is liable to be cancelled if any of the information given above is found false.***

Date..... Place.....

Full signature of the Applicant
(Please sign above)

N.B: Self attested copies of documents to be submitted along with application form:
i) EPIC ii) ADHAAR Card iii) Age Proof (Birth Certificate/ Madhyamik Admit Card) iv) Academic Qualification Certificates including other qualification like Computer Course Certificate etc.