



# ANANDADHARA

## West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt of West Bengal)



### Office of the District Magistrate & District Mission Director,

Tel. No. 03582-222478; Fax – 03582-229897; Email: [pddrdc-cbr@nic.in](mailto:pddrdc-cbr@nic.in) / [pddrdccbr@gmail.com](mailto:pddrdccbr@gmail.com)

District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Cooch Behar, West Bengal

## NOTICE

Applications are hereby invited from retired employees not below the rank of Cooperative Inspector under Co-operation Directorate/Senior Auditor Grade-II from the Cooperative Audit Directorate for purely contractual engagement as Community Institution Management Resource Person (CIMRP) to overall monitor & train the 128 (One Hundred Twenty Eight) Sanghas under 12 (Twelve) nos. of Block Mission Management Unit (BMMU) under Anandadhara, Cooch Behar.

.This Office notifies below for identification and engagement of CIMRP as under:-

1. **Name of the Post :- Community Institution Management Resource Person (CIMRP);**
2. **Nos. of Position :- 04 (Four);**
3. **Roles and Responsibilities: -**
  - a) To facilitate and maintain the overall management of proper record & account keeping by the Sanghas as required for systematic on-lending of the Community Investment Fund (CIF) & ensuring the hundred percent recovery mechanism of the '*Gram Panchayat Stariyo Mahila Swanirbhar Goshthi Samuher Prathomik Bahumukhi Samabay Samity Ltd.*'
  - b) Any other responsibility assigned as and when by the Authority.
4. **Eligibility Criteria of the Candidates/Applicants :-**
  - ✓ Applicant must be a retired employee from either Cooperation Directorate or Cooperative Audit Directorate and having in-depth experience in Cooperative Management, Cooperative Audit, and Credit Operation in the rural areas.
  - ✓ The candidate must be physically fit and mentally sound.
  - ✓ Strong communication and interpersonal skills;
  - ✓ Able to work with minimal supervision;
  - ✓ Flexibility to work evening and weekend hours;
  - ✓ Familiarity along with the W-SHG's Federations, policies and regulations of Anandadhara;
  - ✓ Good planning, organization and project management ability;
  - ✓ Quality critical thinking skills in stressful situations;
  - ✓ Ability and willingness to learn and grow.

(P.T.O.)

**5. Condition for Engagement :-**

- ✓ Engagement shall be purely on contractual basis, initially for a period of one year and may be renewed thereafter as per the satisfactorily performance of the incumbent.
- ✓ Contract for engagement may be terminated by giving one month notice from either side (Employer/Employee).
- ✓ This is not a permanent engagement and the applicants should keep in mind this would not render any right to claim any benefit beyond fixed daily rate and shall not confer any right to regular/permanent employment.

**6. Preferable Educational Qualifications: -**

- ✓ Must be H.S. from any discipline;
- ✓ Computer Skills: (MS Word, MS Excel, and use of internet) is must;
- ✓ Good Writing & Communication Skills in both English & Bengali

**7. Age Limit: - Not more than 64 years as on the date of advertisement.**

**8. Working Areas :-** At the Gram Panchayat Level W-SHG's Federations (Sangha/Cluster) i.e. 'Gram Panchayat Stariyo Mahila Swanirbhar Goshthi Samuher Prathomik Bahumukhi Samabay Samity Ltd.'

**9. Reporting Authority :-** Additional District Mission Director (ADMD), District Mission Management Unit (DMMU) & Project Director (PD), District Rural Development Cell (DRDC), Cooch Behar Zilla Parishad, District- Cooch Behar.

**10. Honorarium: -** Daily basis - Rs. 900/- (Rupees Nine Hundred Only) per day, maximum 15 working days in a month.

**11. Mode of Submission of Application:-** Interested Candidates are requested to submit their applications as per prescribed format along with 2 (Two) passport size self attested photographs and self attested copies of testimonials in the drop box at District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Post + District - Cooch Behar, West Bengal- 736 101.

**12. Publication of the List of Eligible Candidates for Interview:-** After scrutinizing received applications, the list of eligible candidates will be published at the Notice Board of the District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, H.N. Road, Besides the Cooch Behar Municipality Office, Post + District - Cooch Behar, West Bengal- 736 101 on 30.03.2018 (Friday) at 05:30 p.m. and on Cooch Behar District Official Website [www.coochbehar.gov.in](http://www.coochbehar.gov.in). DMMU & DRDC, CZP, Cooch Behar shall not issue any admit card to the eligible candidates for the Interview or any methods for communication. Dates can be changed anytime for administrative reasons. Candidates are requested to keep visiting the website [www.coochbehar.gov.in](http://www.coochbehar.gov.in).

**13. Date & Place for Interview: -** The eligible candidates will report at the Office of the Additional District Mission Director, DMMU & Project Director, D.R.D.C, CZP, Cooch Behar on 04.04.2018 (Wednesday) at 11:00 a.m. along with the original certificates. No T.A/D.A will be admissible to the appearing candidates for Interview.

**14. Agreement: -** Successful candidate shall have to enter into an agreement with DMMU and DRD Cell. Coochbehar Zilla Parishad, Cooch Behar.

**15. Last date for Submission of application to the drop box: - 28.03.2018 (Wednesday) up to 04:00 p.m.**

Sd/-

Chairperson of Selection Committee and  
District Magistrate & District Mission Director,  
DMMU & D.R.D.C, CZP, Cooch Behar

Notice No.: DRDC/COB/249(13)/I-53/2018

Date: - 20/03/2018

**Copy forwarded for information to :-**

1. The District Informatics Officer, NIC, Cooch Behar with a request to upload the same in the Official Website.
- 2-13. The Block Development Officer & Block Mission Director, Block Mission Management Unit- (All), Cooch Behar for dissemination.

Chairperson of Selection Committee and  
District Magistrate & District Mission Director,  
DMMU & D.R.D.C, CZP, Cooch Behar

## APPLICATION FORMAT

Affix recent  
passport size  
photo duly  
signed by the  
candidate

To,  
The Chairperson of Selection Committee &  
District Magistrate & District Mission Director,  
DMMU & D.R.D.C, CZP, Cooch Behar

Respected Sir,

In response to the notification vide no. \_\_\_\_\_ Dated \_\_\_\_\_ of the  
Chairperson, Selection Committee for contractual posts under Anandadhara District Office, Cooch Behar, I  
Sri/Smt. \_\_\_\_\_ Son/daughter/wife  
of \_\_\_\_\_ of \_\_\_\_\_ Village/Town \_\_\_\_\_  
P.S. \_\_\_\_\_ Dist. \_\_\_\_\_ hereby apply for the engagement to the post of  
\_\_\_\_\_ on contractual basis under Anandadhara District Office.

### Furnishing my Bio -Data as follows:

Name of Applicant (In CAPITAL Letters) :

Father's/Husband's Name :

Present Address with Contact No :

Permanent Address with Contact No :

Date of Birth :

Age as on date of advertisement :

Sex (Male / Female) :

Nationality & Mother tongue :

Educational Qualification details :

Exam Passed	Year of Passing	Board/University	Division/Grade	% of Marks

Desirable Qualification Details :

Exam Passed	Year of Passing	Board/University	Division/Grade	% of Marks

(P.T.O.)

Computer Qualification :

Experience (if any) :

Remarks (if any) :

**Declaration** :

I Sri/Smt. \_\_\_\_\_ hereby declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date :-

Place :-

Yours faithfully

(Full signature of the applicant)

**Enclosure:-**

- 1.
- 2.
- 3.
- 4.
- 5.