



"ANANDADHARA – Howrah District Office"

District Mission Management Unit

District Rural Development Cell, Howrah

1st Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101



Memo No: 128 / DRDC - HZP / V - 237

Date: 08/08/2025

Notification of Empanelment of District Level Trainers (DLT) under District Mission Management Unit (DMMU), Howrah.

Applications are hereby invited from Bonafide candidates for the empanelment of 25 nos. of District level Trainers (DLT) under District Mission Management Unit (DMMU), Howrah on purely daily remuneration basis in order to provide training to Anandadhara Cadres and SHG members on following thematic areas:

1. Institutional Building, Social Inclusion and Social Development
2. Fund Management & Audit
3. Banking, Micro Finance & Livelihood Promotion

Eligibility Criteria:

- a. May be an active SHG member/ Sangha/ Mahasangha leaders/ erstwhile GPRP/ erstwhile DRP/ NGO workers who must have 3 years of experience as an expert in imparting training for SHG leaders/ SHG Federation leaders in various components.
OR
May be 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.
- b. Must be a resident of Howrah district.
- c. Age limit of the applicant should be between 25-55 years as on 31/07/2025.
- d. Educational Qualification: At least Higher Secondary Passed. Higher level degree/diploma will be preferred.
- e. Should have clear and sound knowledge about functioning of SHGs/ SHG based Federations, Book Keeping, Audit, Financial Inclusion, MIP, PIP process etc.
- f. Must have training and communication skills.
- g. Must have desire to learn new skills & acquire knowledge and is physically fit.
- h. Willing to go outside block/ state / district as and when required.
- i. Must not continue to act as an employee or office bearer of any Upa Sangha / Sangha / Mahasangha.
- j. Cannot continue to act as an employee or office bearer of Panchayati Raj Institute.
- k. 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.
- l. Proficiency in MS Office applications (Word, Excel, PowerPoint) will be considered as an added advantage during the selection process.

Responsibilities of DLT:

1. To act as trainer in different programmes at various locations.
2. To attend workshop/ exposure visit / exchange programmes at various levels as and when required.
3. To monitor the quality of training programme delivered by other trainers / resource persons, if specially assigned.
4. Attend monthly / quarterly/ special monitoring meetings, as & when directed.
5. Submit reports in specified formats/ entry reports including web based or electronic platforms as per requirements of WBSRLM.
6. Any other duties assigned by DMMU.

Honorarium of DLT

Particulars	Honorarium per Day	Travelling Expenses (T.E)
Imparting Training & in-field monitoring of Training programs and activities of SHG federations	Rs.600/-	As per WBSRLM norms
Attending workshop/training as trainee/etc and other activities	Rs.600/-	

- Honorarium of Community Trainers/ Resource Persons may be given only for days on which s/he has provided service & submitted report in specified format along with claim for service. Service of each Community Trainers/ Resource Person SHALL be utilized to a maximum of 26 days in a month.



"ANANDADHARA – Howrah District Office"

District Mission Management Unit

District Rural Development Cell, Howrah

1st Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101



- All the District level Trainers shall be deployed on temporary basis as per the need and requirement. They shall not create any legal obligation on the part of the authority to absorb on regular service or to make this deployment as permanent in future.

Cancellation of empanelment:

If the performance of the DLT seems unsatisfactory, the District level Selection Committee under the chairmanship of District Mission Director may take suitable and appropriate action including dis-empanelment of DLT's (with one month notice) duly intimate SMMU. DLTs should also to intimate DMMU for leaving the assignment as DLT with a month notice.

How to Apply:

Interested candidates will have to submit their applications as per the **prescribed format (attached herewith) only**. The candidates shall submit **Self 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 cancelled. **A self-addressed envelope (6.5 x 3.6 inches) bearing the required postage stamp for registered post must be enclosed with the application form. Additionally, two recent passport-size photographs should be attached.**

Applications will be accepted from 11/08/2025 to 25/08/2025 and must be submitted either by hand or through registered post to the address mentioned below, strictly on working days between 11:00 A.M. and 5:00 P.M. Applications will not be accepted on Government holidays, Saturdays and Sundays. Registered post applications received after 4:00 P.M. on 25th August 2025 will be summarily rejected.

