



**District Mission Management Unit &  
District Rural Development Cell, Paschim Bardhaman**  
E-mail: [nrlmpaschimbdn@gmail.com](mailto:nrlmpaschimbdn@gmail.com)

Memo No. : 657 DMMU/PB

Date : 26/6/25

**Notification of Engagement of District Level Trainer (DLT) under District Mission Management Unit (DMMU), Paschim Bardhaman**

Applications are hereby invited from Bonafide candidates for the engagement of 04 nos of District level Trainers (DLT) under District Mission Management Unit (DMMU), Paschim Bardhaman on purely daily remuneration basis in order to providing training to Anandadhara Cardres and SHG member on following thematic areas:

1. Institutional Building, Social Inclusion and Social development
2. Fund Management & Audit
3. Banking, Micro Finance & Livelihood Promotion etc.

**Essential Qualification, Eligibility Criteria, required work Experience etc of DLT are given below:**

**Essential Qualification & Eligibility Criteria,**

1. May be an active SHG members/ Sangha / Mahasangha leaders / erstwhile GPRP/ erstwhile DRP/ NGO workers who must have at least 3 years of experience as an expert in imparting training for SHG leaders/ SHG Federation leaders in various components OR, May be any other person who must have at least 5 years of experience as an expert in imparting training for SHG leaders/ SHG Federation leaders in various components
2. Ordinarily the age limit of the person should be between 25-55 years as on 01/07/2025
3. Educational Qualification of the person is at least Higher Secondary Pass, Higher level degree diploma will be preferred
4. Should have clear and knowledge about function of SHGs / SHG based federation , Book keeping, Audit, Financial inclusion, MIP, PIP Process, etc
5. Must have training & communication skills
6. Must have desire to learn new skills & acquire knowledge and is physically fit.
7. Is willing to go outside block / state / district as and when required.
8. Must not continue to act as an office bearer of any Upa Sangha/ Sangha/ Maha Sangha.
9. Can not continue to act as an employee or office bearer of PRI.
10. Can not continue to render service as an ICDS worker or as an ASHA activist or as a full-time employee of any Government organisation / NGO.

**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 in interview) during the selection process, failing which their candidature will be liable to cancelled. **Application can only be submitted by hand** to the address given here with in working days **between 11.00 A.M to 5.00 P.M.** Start Date of submission of application 04/07/2025, Last date of submission of application is 18/07/2025.



**District Mission Management Unit &  
District Rural Development Cell, Paschim Bardhaman**  
E-mail: [nrlmpaschimbdn@gmail.com](mailto:nrlmpaschimbdn@gmail.com)

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

**Form Availability:** District Website-[www.paschimbardhaman.gov.in](http://www.paschimbardhaman.gov.in) or Office of the undersigned or all BDO offices.

**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 Bardhaman

**Responsibilities of DLT:**

1. To act trainer in different programmes at various locations.
2. To attend workshop/ exposure visit/ exchange programmes at various level 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 report in specified doormats/ 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 based on performance in written examination and Interview (Total Marks 100)

1. Written examination will be of **80 marks**.

|                   |          |
|-------------------|----------|
| General Knowledge | 20 marks |
| Basic Mathematics | 20 marks |
| Basic English     | 20 marks |
| SHG related       | 20 marks |

2. Interview will be of **20 marks**.

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

**Honorarium of DLT**

| Rate of Honorarium per Day(Rs)  |                                      | Travelling Expenses (T.E) |
|---|--------------------------------------|---------------------------|
| Activities vis a vis rate of honorarium   | For Not graded DLT/ Newly identified | As per WBSRLM norms       |
| Imparting Training & in-field monitoring of Training programs and activities of SHG federations | Rs.600                               |                           |
| Attending workshop/ training as trainee /etc and other activities                               | Rs.600                               |                           |

Honorarium Of DLT will be given only for days on which s/he provide service.

**Number of DLTs to be engaged:- 04 (Four)**

**Criteria for rejection of Application:**

- a. Application is submitted through other mode than prescribed.
- b. Application submitted after last date mentioned in the notification.
- c. Applicant does not possess minimum criteria as mentioned in the notification.
- e. Age below 25 years aor above 55 years as no 01/07/2025

**Application Form is available on:**

Physical Form Available at DMMU (DRDC) Paschim Bardhaman & Block Development Office. all Blocks, Paschim Bardhaman

Memo No. : **653/DMMU/PB**

*26/6/25*  
Addl. District Mission Director  
District Mission Management Unit  
Paschim Bardhaman

Date : **26/6/25**

Copy forwarded for information to –

1. The SMD & CEO, WBSRLM for kind information,
- 2-3 The SDO, Durgapur/ Asansol, with a request to publish on Office Notice Board as well as circulate for publications in the GP Office
- 4-11 The BDO, Kanksa/ Durgapur-Faridpur Development Block with a request to publish on Office Notice Board as well as circulate for publications in the mentioned GP Office
12. DICO, Paschim Bardhaman to publish in a local vernacular News Paper
13. CA to the Addl. District Magistrate (Dev) for kind appraisal of the authority

*26/6/25*  
Addl. District Mission Director  
District Mission Management Unit  
Paschim Bardhaman



**APPLICATION FOR THE POST OF DISTRICT LEVEL TRAINAR,  
DMMU ( DRDC ) ON CONTRACTUAL BASIC UNDER PASCHIM BARDHAMAN DISTRICT**

Passport Size  
Photograph  
(3.5 × 4.5 cm)

**CURRICULUM VITAE**

1. Name of the Candidate ( in capital letters) : \_\_\_\_\_
2. Father's Name ( in capital letters) : \_\_\_\_\_
3. Academic Qualification ( Minimum H.S Pass) : \_\_\_\_\_
4. Professional / other qualification : \_\_\_\_\_
5. Experience if any : \_\_\_\_\_
6. Residential Address ( with PIN Code, -  
- Post Office & Police Station ) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
7. Permanent Address ( with PIN Code, -  
- Post Office & Police Station ) : \_\_\_\_\_  
: \_\_\_\_\_  
: \_\_\_\_\_
8. Mobile No ( Preferably WhatsApp ) : \_\_\_\_\_
9. E-mail ID : \_\_\_\_\_
10. Date of Birth (DD/MM/YYYY) : \_\_\_\_\_
11. Age as on 01/07/2025 : \_\_\_\_\_
12. SHG Code or SHG Member ID

OR

NGO Code or Registration No : \_\_\_\_\_

**Declaration**

I do hereby declare that the information furnished above are true to the best of my knowledge and belief. I will be liable for any false declaration made by me

Date : \_\_\_\_ / \_\_\_\_ / \_\_\_\_ Place \_\_\_\_\_

\_\_\_\_\_  
**Signature of the Candidate**

N.B. : Documents to be submitted along with the application :-

(i) Photocopy of EPIC 2. Aadhar Card 3. Birth Certificate/ Madhyamik admit card 4. Photo Copy of Documents of Academic/ Professional Certificate 6. SHG Member ID 7. Other Certificate if any.