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: 03222-265281 / Website: anandadharawm.in / Email: anandadhara.pmid@gmail.com

Memo No- 6101/DMMU **Date-17-10-2025**

Notice of Empanelment of District Resource Person (DRP) for PMFME scheme under District Mission Management Unit (DMMU), Paschim Medinipur.

Applications are hereby invited from SHG Members for the empanelment of District Resource Person (DRP) for PMFME Scheme under District Mission Management Unit (DMMU), Paschim Medinipur for preparation of detailed Project Reports (DPRs) and Coordinate for proper credit & fund utilization.

Eligibility Criteria:

a. Age limit of the applicant should be between 18-60 years as on 01/10/2025.
b. Educational Qualification: Graduate in any discipline & Proficiency in Computer (6 months computer certificate course).
c. Experience: Experience in public relations, mobilization of beneficiaries (individuals, groups). Handholding for livelihood / Micro Enterprise Development preferably in the food processing sector.
d. Experience in Anandadhara background: Must have a SHG Membership of at least 5 years. Experienced BDSPs, CRP-EPs under Farm/Non Farm Sector, CSPs are also allowed to apply.
e. Must be a resident of Paschim Medinipur district.

No. of Post:

Atleast one or more based on the suitable candidate qualified.

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 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 is 20/10/2025. Last date of submission of application is 14/11/2025.**

Address to submit Application:

To,
The Additional District Mission Director, DMMU
Project Director &, DRDC,
3rd Floor, Minority Building, Collectorate Campus,
Paschim Medinipur

DRP-PMFME Manual:

It is uploaded at www.anandadharawm.in

Application Fee: There is no application fee.

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

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

Responsibilities of DRP (PMFME):

1. Identification and facilitation of applications for availing credit linked subsidy.
2. Handholding micro enterprises in preparation of DPRs and getting bank loan sanctioned.
3. Facilitating upgradation and formalization of the unit by getting necessary regulatory approvals & certifications, etc like FSSAI, Udhyam, GST, as applicable.
4. Facilitating training of the beneficiaries or mobilizing the beneficiaries (trainees) for training in coordination with SNA/ SLTI or Designated Training Agency.
5. Assessment of beneficiaries (trainees) at the time of Training of Beneficiaries- DRPs shall visit the training programme and certify the attendance of the trainees.
6. To motivate the SHGs under Credit Linked subsidy scheme under PMFME.
7. Any other duties assigned by DMMU.

Mode of Selection:

Through Walk in Interview & Computer Practical Test.

No TA/DA will be paid for appearing in the Walk in Interview & Computer Practical Test.

Payment of DRP (PMFME)

Payment to each DRP would be @ Rs. 20,000/- per case (i.e. Rs. 10,000/- after uploading of sanction letter & Rs. 10,000/- upon facilitating FSSAI Certificate, Udyam Certificate, GST Registration, wherever required).

Criteria for Rejection of Application:

a. Application is submitted through other mode than prescribed.
b. Application submitted after last date mentioned in the notice.
c. Applicant does not possess minimum criteria as mentioned in the notice.
d. Incomplete application.
e. Age below 18 years or above 60 years as on 01/10/2025

Termination of DRP-PMFME:

In case of Non-Performance, Rough behavior, Misconduct etc. DRP-PMFME will be terminated & new additional DRPs will be appointed.

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

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

17/10/25

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

Memo No- 6101 (1) / DMMU

Date- 17-10-25

Copy forwarded for kind information to:-

1. The SMD & CEO, WBSRLM, Kolkata

17/10/25

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

Memo No- 6101(1)/1(18)/ DMMU

Date- 17-10-25

Copy forwarded for kind information & wide publicity to:-

1. 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 PO cum DWO, Paschim Medinipur.
5. The Sub Divisional Officer, (All), Paschim Medinipur.
6. The DYO/DPLO/Dist. SHG & SE Officer//DOMA/DPRDO/District Manager, SC, ST Finance Coop, Paschim Medinipur
7. The DCFS, Paschim Medinipur
8. The NDC, Paschim Medinipur
9. The DICO, Paschim Medinipur.
10. The Deputy Project Director (Credit/Accounts), DRD Cell, Paschim Medinipur
11. DIO, NIC with a request to upload in District Website.
12. The Sabhapati, Panchayat Samiti (All), Paschim Medinipur
13. The BMD & BDO, ... Development Block (All), Paschim Medinipur.
14. The DDA (Admin)/Dy. Director (ARD)/ DHO/ ARCS, Paschim Medinipur
15. PA to the Sabhadhipati, Zilla Parishad, Paschim Medinipur
16. CA to the District Magistrate, Paschim Medinipur.

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17. The President/ Secretary.....BPSSS Ltd.,Paschim Medinipur
18. Office Copy (DRP-PMFME Engagement)

17/01/25

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

Memo No- 6101/2(1) / DMMU

Date- 17-01-25

Copy forwarded for kind information & wide publicity to:-

1. The Regional Manager / Circle Head, Punjab National Bank/State Bank of India/Indian Bank/West Bengal Gramin Bank, Paschim Medinipur.

17/01/25

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

APPLICATION FORM FOR THE POST OF DISTRICT RESOURCE PERSON (DRP) - FOR PMFME SCHEME UNDER DMMU, PASCHIM MEDINIPUR

Colour Passport size Photo

1. Post Applied for: **District Resource Person (DRP)- PMFME**
2. **Name of the Applicant**:
3. Father's / Husband Name of the Applicant:
4. **Date of Birth**:
5. Age as on 01/10/2025:
6. Religion:
7. Caste:
8. Sex:
9. **Permanent Address** of respective member mentioning the Block & GP:
10. Communication Address:
11. EPIC No :
12. Aadhaar No:
13. E-mail ID:
14. **Mobile Number**:
15. WhatsApp Number:
16. **NRLM SHG details**:

Name of NRLM SHG	NRLM SHG Code No.	NRLM Member ID No.	Mouza (Census Village)	GP	Block	Name of Sangha Samabay	Formation Date of SHG	Age of SHG as on 01-10-2025

17. **Educational Qualification (Minimum Graduation)**:

Degree	Year of Passing	College	University	Total Marks	Marks Obtained	Division

18. **Computer Course Completed so far (Minimum 6 months certificate course):**

Name / Type of Computer Course	Name of Institute	Year of Passing	Marks / Grade

19. **Details Work Experience**:

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

20. **Present Work Status**:

21. **Computer Knowledge:**

List of Enclosures (Self Attested):- (Qualification proof including computer course certificate, Age proof, Details of SHG with Code, Residential proof, work experience certificate)

Date:

Place: Full Signature of the Applicant

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Phone: 03222-265281 / Website: anandadharawm.in / Email: anandadhara.pmid@gmail.com

Memo No: 6104 /DMMU Date: 17-10-25

From: Additional District Mission Director, Anandadhara&
ProjectDirector, DRD Cell, Paschim Medinipur.

To : The Secretary (Zilla Parishad),
Paschim Medinipur.

Subject: Request to publish enclosed matter in the Zilla Parishad website of Paschim Medinipur.

With reference to the above mentioned subject, you are requested to publish the notice for empanelment of DRP-PMFME on Zilla Parishad website of Paschim Medinipur.

Enclo:- As Stated.

17/10/25

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

Memo No-6104/1(3)/ DMMU Date- 17-10-25

Copy forwarded for kind information to :-
1. The Deputy Project Director (Credit/Accounts), DRD Cell, Paschim Medinipur
2. The DIA (Zilla Parishad) to do the needful to publish in Zilla Parishad Website.
3. Office Copy (DRP-PMFME Engagement)

17/10/25

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