

ANANDADHARA – District Office

District Mission Management Unit &

DISTRICT RURAL DEVELOPMENT CELL

NORTH 24-PARGANAS Z.P.(ANGANA BUILDING, 2ND FLOOR)

(Under the Administrative Control of Panchayat & Rural Development Deptt., Government of West Bengal)

K.N.C. Road, Barasat, Kolkata-700124.

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## **ADVERTISEMENT**

### **For empanelment of Community Auditors for SHG for improved financial management and transparency in North 24 Parganas**

Adv. No. 871 Community Auditor/DMMU N 24-Pgs/2014

Date : 29/4/15

In compliance with No.193(20)/WBSRLM/Procurement/II pr-08/2015 dt. 24.02.2015 read with no.214(20)/WBSRLM/Proc./II pr-08/2015 dt.25.02.2015, applications are invited from **individual female members of Self Help Groups or their female wards for empanelment** as a member of Community Auditors for SHG for improved financial management and transparency under NRLM in North 24-Parganas District.

**No of Candidates to be empanelled for the District : 113**

#### **Eligibility criteria :**

- i) They must be female
- ii) They must be SHG members or wards (female) of SHG members
- iii) They must reside in rural areas (EPIC/Certificate by the concerned Sangha/G.P. Pradhan will suffice)
- iv) They must be physically and mentally able and willing to perform audit of SHG anywhere within the district of North 24-Parganas.
- v) **Age Limit** : Minimum age is 18 years as on 1<sup>st</sup> January, 2015 (That means the application must not be born before 1<sup>st</sup> January 1997). [Authentic documents of age proof should be attached].
- vi) **Educational Qualification** : At least passed Higher Secondary in Commerce or Graduate in any discipline (self attested photocopy of mark-sheets should be attached). Candidates passed H.S. in any other discipline other than commerce will not be eligible for this purpose.
- vii) **Honorarium** : The audit fees of the said Community Auditors will be payable by the respective SHGs and their higher tier organizations. In long run and in the interest of strengthening the SHGs institutes whose constituent SHG these community auditors will work with, the candidate may be asked to give a small part of the audit fees charged as empanelment charge or a lump sum amount per year for empanelment to the Sangha / Mahasangha etc. However, such decision will be taken by the SHG institution at the appropriate level when it is felt that the situation is ready for such initiative. **NO FEES FOR AUDIT WILL BE PAID BY WBSRLM or DMMU or BMMU** and it will be up to the candidates to collect the audit fees from the SHGs who access their service.



viii) **Procedure of submitting application :**

The application in prescribed format as given below must be filled in properly and signed in full. The application must be attached with self attested photocopies of authentic age proof and testimonials of educational qualification. If any declaration or information furnished by the applicant is proved inappropriate or false at any time, the candidature will be liable to be cancelled at any point of time (even after final selection). The application will have to be submitted in original at the end of the concerned Block / BMMU office of BDO-cum-BMD, North 24-Parganas and **no other else** in all working days (within office hours) and the **last date of submission of application is 15<sup>th</sup> May, 2015 up to 4 pm**. Application may be submitted by hand/by post, but it must reach the concerned office within the stipulated date and time. **Please be noted that no application will be received at the office of DMMU / DRDC North 24-Parganas**. Any application received after the stipulated date and time will not be accepted. This office and the BDO offices will not be responsible for any postal delay. **Application received at any other office (other than concerned BDO office) or by any other means will not be considered. It is the sole responsibility of the applicant to submit her application in proper place in proper time.**

ix) **Selection procedure :**

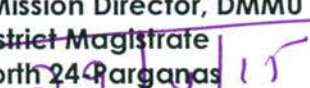
On the basis of applications received, the concerned BMMU (i.e. BDO office) will scrutinize the applications as per above criteria. The applications not fulfilling the above criteria will be straightway rejected. BMMU will sort out applications accepted **in order of inter se merit** and arrange the candidates ( giving application no. at the top of the applications accepted) in the following manner **and send the list to DMMU / DRDC by 20<sup>th</sup> May, 2015 :**

- a. 1<sup>st</sup> - B.Com(Honours)
- b. 2<sup>nd</sup> - B.Com(Pass)
- c. 3<sup>rd</sup> - H.S. in Commerce
- d. 4<sup>th</sup> - Graduate in Science
- e. 5<sup>th</sup> - Graduate in Humanities

After receiving the list in the above manner from BMMU, DMMU/DRDC will scrutinize and prepare a list of required no. of candidates for the whole district in order of inter se merit as prescribed and send the list of the district to WBSRLM.

