ANANDADHARA – DISTRICT OFFICE
DISTRICT MISSION MANAGEMENT UNIT &
DISTRICT RURAL DEVELOPMENT CELL
Nadia Zilla Parishad
Krishnagar, Nadia, West Bengal
Email: drdc.nadia@gmail.com
Office Ph: 03472-258283/253079/252462

Date : 27-08-2025

<u>NOTICE</u>

Applications are invited for the engagement of Community Auditors as per the empanelment process of Community Auditors (CAs) under WBSRLM. The applicant should be Women and an active member of an active SHG under NRLM fold having at least 2 years from the date of issuing notice. The other Criteria for selection & deployment of Community Auditors as follows.

A. *Eligibility Criteria for selection & deployment of Community Auditors: -*
   a. Capable of communicating in the local dialect.
   b. **Applicant must be Women and active Member of active SHG under NRLM fold**.
   c. **Applicant must be resident of Nadia district**.
   d. Minimum & Maximum age – Minimum 25 and Maximum 40 years as on 01.01.2025. (Age proof – Admit Card of Madhyamik exam/equivalent examination/Birth Certificate).
   e. Educational Qualification – At least qualified Higher Secondary/equivalent examination with a Commerce background. Graduate in any stream would be eligible. Candidate with higher qualifications is preferred. (Proof: Mark sheet/Certificate of Maximum qualification).
   f. Basic Computer (MS Word, MS Excel and Internet) and Smart Phone operation Skills. For computer knowledge, the candidate should have completed Basic Computer Course from any reputed institute. (Proof: Computer Training certificate).
   g. **The candidates should have clear knowledge of Bookkeeping & Accounting**.
   h. Must have a desire to learn new skills & acquire knowledge, and be physically fit.
   i. **Must be willing to work in villages within the district and outside the district/State also.**
   j. 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.
   k. SHG Members acting as BOD, OB of Sangha Cooperative/Upasangha/Mahasangha are not eligible.
   l. SHG Members with a PRI portfolio are not eligible.

B. *Roles and Responsibilities of Community Auditors: -*
1. Preparation of Financial Statements and Audit Report of allotted Sangha Cooperative/s year (April) and quarterly (July, October, and January) of a financial year, and enter 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 the preparation of the cut-off sheet, support during transaction entry, etc., based on the need and context.

C. *Community Auditors Vacancy Status: 40 nos.*

D. *Field Deployment and payment criteria:-*
After the completion of the training and induction period, the new Community Auditors may be deployed in the field individually (other than the home block), for a maximum of 26 days in a month, and are eligible for payment and other allowances as per the latest order memo.no.- 1031/PRD-34011/19/2021-SRLM Dated.- 03.07.2025; memo no. 1604-PRD-34015/5/2019-SRLM Dated.- 18.12.2024.

E. Submission of Application: - The Candidates will be fill up the Application Form through Online mode in link – https://nadiadrdccadre.com

F. Last Date of submission of application: -
On and from 02-09-2025 to 17-09-2025. All the applications shall be submitted through Online mode only. **Other mode of submission shall not be entertained.**

Following self-attested photocopy of documents to be uploaded during submission of online application.
   a) Passport Size Photographs.
   b) Signature of the Applicant.
   c) Admit Card of Madhyamik exam/equivalent examination/Birth Certificate (Age proof).
   d) Mark sheet/Certificate of Maximum qualification (Educational Qualification).
   e) Computer Training Certificate.
   f) EPIC (Residential proof)
   g) Work Experience Certificate.
   h) G1 Report screenshot (NRLM portal) or LokOS SHG Certificate (SHG & Member details proof).

G. Cancellation of Empanelment: -
In case of any misinformation, wrong information, or fraud, the selection committee will summarily cancel the empanelment of the Community Auditor with immediate effect.

H. Selection Procedure:-
Selection will be held in following three phases:
   1. Written Exam of 60 Marks.
        a. General English (10 Marks)
        b. General Knowledge & Current Affairs (10 Marks)
        c. Numerical Abilities (20 Marks).
        d. Bookkeeping & Accounting (20 Marks)
   2. Computer Test (20 Marks)
   3. Interview (20 Marks)

I. Performance:-
Engaged/ Selected Community Auditors have to perform as per target, which will be assigned to them by PD, DRDC & ADMD, DMMU, Nadia. If performance is not satisfactory, she may be terminated within one month notice period.
The selection committee is responsible for the entire empanelment/de-empanelment process.

Sd/-
Additional District Mission Director, DMMU
& Project Director, DRDC, Nadia

Date: 27/08/2025
Copy forwarded with request to display in the Notice Board of his office for wide circulation to:
   1. The SDO (All Sub-divisions).
   2. The Block Development Officer (All Blocks).
   3. The DIO, NIC, Nadia within request to upload the notice in official website of Nadia.
   4. CA to DM, Nadia.
   5. CA to Sabhadhipati, Nadia Zilla Parishad.
   6. Office Notice Board.

Sd/-
Additional District Mission Director, DMMU
& Project Director, DRDC, Nadia

[Issued through e-office and digitally signed, E-file Number & reference (Memo Number) are noted on the top left and right corners of the letter, to be noted for future reference. Actual date of issue is the date of digital signature.]

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