



DISTRICT MISSION MANAGEMENT UNIT ALIPURDUAR

UNDER ANANDADHARA, WEST BENGAL

(Dooars Kanya, 5th Floor, Alipurduar, PIN-736122, e-Mail: drdcapd@gmail.com)

NOTICE

Dated: 21/01/26

Applications are invited from **Women SHG Members (NRLM fold)** under the **Anandadhara Programme of Alipurduar District** for engagement of **16 (Sixteen) Community Auditors (CA)** on a **daily honorarium and/or other allowances basis**.

A. Eligibility Criteria for Selection of Community Auditor (CA):

1. The applicant must be a woman and an active member of an active SHG under NRLM for at least **two (02) years** as on the date of issue of this notice and must be a **resident of Alipurduar District**.
2. Must have a valid **member code** and be entered in **NRLM MIS (LokOS)**.
3. **Age limit:** Minimum **25 years** and maximum **40 years** as on **01.01.2026**.
(Age Proof: Admit Card of Madhyamik/equivalent examination)
4. **Educational Qualification:** Passed **Higher Secondary/equivalent examination with Commerce background or Graduate in any stream**.
(Proof: Mark Sheet and Certificate of highest qualification)
5. **Basic computer knowledge** (MS Word, Excel, Internet) is desirable.
(Proof: Computer Training Certificate, if any)
6. Must have **clear knowledge of Bookkeeping and Accounting**.
7. Must have the **willingness to learn new skills**, acquire knowledge, and be **physically fit**.
8. Must be willing to work in villages **within and outside the district/state**, if required.
9. SHG members engaged in any **regular paid work** under Government/Government-sponsored organizations (ICDS/ASHA/VRP) or NGOs are **not eligible**.
10. SHG members acting as **BOD/OB** of Sangha Cooperative/Upasangha/Mahasangha are **not eligible**.
11. SHG members holding any **PRI portfolio** are **not eligible**.

B. Roles & Responsibilities of Community Auditors:

1. Preparation of **annual (April) and quarterly (July, October, January) Financial Statements and Audit Reports** of allotted Sangha Cooperatives and entry of the same in **CLF Web Portal (NRLM) and SRLM State Portal** with support from Sangha Coordinator/Accountant.
2. Preparation of **annual Financial Statements and Audit Reports** of all SHGs under the allotted Sangha Cooperative(s).
3. **Monthly visits** to allotted Sangha Cooperatives for monitoring books and registers of CLFs/SHGs and uploading visit reports in the SRLM State Portal.
4. Attendance in **monthly meetings** with the District Implementation & Monitoring Team.
5. Deployment in other **account-related activities** such as preparation of cut-off sheets, transaction entry support, etc., as per requirement.
6. Impart training to **IT-CRPs, CBO staff, and leaders** as required.
7. Engagement as per the requirement of **SMMU/DMMU**.

C. Selection Procedure: Candidate will be selected on the basis of Written Examination, Computer Test and Interview.

Step-I: Written Examination

- Total Marks: **80**
- Duration: **90 minutes**



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- Total Questions: **80 (MCQ type)**
 - Mathematics – 20
 - Logical Reasoning – 10
 - Accounts & Auditing – 30
 - GK & Current Affairs – 20 (Class X standard)

Step-II: Computer Test – 10 Marks

Step-III: Interview – 10 Marks

Total Marks: 80 + 10 + 10 = 100

D. Training of Community Auditors:

Selected Community Auditors will undergo a **training programme**, including **hand-holding support and field visits**, prior to field deployment.

E. Remuneration Structure:

Payment will be made as per **WBSRLM Circular No. 1031-PRD-34011/19/2021-SRLM SEC dated 03.07.2025**, read with **Circular No. 1604-PRD-34015/5/2019-SRLM SEC dated 18.12.2024**.

F. Submission of Application:

Applications must be submitted **only through Registered Post / Courier / Ordinary Post / by hand** to the **Office of the District Mission Management Unit (DMMU), 5th Floor, Room No. 520, Dooars Kanya, Alipurduar Court, Alipurduar – 736122** from 27.01.2026 to 16.02.2026 up to 04:00 PM (During office day).

G. Last Date of Submission:

Applications will be accepted from **27.01.2026 to 16.02.2026 up to 04:00 PM** (During office day)

Enclose: Application format available at <https://alipurduar.gov.in/>

Project Director, DRDC
&
Additional District Mission Director DMMU,
Alipurduar



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APPLICATION FORM FOR IDENTIFICATION OF COMMUNITY AUDITORS (CA)

(Reference: Notice dated 21-01-2026 issued by ADMD, DMMU, Alipurduar)

To

The Additional District Mission Director
District Mission Management Unit (DMMU)
Alipurduar District

[To be filled in **BLOCK LETTERS** with correct and valid information]

Photo of the
Candidate
(Self attested)

1. Post Applied For
Community Auditor (CA)

2. Personal Details

- Name of the Applicant (in Block Letters): _____
- Father's Name: _____
- Date of Birth: _____
- Age as on 01.01.2026: _____ Years

3. Contact Details

- Mobile No.: _____
- E-mail ID: _____
- Aadhaar No.: _____

4. Permanent Address

- Village: _____
- Post Office: _____
- Gram Panchayat: _____
- Block: _____
- District: _____
- PIN Code: _____

5. SHG & NRLM Details

- Name of SHG (of which the applicant is a member): _____
- NRLM Portal / LokOS ID of SHG: _____
- NRLM Portal / LokOS of Member ID: _____

6. Educational Qualification

Name of Examination Passed	Board / Council / University	Year of Passing	Marks Obtained / Full Marks	Percentage / Grade



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Name of Examination Passed	Board / Council / University	Year of Passing	Marks Obtained / Full Marks	Percentage / Grade

7. Computer & Other Experience

A. Computer Knowledge

Name of Course	Name of Institute	Duration (Month/Year)	Year of Completion	Percentage / Grade

B. Other Relevant Experience (if any)

Type of Experience	Name of Organization	Duration	Nature of Work

8. Documents to be Submitted (Self-attested copies)

1. Residential Certificate issued by concerned **Pradhan / BDO**
2. Admit Card / Certificate of **Madhyamik or equivalent examination** (Age proof)
3. Printout of **NRLM Portal / LokOS page** of concerned SHG
4. Mark sheets of all **educational qualifications** (MP / HS / Degree, etc.)
5. Computer Training Certificate (if any)
6. Certificates related to **other experience** (if any)

9. Declaration

1. I, **Smt.** _____, hereby declare that all the information furnished above is true and correct to the best of my knowledge and belief. If any discrepancy is found at any stage, my candidature may be cancelled.
2. I further declare that, if selected as a **Community Auditor**, I am willing to be posted **anywhere within the district** as decided by the competent authority.

Place: _____

Date: _____

Signature of the Applicant