

**ANANDADHARA DISTRICT OFFICE**  
**District Mission Management Unit (DMMU) &**  
**District Rural Development Cell, Purulia Zilla Parishad**  
**Collectorate Complex, Purulia (W.B.)**

E-mail : [drdcpurulia@yahoo.com](mailto:drdcpurulia@yahoo.com), Phone & Fax : 03252222574 & 03252222294, Mobile No.: 9434079091

**ENGAGEMENT NOTICE**

Applications are invited from Indian citizens and willing candidates for engagement as District Level Trainer (DLT) at the DMMU, Purulia under West Bengal State Rural Livelihood Mission (WBSRLM). The DLTs will be engaged in NRLM activities and impart different trainings to Self Help Groups (SHG)/ SHG Federation for strong institution building and mobilization under the DMMU, Purulia. The remuneration of the DLTs engaged after selection will be fixed as per the guidelines of the WBSRLM.

**Eligibility Criteria for engagement of DLT :**

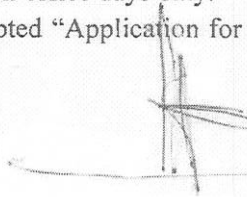
- 1) May be an Active SHG Members/Sangha/Mahasangha Leaders/erstwhile GPRP/DPR/NGO workers who must have at least 3 (three) years of experience as an expert in imparting training for SHG Leaders/SHG Federation Leaders in various components  
Or,  
May be any other person who must have at least 5 (five) 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.
- 3) Educational Qualification of the person is at least Higher Secondary pass. Higher level degree/Diploma will be preferred.
- 4) Should have clear and sound knowledge about functioning of SHGs/SHG based federations, Book keeping, Audit, financial inclusion, MIP, PIP process, etc.
- 5) Must have training & communication skills.
- 6) Must have desire to learn new skills and acquire knowledge and is physically fit.
- 7) Is willing to go outside Block/District/State when required.
- 8) Must not continue to act as an office bearer of any Upa Sangha/Sangha/Maha Sangha.
- 9) Cannot continue to act as an employee or office bearer of PRI.
- 10) Cannot continue to render services as an ICDS worker or as an ASHA activist or as a full time employee of any Govt. organization/NGO.

**Recruitment Process :-**

- 1) The applications without required experience and other conditions as mentioned in the notice are liable to be rejected straight way.
- 2) The applications received will be scrutinized and thereafter the applications will be short listed by DMMU, Purulia.
- 3) A written examination for 80 marks, followed by an interview for 20 marks will be conducted for selection of candidates and a panel of DLTs will be prepared out of the successful candidates for engagement at the Blocks (BMMU) under DMMU, Purulia.

**How to apply :-**

- 1) Applicants are requested to submit the application latest by 19.05.2017 (before 5:00 PM) in the format annexed with this advertisement along with (a) self attested copies of academic testimonials, (b) age proof certificate, (c) experience certificates, (d) 3 (three) recent passport size colour photographs and (e) 2 (two) nos. of self addressed envelope each containing postage stamp of Rs.5/- by registered post addressing to the Addl. District Mission Director, DMMU, Purulia, DRDC Building (1<sup>st</sup> floor) Collectorate Complex, Post & District- Purulia, Pin- 723101 or by dropping the application in the **DROP BOX** kept at this office building on office days only.  
The envelope containing the application is to be superscripted "Application for engagement to the post of DLT".

  
22/5/17

**APPLICATION FORMAT**

(To be filled by own hand writing)

Self attested recent passport size photograph
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Application for engagement to the post of \_\_\_\_\_

To,

Addl. District Mission Director, DMMU  
&  
Project Director, DRDC, Purulia  
Collectorate Complex, DRDC Building (1<sup>st</sup> Floor),  
Purulia – 723101.

1. Name ( in block letters)					
2. Father's/Husband's Name					
3. Permanent Address					
4. Address for communication & Contact No.					
5. Date of Birth (as per Admit Card)					
6. Age as on 01/01/2017					
7. Sex (Male/Female)					
8. Caste :					
9. Academic qualification (attach documents)					
Examination Passed	Board/University	Year of passing	Total marks	Total marks obtained	Percentage of marks
10. For Active SHG members :					
Name of the SHG/Sangha/Mahasangha/NGO	Experience in training				
	Period		Thematic area	Remarks	
From	To				
11. For other persons :					
Experience in training					
Name of the Organisation	Period		Thematic area	Remarks	
	From	To			
12. Thematic area of the applicant (attach documents) :					
Subject					
Institution Building, Social inclusion and Social Development	Fund Management and Audit	Banking, Micro Finance and Livelihood Promotion	Others		

Self Declaration

I hereby declare that all the information furnished above is/are true to the best of my knowledge and information. I understand that any misinterpretation/false information made by me on this application will be sufficient cause for cancellation of this application or immediate termination of engagement, if I am engaged and whenever it is discovered. I also acknowledge that I have gone through the detail eligibility criteria and selection process of the DLT for which I am applying through this application form.

Place :

Date :

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(Full signature of the applicant)