

**Notification of Empanelment of Community Auditors (CAs) under District Mission Management Unit (DMMU), North 24 Parganas .**

**Ref :1032/PRD-34011/19/2021-SRLM SEC – Dept of PRD dated 03/07/2025 of SMD&CEO, WBSRLM**

Applications are hereby invited from Bonafide candidates for the engagement of 61 (Sixty One) No of Community Auditors (CAs) under District Mission Management Unit (DMMU), North 24 Parganas on purely daily remuneration basis in order to undertake different work as mentioned in Roles & Responsibilities of CAs under Anandadhara/NRLM.

**Eligibility Criteria:**

1. Must be a woman and an active member of an active SHG under NRLM for atleast 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 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, Internet) are desirable. (Proof: Marksheet and certificate of maximum qualification, Computer Training Certificate).
5. The candidates should have clear knowledge of Bookkeeping and Accounting.
6. Must have desire to learn new skills & acquire knowledge and is 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 organization (ICDS/ASHA/VRP) and non-government organizations are not eligible
9. SHG members acting as BOD, OB of Sangha Cooperative/Upsangha/Mahasangha are not eligible.
10. SHG members with a PRI portfolio are not eligible.

**How to Apply:**

Interested candidates will have to submit their applications as per the prescribed application format (attached herewith) and required self – attested copies of documents. 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 be cancelled. Application can only be submitted, in prescribed forms only in the sealed drop box kept at **DRDC Office ,KNC Road , Angana Building ,Barasat , Kolkata -700124** on all working days of Govt Of West Bengal only during office hours as below:

❖ **Start Date of submission of application : 04.08.2025**

❖ **Last date of submission of application is : 19.08.2025**

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

Form will be available at the District Website- <https://north24parganas.gov.in>

**Roles & Responsibilities of CA:**

1. Preparation of Financial Statements and Audit report of allotted Sangha Cooperative/s and enters 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 Cooperative/s
3. Monthly visit (once) to the allotted Sangha Cooperative/s 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 activities such as preparation of the cut- off sheet, support during transaction entry etc. based on the need and context.

**Mode of Selection:**

The final selection will be done based on performance in written examination, computer test and interview.

- i. Written examination will be of **60 marks**.

Sl No	Subject	Weightage
1	Business Arithmetic	10
2	Basic English	10
3	Cooperative Movement & Sangha Cooperative	10
4	Book Keeping, Auditing and Accountancy	30
	Total	60

- ii. Candidates selected in written examination will be called for a **Computer Test of 20 Marks and an Interview of 20 Marks**.
- iii. Final selection will be made as per total marks obtained in written examination, computer test and interview.
- No TA/DA will be paid for appearing in the selection process.

**Honorarium of CA**

- Rs 500 per day and TA during the induction period of 2 months after completion of 10 days of training at the State Level.
- Honorarium of CAs will be given only for days on which s/he provided service subject to maximum 26 Days in a calendar month.

**Number of CAs to be engaged: 61 (Sixty One)**

**Criteria for Rejection of Application:**

- a. Application submitted through other mode than prescribed.
- b. Application submitted after last date mentioned in the notification.
- c. Applicant does not match the criteria as mentioned in the notification.
- d. Incomplete application.
- e. Age below 25 years or above 40 years as on 01/01/2025.
- f. Any kind of misinformation/wrong information



**Additional District Mission Director,  
DMMU, NRLM/Anandadhara  
North 24 Parganas**

**APPLICATION FORM FOR THE POST OF COMMUNITY  
AUDITORS (CAs) FOR DMMU, North 24 Parganas**

**Post Applied for: Community Auditor**

Colour  
Passport size  
Photo

1. Name of the Applicant:
2. Mother's name of the Applicant:
3. Father's name of the Applicant:
4. Date of Birth:
5. Age as on 01/01/2025:
6. Details as member of the SHG :

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

7. Religion:
8. Caste:
9. Sex:
10. Permanent Address:
11. Communication Address:
12. EPIC No :
13. Aadhaar No:
14. E-mail ID:

15. Contact Number:

16. Educational Qualification:

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

17. Computer Knowledge :

18. Work Experience if any :

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

List of Enclosure (Self attested) :-

(Qualification proof including computer certificate, Age proof, Residential proof, work experience certificate)

Declaration :

It is hereby declared that my application is liable to cancel in case of furnishing any kind of misinformation/wrong information.

Date

Place

Full signature of the candidate