



“ANANDADHARA DISTRICT OFFICE”
WBSRLM, Govt. of West Bengal
District Mission Management Unit (DMMU) &
District Rural Development Cell, Jhargram Zilla Parishad
Treasury Building (Gr. Floor), Jhargram, Pin- 721507
E-mail ID- dmmujhargram@gmail.com

Memo No: **391** /DRDC/JGM/XXX/2019/002

Dated: **11/12/2019**

Notification of Engagement of District Level Trainers (DLT) under District Mission Management Unit (DMMU) of Anandadhara Jhargram, WBSRLM on Remuneration basis

District Mission Management Unit (DMMU), Jhargram under WBSRLM intends to engage **six (6)** nos of Professional Experts District Level Trainers for below 3 categories purely on daily remuneration basis in order to development of training under DMMU Jhargram-

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

Eligibility Criteria:

1. May be an active SHG member/Sangha or Mahasangha leaders/erstwhile GPRP, DRP/ NGO worker who must have at least 3 years of experience as an expert in imparting training for SHG leaders/ SHG federation leaders in various component.
OR-
May be any other person who must have at least 5 years of experience as an expert in imparting training for SHG leaders/ SHG federation leaders in various component.
2. The age limit should be between 25-55 years.
3. Educational qualification is at least Higher Secondary (HS) passed. **Higher level degree/diploma and computer skill will be preferred.**
4. Must have a training & communication skill and sound knowledge about SHG/SHG based federation, Book Keeping, Audit, Financial inclusion, MIP, PIP, process etc.
5. Must have the desire to learn new skills & acquire knowledge and physically fit.
6. Must willing to work inside and outside of the block/district/state areas as and when required.
7. **Must not continue or act as an office bearer of any Upa Sangha/ Sangha/ Mahasangha**
8. **Can not continue to act as an employee or officer bearer of PRI bodies**
9. **Can not continue to render service as an ICDS worker/ ASHA activist or as a full time employee of any Government organisation and NGO.**

How to Apply: interested candidates will have to submit their application 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. In case a candidate apply for more than one thematic category mentioned, one set of the testimonials is sufficient for the purpose, provided more than one categorical area mentioned in the Application Form. The application form will have to be filled up on the basis of the fact which they will have to substantiate with the documentary evidences (all in original) during the selection process, failing which their candidature will be liable to cancelled. **Application can be submitted by hand or buy ordinary/speed post to the address given below in working days during the period from 16.12.2019 to 31.12.2019 in between 11am to 4.30pm. Application form can be downloaded from the district website i.e. www.jhargram.gov.in**

The address:

The District Mission Director
DMMU & District Magistrate
Jhargram, Treasury Building (Gr. Floor)
Raghunathpur, Jhargram, Pin- 721507

Responsibilities of DLT:

1. To act as a trainer in different programmes at various location
2. To attend workshops/exposer visits/exchange programmes at various level as and when required
3. To monitor the quality of training programme delivered by the trainers/resource persons is specially assigned.
4. Attend monthly/quarterly/special monitoring meeting as and when required.
5. Submit reports in specific formats/entry reports including web based or electronic platforms as per the requirement of WBSRLM
6. Any other duties assigned by the DMMU.

Mode of Selection:

1. The selection will be done based on the performance in written examination and interview total of **100 Marks**.

a. A **written examination** will be held of **80 marks**

The breakup is as follows-

| | |
|--------------------|--------------------------------------|
| Bengali- | 10 Marks (10 th standard) |
| English- | 10 Marks (10 th standard) |
| Mathematics- | 10 Marks (10 th standard) |
| General Knowledge- | 10 Marks |
| SHG related- | 40 Marks |

b. **Interview of 20 Marks**

2. Admit card should be downloaded from the district website only i.e. www.jhargram.gov.in
3. The list of the shortlisted candidate will be published in the district website i.e. www.jhargram.gov.in
4. **No TA/DA will be paid for the appearing in the selection process.**

Criteria for rejection of Application:

1. Application is submitted through other mode than prescribed.
2. Application submitted after the last date mentioned in the advertisement
3. Applications does not bearing any of the following
 - a. Photograph of the candidate
 - b. Mentioned of the thematic area applied for
 - c. Date of birth
 - d. Address for communication
 - e. Signature of the applicant
 - f. If the applicant does not possess minimum criteria of educational qualification and experience.
 - g. Application may be rejected for any other valid reason found appropriate at any point of time.

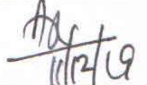
Remuneration of the DLT:

The remuneration of the DLTs will be paid for days maximum of 26 days per month depending on availability of work on which he/she has provided service and submit report in specific format of WBSRLM along with the claim as per the circular no 829/WBSRLM/PROG/6P-129/2014 dated 01.08.2019. Other allowances will be given as per the guidelines of WBSRLM.

Important dates and Notes:

1. **Starting of Application-** 16.12.2019 from 11am
2. **Closing of Application-** 31.12.2019 at 4.30 pm
3. **Application Fees-** There is no application fee
4. **Download of Admit Card-** Will be notified later in district website www.jhargram.gov.in
5. **Date of examination-** Will be notified later in district website www.jhargram.gov.in

N: B: - Any candidate found to be canvassing in any form will be out rightly disqualified. DMMU has the right to cancel the recruitment process at any point of time without assigning any reason thereof.


District Mission Director
DMMU &
District Magistrate, Jhargram

APPLICATION FORM

1. Post Applied for- District Level Trainer (put \checkmark on which theme applied)

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

2. Name of the Applicant:

3. Father's Name of the Applicant:

4. Date of Birth:

5. Permanent Address:

6. Communication Address:

7. E-Mail -

8. Mobile No-

9. Educational Qualification: (Descending order)

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

10. Work Experience

| Name of the Organization | Designation held | Tenure | Responsibilities/ Assignments | Reason for leave |
|--------------------------|------------------|--------|-------------------------------|------------------|
| | | | | |

11. Computer Knowledge:

12. Any other information applicant like to add:

Date:
Place:

.....
Full Signature of the Candidate