A residential training of this community cadre para-auditor of 3 to 5 days will be organized and after that an examination will be held. WBSRLM has decided to collaborate with the **Institute of Cost Accounts of India (ICAI)** for undertaking this initiative. **Only those candidates who are successful in the examination will be certified to undertake the work of audit of SHG accounts.**

Please be noted that cadre will be for the district as a whole and there is no block quota. The format of CV is attached herewith.

  
District Mission Director, DMMU &  
District Magistrate  
North 24 Parganas  


Application no

(to be given by  
Block/BMMU in order of  
inter se merit)

To  
The Additional District Mission Director  
DMMU, North 24-Parganas.

Through : Block Mission Director-cum-Block Development Officer,  
\_\_\_\_\_ Block / BMMU, North 24-Parganas.

Sir,

With reference to your adv. No.\_\_\_\_/Community Auditor/DMMU N 24-Pgs/2014  
Date : \_\_\_\_\_, for the empanelment as a member of Community Auditors for SHG for improved  
financial management and transparency under NRLM in North 24-Parganas District I am furnishing  
herewith the Curriculum Vitae of myself for empanelment of my name as one of the said cadre.

### Curriculum Vitae

- 1) Name :
- 2) Father's/Husband's Name :
- 3) Gender : Female
- 4) Marital Status :
- 5) Present Postal Address (Full) :  
(In which communication  
will be made)

Recent passport size  
Photograph (self-attested)

- 6) Name of Gram Panchayat and Block where you presently live in :
- 7) Permanent Address :
- 8) Contact no.  
Mobile :  
Land (with STD code) :  
Mail ID (if any)
- 9) Date of Birth (not before 01.01.1997) :  
(Self attested authentic proof of age is to be attached)
- 10) Age as on 01.01.2015 [Min 18] :
- 11) Whether SHG member or 'ward' of any SHG member :  
(certificate from concerned Sangha or G.P. Pradhan is to be attached)
- 12) If a SHG member, name of the SHG and Sangha concerned :  
(write 'N/A' if not applicable)
- 13) If a 'ward' of any SHG member, the name of the SHG member and name of the SHG and  
Sangha concerned :  
(write 'N/A' if not applicable)



**14) Educational Qualification:**

Name of Examination Passed	Board/Council/University	% of Marks obtained	Year of Passing
Higher Secondary (Commerce)			

**Qualification (Any Other) :**

**Experience in audit and accounts of SHG (if any) :**  
(Certificate from competent authority is enclosed herewith)

**Remarks :**

**Declaration**

I, Smt. \_\_\_\_\_ wife / daughter of Sri / Smt. \_\_\_\_\_ hereby declare that the above information provided by me is true to the best of my knowledge & belief. I also declare that if any of the information & declaration furnished above is proved false/wrong at any point of time, my empanelment will be liable to be cancelled forthwith.

**Countersigned**

Full Signature of the Candidate  
(With date)

Full Signature of the Members of SHG  
Who is parent of the applicant  
(if applicant is a 'ward' of any SHG member)

**Countersigned & Certified**  
**that the applicant is a member / 'ward'**  
**of the member of the SHG as**  
**furnished above**

\_\_\_\_\_  
(Name of SHG)

Full Signature of the Sabhanetri / Secretary  
of the SHG

\_\_\_\_\_  
(Name of SHG)

**NB**

The applications is enclosed with self attested photocopies of the followings – i) Testimonials of the Candidate ii) Proof of age  
iii) Certificate of Experience issued by Competent Authority  
iv) One extra passport size photograph (self-attested) v) Self addressed envelope with due stamp.

Full Signature of the President / Secretary  
of the Sangha(Cluster)

\_\_\_\_\_  
(Name of Sangha)