



**GOVERNMENT OF WEST BENGAL**  
**OFFICE OF THE DISTRICT MISSION DIRECTOR & DISTRICT MAGISTRATE**  
**(DISTRICT MISSION MANAGEMENT UNIT – PASCHIM MEDINIPUR)**  
3rd Floor, Minority Building, Collectorate Campus, Medinipur, Paschim Medinipur, PIN – 721101

Phone: 03222-275281 / Email: anandadhara.pmid@gmail.com

**Notification of Engagement of District Level Trainers (DLT) under District Mission Management Unit (DMMU), Paschim Medinipur.**

Applications are hereby invited from Bonafide candidates for the engagement of 36 nos. of District level Trainers (DLT) under District Mission Management Unit (DMMU), Paschim Medinipur 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 Paschim Medinipur district.
- c. Age limit of the applicant should be between 25-55 years as on 01/01/2024.
- 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. Cannot continue to act as an employee or office bearer of PRI.
- k. Cannot continue to render service as an ICDS worker or as an ASHA activist or as a full-time employee of any government organization/ NGO.

**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 can only be submitted by hand** to the address given herewith in working days **between 11.00 A.M to 5.00 P.M.** **Start Date of submission of application 02/01/2024, Last date of submission of application is 15/01/2024.**



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

**Form Availability:** District Website- <https://paschimmedinipur.gov.in>; <http://zpmidwest.org> or Office of the undersigned.

**Where to submit:** Office of the undersigned (at drop box).

**Address to submit Application:**

To,  
The Additional District Mission Director, DMMU  
Project Director &, DRDC  
Paschim Medinipur

**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.
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.

**Mode of Selection:**

The selection will be done based on performance in written examination and interview.

- i. Written examination will be of **80 marks**.

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)
SHG related	20 marks
Current Affairs	5 marks
Computer knowledge	10 marks

- ii. Practical Computer Test will be conducted separately will be of **10 marks**

- iii. Interview will be of **10 marks**

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





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**Honorarium of DLT**

Particulars	Honorarium per Day	Travelling Expenses (T.E)
For Imparting Training as Trainer	Rs.425/-	As per WBSRLM norms
Attending workshop/meeting/other work	Rs.400/-	
Attending Training as Trainee	Rs.400/-	

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

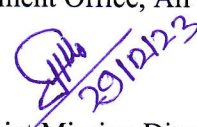
**Number of DLTs to be engaged: 36 (Thirty Six)**

**Criteria for Rejection of Application:**

- Application is submitted through other mode than prescribed.
- Application submitted after last date mentioned in the notification.
- Applicant does not possess minimum criteria as mentioned in the notification.
- Incomplete application.
- Age below 25 years or above 55 years as on 01/01/2024

**Application Form is available on:** <https://paschimmedinipur.gov.in>; <http://zpmidwest.org>

Physical Form Available at DMMU, Paschim Medinipur & Block Development Office, All Blocks., Paschim Medinipur.

  
Additional District Mission Director,  
Anandadhara &  
Project Director  
DRD Cell, Paschim Medinipur



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Memo No- 1843 (64) / DMMU

Date- 29/12/2023

Copy forwarded for kind information & wide publicity to:-

1. The SMD & CEO, WBSRLM, Kolkata
2. The Additional District Magistrate (All), Paschim Medinipur.
3. The Secretary, Zilla Parishad, Paschim Medinipur with a requested to upload in Zilla Parishad Website
4. The Sub Divisional Officer, (All), Paschim Medinipur.
- 5-11. The DY0/DPLO/Dist. SHG & SE Officer/PO cum DWO/DOMA/DPRDO/District Manager, SC,ST Finance Coop, Paschim Medinipur
12. The DCFS, Paschim Medinipur
13. The NDC, Paschim Medinipur
14. DICO with a request to publish abridged notice in daily newspaper & local newspaper.
- 15-17. The Deputy Project Director (Monitoring/Credit/Accounts), DRD Cell, Paschim Medinipur
18. DIO, NIC with a request to upload in District Website.
- 19-38. The Sabhapati, Panchayat Samiti (All), Paschim Medinipur
- 39-59. The BMD & BDO (All), Paschim Medinipur with a direction to serve this notice to all Sanghas under your jurisdiction & to display on office notice board.
60. The ARCS, Paschim Medinipur
61. PA to the Sabhadhipati, Zilla Parishad, Paschim Medinipur
62. CA to the District Magistrate, Paschim Medinipur.
63. The President/ Secretary.....BPSSS Ltd.,Paschim Medinipur
64. Office Copy (DLT Engagement)

  
Additional District Mission Director,  
Anandadhara &  
Project Director  
DRD Cell, Paschim Medinipur

**File No.PAS MID-41012/5/2023-DRDC SEC(PAS MID)**  
**APPLICATION FORM FOR THE POST OF DISTRICT LEVEL TRAINERS**  
**FOR DMMU, PASCHIM MEDINIPUR**

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

Colour  
Passport size  
Photo

2. Name of the Applicant:

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

4. Date of Birth:

5. Age as on 01/01/2024:

6. Religion:

7. Caste:

8. Sex:

9. Permanent Address:

10. Communication Address:

11. EPIC No :

12. Aadhaar No:

13. E-mail ID:

14. Mobile Number:

15. Whats App Number:

16. NRLM SHG details:

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

**File No.PASMID-41012/5/2023-DRDC SEC(PASMID)**

**17. Educational Qualification:**

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

**18. Work Experience**

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

**19. Computer Knowledge:**

**List of Enclosures (Self Attested):- (Qualification proof including computer certificate, Age proof, Residential proof, work experience certificate)**

Date:

Place:

Full Signature of the Applicant