



**No: 3813 /DMMU**

**Date: 18/08/2025**

**Notification of Engagement of Community Auditors (CAs) under District Mission  
Management Unit (DMMU)**

Applications are hereby invited from Bonafide candidates for the engagement of 40 nos. of Community Auditors (CAs) under District Mission Management Unit (DMMU), MURSHIDABAD on purely temporary & daily honourarium basis in order to provide Audit Support in the following areas: -

1. Complete yearly audit of all SHGs under NRLM
2. Complete quarterly audit of all Sangha of Cooperatives under NRLM
3. Entry of finding in CLF web portal and SRLM portal
4. Establish mechanism to monitor the on-time progress and quality of CBO Audit.

**Eligibility Criteria:**

1. Must be a woman 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 non-availability, graduates in any stream would be eligible. However, the candidates with higher qualifications are preferred. Basic computer Skills (MS Word, Excel, and Internet) are desirable. (Proof: Mark Sheet and Certificate of maximum qualification, Computer Training Certificate)
5. The candidates should have clear knowledge of Book Keeping & 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 organisation (ICDS/ASHA/VRP) and non- government organisation 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.

**Responsibilities of CAs:**

1. Preparation of financial statement and Audit report of allotted Sangha Co-operatives for every FY and Quarterly (July, October, January) of a FY and enter the same in the CLF Web -portal (NRLM) and SRLM State Portal with the help of Sangha Coordinator / Sangha Accountant.
2. Preparation of yearly financial statements and Audit report of all SHGs of the allotted Sangha Co-operatives.
3. Monthly visit (once) to the allotted Sangha Co-operatives and enter the visit report in the SRLM State Portal.

4. Attend monthly meeting with the district implementation& monitoring Team.
5. Additionally, community Auditors will be deployed in different account related training activities such as the preparation of the cut up sheet, support during transaction entry etc.
6. Or any other work based on the need and context.

**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 cancelled. Application should only be submitted by hand to the address given below in working days **between 11.00 A, M to 5.00 P.M. Last date of application submission is 2<sup>nd</sup> September,25 (by 3.00PM).**

**Address for the Submission of Application Form:**

The complete application form along with relevant self-attested testimonial must be submitted to the Office of the Additional District Mission Director, Anandadhara, District Mission Management Unit, 12/2 Square East Road, Berhampore, Murshiodabad, Pin-742101. Application should be dropped into a specified Drop Box kept in the Office.

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

**Selection Procedure:**

- Written examination (MCQ Base) – 70 marks, Candidates who will qualify the written examination, will be called for computer test and interview at the ratio **1: 1.5**.
- a) Computer test 10 marks b) personal interview 20 marks.

**Syllabus for Written Examination:**

- Matters related to NRLM and Rural Development.
- Bookkeeping and Accounting
- General Knowledge.
- General Arithmetic.
- General English

**1) Mode of Examination -Offline 2) Language of Question Paper -English**

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

**Honorarium of CA**

Honorarium of CAs would be given as per Order vide Memo No. **1031-PRD-34011/19/2021-SRLM SEC- Dept. of PRD dtd. 03-07-2025** for her service.

**Criteria for Rejection of Application:**

- a. Application is submitted through other mode than prescribed.
- b. Application submitted after last date mentioned in the advertisement.
- c. Applicant does not possess minimum criteria as mentioned in the advertisement.
- d. Incomplete application.

**Miscellaneous:** Candidates shall be responsible for whatever information is furnished in their application. If any of the statements made by a candidate in the application form be subsequently



found to be fake or cannot be proved by her or him, candidate will be liable for rejection and even she / he is empanelled at a position on the basis of results of selection process, her / his engagement may be terminated, apart from initiating requisite legal actions. Wilful suppression of any material fact will also be liable for legal action. At any stage a candidate is found ineligible for admission in terms of conditions of eligibility process her / his candidature will be rejected without further reference.

**Application Form is available on:**

<https://murshidabad.gov.in>

  
Addl. District Mission Director,  
DMMU, Murshidabad

**Memo No:** 3813(1)/DMMU

**Date:** 18/08/2025

Copy forwarded with a request to display on the Notice Board for wide publicity:

1. The SMD & CEO, WBSRLM.
2. The Additional District Magistrate (all), Murshidabad
3. The SDO (all), Murshidabad
4. The Secretary Zilla Parishad, Murshidabad
- 5-10. The DPLO, DY0, SHG & SE Officer, DOMA, DPRDO, District Manager (SC, ST Finance Corp.), Murshidabad
11. The NDC, Murshidabad
12. The Block Development Officer (all), Murshidabad
13. The DIO, NIC, Murshidabad – for wide publicity
14. The DICO, Murshidabad – for wide publicity

  
Addl. District Mission Director,  
DMMU, Murshidabad

**APPLICATION FORM FOR THE POST OF COMMUNITY AUDITORS FOR DMMU, MURSHIDABAD**

1. Post Applied for:  
(In Block Letter)

a) NRLM MIS (LoKoS) SHG ID \_\_\_\_\_ Member ID \_\_\_\_\_  
(SHG Should be 2years Old as on 01/08/25)

Colour Passport  
size Photo

2. Name of the Applicant:  
(In Block Letter)

3. Father's / Husband's Name of the Applicant:

4. Date of Birth:

5. Age :  
(As on 01/01/2025)

6. Religion:

7. Caste:

8. Sex:

9. Permanent Address:

10. Communication Address:

11. E-mail ID:

12. Mobile Number:

13. Whatsapp Number:

14. Educational Qualification:

Name of Examination	Year of Passing	School/ College	Board / University	Total Marks	Marks Obtained	Division

15. Computer Knowledge:

Name of Degree	Year of Passing	Name of Institute	Name of Course	Duration of Course	Total Marks	Marks Obtained	Division / Grade

Date:

Place:

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Full Signature of the Applicant