



# "ANANDADHARA – Howrah District Office"

## District Mission Management Unit

### District Rural Development Cell, Howrah

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



Memo No: 999 /DRDC - HZP/V-370

Date: 02.09.2025

### Notification of Empanelment of Community Auditors under District Mission Management Unit (DMMU), Howrah.

Applications are hereby invited from eligible candidates for empanelment of 40 numbers of Community Auditors (CAs) under West Bengal State Rural Livelihoods Mission (Anandadhara) in Howrah district. The engagement will be purely on temporary basis and on daily remuneration, as per norms of WBSRLM.

The empanelment is required to strengthen audit and bookkeeping of SHGs and SHG Federations in line with NRLM guidelines, ensuring transparency and financial accountability of Community Based Organisations (CBOs).

#### Eligibility Criteria

1. The applicant must be a woman and an active member of an SHG under NRLM for at least two years from the date of notice.
2. The applicant must have a valid SHG Member Code of Howrah District and be entered in NRLM MIS (LokOS).
3. Age Limit: Minimum 25 years and maximum 40 years as on 01.01.2025. (Proof: Madhyamik/equivalent Admit Card).
4. Educational Qualification:
  - o Minimum Higher Secondary (10+2) pass with Commerce background.
  - o In case of non-availability, Graduates in any stream may be considered.
  - o Higher qualifications preferred.
  - o Basic Computer Knowledge (MS Word, Excel, Internet) desirable. (Proof: Certificates).
5. Must have clear understanding of Bookkeeping and Accounting.
6. Must have a desire to learn new skills, be physically fit, and willing to work in villages within/outside district or state.
7. Not Eligible:
  - o SHG members engaged as full-time employees under Government/ICDS/ASHA/NGO.
  - o SHG members acting as office bearers of Sangha Cooperative/Upa Sangha/Mahasangha.
  - o SHG members holding PRI portfolios.

#### Roles & Responsibilities

1. Conduct annual audits of SHGs and quarterly and yearly audits of Sangha Cooperatives.
2. Enter audit findings in CLF Web Portal and SRLM State Portal.
3. Visit allotted CLFs monthly and support Sangha Coordinators/Accountants.
4. Attend monthly/quarterly meetings as directed.
5. Provide support in bookkeeping, cut-off sheet preparation, and accounts-related activities.

#### Honorarium of CA

- A. The newly empaneled CA will be paid RS 500/- per day and TA during the induction period of 2 months after completion of 10 days of training at the District level.

B.

| 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/-           |                           |

- C. Other payment including Audit charges will be made as per guideline of WBSRLM.

- Honorarium of Community Auditors 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 Auditors shall be utilized to a maximum of 26 days in a month.
- All the Community Auditors 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.





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#### Cancellation of empanelment:

If the performance of the CA seems unsatisfactory, the District Level Selection Committee under the chairmanship of District Mission Director may take suitable and appropriate action including dis-empanelment of CA's (with one-month notice) duly intimate SMMU. CAs should also to intimate DMMU for leaving the assignment as CA 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 and proof of SHG Members under Anandadhara 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) must be enclosed with the application form. Additionally, two recent passport-size photographs should be attached.**

**Applications will be accepted from 8<sup>th</sup> September 2025 to 24<sup>th</sup> September, 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 24<sup>th</sup> September 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  
1<sup>st</sup> Floor Old Collector Building, 1/2, Mahatma Gandhi Road, Howrah - 711101

#### Mode of Selection:

The selection will be done based on performance in 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 <sup>th</sup> Standard) |
| Basic English                                    | 10 marks (10 <sup>th</sup> Standard) |
| Bengali  | 10 marks (10 <sup>th</sup> Standard) |
| SHGs Book Keeping & Accounting of Sangha Samabay | 20 marks                             |
| Current Affairs                                  | 5 marks                              |
| Computer knowledge                               | 10 marks                             |
| Total  | 80                                   |

- Personal Interview will be of 20 marks





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- Scrutiny of original documents will be done for the candidates before the personal Interview.
- 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](http://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 and above 40 years as on 01/01/2025.

  
**District Magistrate**

**& District Mission Director, Howrah**

Date- **02.09.2025**

Memo No:- **999/1(196)/DRDC-HZP/V-370**

Copy forwarded for kind information & wide publicity to:-

1. The Sabhadhipati, Howrah Zilla parisad .
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 (CA Engagement)

  
**District Magistrate**

**& District Mission Director, Howrah**

**APPLICATION FORM FOR THE POST OF COMMUNITY AUDITOR FOR DMMU, HOWRAH**

1. Name of the Applicant (In Capital Letter):

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

3. Date of Birth:

4. Age as on 01/01/2025:

5. Religion:

6. Sex: **Female**

Recent  
Color  
Passport  
size Photo

7. Permanent Address:

8. Communication Address:

9. EPIC No:

10. Aadhaar No:

11. E-mail ID:

12. Mobile Number:

13. What's App Number:

14. i. Name of the SHG:

ii. NRLM /LoKOS SHG Code:

iii. SHG formation Date:

iv. NRLM /LoKOS Member Code:

v. Member joining date to SHG:

15. Educational Qualification:

| Examination | Year of Passing | Subject | Board/ University | Total Marks | Marks Obtained | % of Marks | Division |
|-------------|-----------------|---------|-------------------|-------------|----------------|------------|----------|
|             |                 |         |                   |             |                |            |          |
|             |                 |         |                   |             |                |            |          |
|             |                 |         |                   |             |                |            |          |
|             |                 |         |                   |             |                |            |          |

16. Computer Knowledge (Yes/No):

I hereby declare that:

- I am not **full-time employees under Government/ICDS/ASHA/NGO**.
- I am not **office bearers of Sangha Cooperative/Upa Sangha/Mahasangha**.
- I am not **holding PRI portfolios**.
- The information furnished above is true and correct in every respect in best of my belief and knowledge.  
Any information is found to be incorrect; my candidature shall be liable to be rejected.

Date:

Place:

Full Signature of the Applicant

***All documents duly self-attested are to be enclosed with this application. (Educational Qualification proof including computer certificate from authorized Centre's, Age proof, Residential proof)***