Address to submit Application:

To,
The Project Director,
ANANDADHARA – Howrah District Office"
District Mission Management Unit
District Rural Development Cell, Howrah
1st Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101

Mode of Selection:

The selection will be done based on performance in both written examination and Personal Interview.

- After scrutiny of the application the admit card will be send to the candidates whose application are found in order. Also the list of eligible candidates for written examination will be published on the district website. The date, time and venue of the written examination will be mentioned both on the admit card and on the district website. The written examination will carry **80 marks** and will be of **2 hours duration**. The questions will be in **Multiple Choice Question (MCQ) format** and the **medium of the examination will be Bengali**.

General Knowledge	10 marks
Basic Mathematics	15 marks (10 th Standard)
Basic English	10 marks (10 th Standard)
Bengali	10 marks (10 th Standard)
SHG related	20 marks
Current Affairs	5 marks
Computer knowledge	10 marks

ii. Personal Interview will be of 20 marks

- Scrutiny of original documents will be done for the candidates before the personal Interview.



"ANANDADHARA – Howrah District Office"

District Mission Management Unit

District Rural Development Cell, Howrah

1st Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101



- Candidates who meet the cutoff marks and whose original documents are found to be in order during scrutiny will be allowed to appear for the Personal Interview.
- The list of candidates shortlisted for the Personal Interview will be published on the district portal, and fresh admit cards will be dispatched accordingly.

No TA/DA will be paid for appearing in the selection process.

Application Fee: There is no application fee.

Application Form is available on: District Portal (www.howrah.gov.in) & at DMMU, Howrah & all Block Development Office, Howrah.

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 31/07/2025.

District Magistrate

& District Mission Director, Howrah

Memo No: **728** (42) / DRDC-HZP/V-237

Date- **08/08/2025**

Copy forwarded for kind information & wide publicity to:-

1. The Sabhadhipati, Howrah Zilla parishad The SMD & CEO, WBSRLM, Kolkata
2. The SMD & CEO, WBSRLM, Kolkata
3. The Additional District Magistrate (All), Howrah.
4. The Sub Divisional Officer, (All), Howrah.
- 5-7. The Deputy Project Director (Monitoring/Credit/Accounts), DRD Cell, Howrah
8. DIO, NIC with a request to upload in District Website.
- 9-22. The Sabhapati, Panchayat Samiti (All), Howrah
- 23-36. The BMD & BDO (All), Howrah with a direction to serve this notice to all Sangha Samabay under your jurisdiction & to display on office notice board.
37. CA to the District Magistrate, Howrah.
- 38-195. The President/ Secretary(All).....Sangha Samabay Ltd.,Howrah
196. Office Copy (DLT Engagement)

District Magistrate

& District Mission Director, Howrah

APPLICATION FORM FOR THE POST OF DISTRICT LEVEL TRAINERS
FOR DMMU, HOWRAH

1. Application for any one (Please tick the appropriate option):
1. Institutional Building, Social Inclusion and Social Development
 2. Fund Management & Audit
 3. Banking, Micro Finance & Livelihood Promotion

Colour Passport
size Photo

2. Name of the Applicant:
3. Father's / Husband Name of the Applicant:
4. Date of Birth:
5. Age as on 31/07/2025:
6. Religion:
7. Sex:
8. Permanent Address:
9. Communication Address:
10. EPIC No :
11. Aadhaar No:
12. E-mail ID:
13. Mobile Number:
14. Whats App Number:
15. If applicant is SHG member :

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

16. Educational Qualification:

Higher Secondary/Degree/ Diploma	Year of Passing	School/ College	Board/ University	Total Marks	Marks Obtained	Division

17. Work Experience

Name of the Organization	Designation Held	Duration		Responsibilities/ Assignment
		From	To	

18. Computer Knowledge:

List of Enclosures (Self Attested):- (Educational Qualification proof including computer certificate from authorized Centre's , Age proof, Residential proof, work experience certificate)

Date:

Place:

Full Signature of the Applicant