



## ANANDADHARA DISTRICT OFFICE

DISTRICT MISSION MANAGEMENT UNIT (DMMU) &

District Rural Development Cell, Birbhum

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Memo. No. 806/III-71/DRDC/BIR

Date- 24.7.25

### NOTIFICATION

Sub: Empanelment as Community Auditors (CAs) under WBSRLM.

Ref.No. 1032 PRD-34011/19/2021-SRLM SEC-Dept. of PRD Dated 03/07/2025 of SMD & CEO, WBSRLM.

West Bengal State Rural Livelihoods Mission (Anandadhara) aims to address rural poverty by promoting sustainable livelihoods for the rural poor through SHG Federations at various levels. To conduct all these activities, the federations, especially the Sangha Cooperatives, received funds from various sources and also generates revenue from their own businesses. To ensure authenticity and transparency in bookkeeping and effective fund management of CBOs, it is essential to have a well-defined plan and a robust monitoring mechanism at all levels.

As per the NRLM guideline, the State has to plan to

1. Complete yearly audit of all SHGs under NRLM
2. Complete quarterly audit of all Sangha Cooperatives under NRLM
3. Entry of findings in CLF Web Portal and SRLM Portal
4. Establish a mechanism to monitor the on-time progress and quality of the CBO Audit

Presently, the State has a pool of community auditors, but there is a gap. To complete the audit of 100% SHGs, quarterly audit of all CLFs, and establish a Help Desk at the district level to monitor the quality of audit and bookkeeping of CBO, a larger number of Community Auditors are required.

In this regard, to fill up the gap; Anandadhara District Office has issued an advertisement (Enclosed) for empanelment of **Community Auditors (CAs)**.

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

Memo. No. 806/(4)/III-71/DRDC/BIR

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Copy forwarded for information to:

1. SMD & CEO, WBSRLM.
2. The District Magistrate, Birbhum.
3. The District Informatics Officer, Birbhum, requesting to upload the same in the district website for wide publication.
4. The DICO, Birbhum, requesting to publish the notice in any local newspaper widely circulated.

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

**A. Tentative No. of new CAs to be empanelled: 42.**

**B. Eligibility Criteria of Community Auditors (CAs):**

1. Must be a woman and an active member of an active SHG under NRLM for at least two years from the date of issuing notice.
2. Must have a member code and be entered in NRLM MIS (LokOS)
3. Minimum & maximum age — Minimum 25 and maximum 40 years as on 01/01/2025.  
(Age proof — Admit Card of Madhyamik/equivalent examination)
4. Educational Qualification — At least qualified Higher Secondary/equivalent examination with a Commerce background. If non-availability, graduates in any stream would be eligible at par. However, the candidates with higher qualifications are preferred. Basic computer skills (MS Word, Excel, and Internet) are desirable. (Proof: Mark Sheet and Certificate of maximum qualification, Computer Training Certificate)
5. The candidates should have clear knowledge of Book-keeping & Accounting.
6. Must have a desire to learn new skills & acquire knowledge, and be physically fit.
7. Must be willing to work in villages within the district and outside the district/state also.
8. SHG Members engaged in any work/ regular work for which paid by the Government/Government- sponsored organisation (ICDS/ASHA/VRP) and non-government organisations are not eligible
9. SHG Members acting as BOD, OB of Sangha Cooperative/ Upasangha/ Mahasangha are not eligible.
10. SHG Members with a PRI portfolio are not eligible

**C. Selection Procedure: -**

Written Examination (MCQ based) - 70 Marks, Candidates who will qualify the written examination, will be called for Computer Test & Interview at the ratio 1: 1.5.

- a. Computer test- 20 Marks
- b. Personal Interview- 10 Marks.

**D. Syllabus for Written Examination: -**

- i. Matters related to NRLM with Rural Development.
  - ii. Book Keeping and Accounting.
  - iii. General Arithmetic.
  - iv. General English.
  - v. General Knowledge.
- Mode of examination – Offline
  - Language of Question paper – English

**E. Responsibilities of CAs: -**

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 Cooperatives.
3. Monthly Visit (once) to the allotted Sangha Cooperatives 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., or any other work based on the need and context.

**F. Honorarium and other expenses: -**


Honorarium of CA's would be given as per vide memo. 1031-PRD-34011/19/2021-SRLM SEC-Dept. of PRD dated-03/07/2025 for service.

**G. Last date of submission** of completed application along with relevant self-attested testimonials to be dropped into a specified box – **04/08/2025 (Monday).**

**H. Address to the submission of application: -**

*The completed application form along with relevant self- attested testimonials must be submitted to the Office of the Addl. District Mission Director, DMMU, Anandadhara Birbhum, Suri, PIN-731101 by hand and dropped into a specified box kept in the office.*

- I. Miscellaneous:** Candidates shall be responsible for whatever information is furnished in their application. If any of the statements made by a candidate in the application form be subsequently found to be false or cannot be proved by her, her candidature will be liable for rejection, and even after she is empanelled at a position, on the basis of results of this selection process, her engagement will be liable to be terminated, apart from initiating requisite legal actions. Wilful suppression of any material fact will also be similarly dealt with. Candidates should take particular note that entries in their application forms submitted to **Office of the Addl. District Mission Director, DMMU, Anandadhara Birbhum** must be made correctly against all the items which will be treated as final and no alteration or addition in this regard shall be entertained after submission of the application form. If at any stage a candidate is found ineligible for admission in terms of conditions of eligibility for this engagement process her candidature will be rejected without further reference to her.

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