



ANANDADHARA-DISTRICT OFFICE
DISTRICT MISSION MANAGEMENT UNIT&DISTRICT RURAL
DEVELOPMENT CELL

Nadia Zilla Parishad; Krishnagar; Nadia; WB-741101. Ph.No.-03472-253079,
 E-Mail: drdc.nadia@gmail.com

Memo No: 664 /DMMU

Date: 26 10/2024

Notification of Engagement of District Level Trainers (DLT) under District Mission
Management Unit (DMMU)

Applications are hereby invited from Bonafide candidates for the engagement of 12 nos. of District level Trainers (DLT) under District Mission Management Unit (DMMU), Nadia on purely daily remuneration basis in order to providing 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 Nadia district.
- c. Age limit of the applicant should be between 25-55 years as on 01-07-2024.
- d. Educational Qualification: At least Higher Secondary Pass. 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. Can not continue to act as an employee or office bearer of PRI.
- k. Can not continue to render service as an ICDS worker or as an ASHA activist or as a full-time employee of any government organization/ NGO.

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.

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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.

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 09-August-2024.**

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 & Project Director, District Mission Management Unit & District Rural Development Cell, Krishnanagar, Nadia, Pin-741101. Application should be dropped into a specified Box kept in the Office.

Application Fee: There is no application fee.

Selection Procedure:

- Written examination of 80 marks (Question pattern-MCQ Type)

General Knowledge	10 marks
Basic Mathematics	10 marks (10 th Standard)
Basic English	10 marks (10 th Standard)
SHG related	50 marks

- Interview: 20 marks.

Syllabus for Written Examination:

- Matters related to NRLM and Rural Development.
- General Knowledge.
- General Arithmetic.
- Computer Knowledge special reference to use of Apps.

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

Honorarium of DLT

Honorarium of DLTs will be given only for days on which s/he provided service.

Particulars	Honorarium per Day	Travelling Expenses (T.E)
For Imparting Training as Trainer	Rs.425/-	Actual
Attending workshop/meeting/other work	Rs.400/-	Actual
Attending Training as Trainee	Rs.400/-	No T.E. will be provided

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 his, 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://nadia.gov.in> , <https://nadiazillaparishad.in>

Digitally Signed by Saikat
Ganguly

Date: 26-07-2024 13:41:35

Reason: Approved
Project Director, DRDC

& Addl. District Mission Director,
DMMU, Nadia.

Memo No: 664/1(12)/DMMU

Date: 26/07/2024

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), Nadia
3. The SDO (all), Nadia.
4. The Secretary Zilla Parishad, Nadia.
- 5-10. The DPLO, DYD, SHG & SE Officer, DOMA, DPRDO, District Manager (SC, ST Finance Corp.), Nadia.
11. The NDC, Nadia.
12. The Block Development Officer (all), Nadia.


Project Director, DRDC
& Addl. District Mission Director,
DMMU, Nadia.

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

1. Post Applied for: District Level Trainer (Please select any one theme)
 - a. Institution Building, Social Inclusion & Social Development
 - b. Fund Management & Audit
 - c. Banking, Micro Finance & Livelihood Promotion



2. Name of the Applicant:
3. Father's / Husband Name of the Applicant:
4. Date of Birth:
5. Religion:
6. Cast:
7. Permanent Address:
8. Communication Address:
9. E-mail ID:
10. Mobile Number:
11. Whatsapp Number:
12. Educational Qualification:

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

13. Work Experience

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

14. Computer Knowledge:

Date:

Place:

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Full Signature of the Applicant