



ANANDADHARA DISTRICT OFFICE

DISTRICT MISSION MANAGEMENT UNIT (DMMU) – BANKURA
& DISTRICT RURAL DEVELOPMENT CELL, BANKURA.

CHANDMARIDANGA, P.O. + DISTRICT – BANKURA, PIN-722101



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NOTICE

Date : 26.11.2025

Applications are invited from Women SHG Members (NRLM fold) under Anandadhara programme of **Bankura District** for the engagement of 47 (Forty Seven) No. of Community Auditor on daily honorarium and/or other allowances basis.

A. Eligibility Criteria for selection of Community Auditor (CA) : —

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 this notice and must be a resident of Bankura District.
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 01.12.2025. (Age proof-Admit Card of Madhyamik/equivalent examination).
4. Educational Qualification: At least qualified Higher Secondary/equivalent examination with a Commerce background or graduates in any stream. (Proof: Mark Sheet and Certificate of maximum qualification).
5. Basic computer skills (MS Word, Excel, and Internet) are desirable. (Proof: Computer Training Certificate).
6. The candidates should have clear knowledge of Bookkeeping & Accounting.
7. Must have a desire to learn new skills & acquire knowledge, and be physically fit.
8. Must be willing to work in villages within the district and outside the district/State also.
9. 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.
10. SHG Members acting as BOD, OB of Sangha Cooperative/Upasangha/Mahasangha are not eligible.
11. SHG Members with a PRI portfolio are not eligible.

B. Role & Responsibilities of Community Auditors : —

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 Cooperative/s
3. Monthly Visit to the allotted Sangha Cooperative/s and monitor the Books & Registers of CLFs/SHGs 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., based on the need and context
6. Impart all kinds of training to IT-CRPS, CBO Staff, and leaders.
7. Engaged as per the requirement of the SMMU/DMMU.

C. Selection Procedure:-

Step-I :-

Written Examination - Total Marks-80, Duration of Exam- 90 Mins

Total No. of Questions -80 (MCQ type), Question on Math (20 Nos.) & Logical reasoning (10 Nos.), Accounts & Auditing (30 Nos.), GK & CA (20 Nos.) of Class 10th Standard.

Step – II :-

Computer Test- Total Marks-10

Step – III :-

Interview - 10 Marks



Only those candidates securing 50% or above i.e. 40 or above in the written test shall be called for Computer test. And only those candidates securing 50% or above marks in Written+ Computer test i.e. 45 or more shall be called for interview.

Thus the total marks for selection procedure will be **80+10+10 = 100 (Hundred)**.

D. Training of Community Auditors:-

The Community Auditors will undergo training programme including hand holding support and field visit before assigning them to the field.

E. Remuneration Structure : -

Regarding payment procedure in connection with Community Auditors, following the WBSRLM circular no. 1031- PRD-34011/19/2021-SRLM SEC-Dept. of PRD dated 03.07.2025 read with 1604- PRD-34015/5/2019-SRLM SEC dated 18.12.2024.

F. Submission of Application: —

Candidates will submit their application form in the dedicated Sealed Box which will be kept at all BDO offices, under Bankura District.

Registered Post/ courier / other mode of submission (like by-hand, ordinary post, e-mail etc.) will not be entertained.

G. Last Date of submission of application: -

On and from 01.12.2025 to 15.12.2025 by 04:00 P.M. All the applications are to be submitted only in the dedicated Sealed Box which will be kept at the said offices.

Addl. District Mission Director

DMMU, Bankura



**Application form for identification of
Community Auditors (CA)**
(Reference Notice Dated: 26.11.2025 of ADMD, DMMU, Bankura)

To
The Addl. District Mission Director,
DMMU, Bankura
Bankura District

Passport size
recent
photograph

[TO BE FILLED IN BLOCK LETTERS WITH VALID INFORMATION]

Applied for the Community Auditors (CA).

Contact No. :	E-mail ID :
Aadhaar No. :	PAN No. :

- Name (in Block Letter) : _____
- Father's Name : _____
- Permanent Address :

Village :	P.O. :
Gram Panchayat :	Block :
Dist. :	PIN :

Date of Birth :	Age as on 01/12/2025:
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- Name of SHG in which the candidate is a member : _____
- NRLM Portal/LoKOS ID of concerned SHG : _____
- NRLM Member ID : _____
- A : Educational Qualification :

Name of Examination Passed	Name of Board / Council / University	Year of Passing	Total marks scored/Full marks	Percentage of marks / Grade

- B : Computer & Other Experience :

Type of experience	Name of Course	Name of Institute	Duration (Months & Year)	Year of completion	Percentage of marks / Grade
Computer Knowledge					
Other Experiences					

● Documents to be submitted:

- (i) Residential Certificate issued by concerned Pradhan / BDO.
- (ii) Photocopy of Admit Card/ Certificate of Madhyamik or Equivalent exam for age proof.
- (iii) Print out of NRLM portal/LoKOS page of concerned SHG in which she belongs to.
- (iv) Photocopy of Marksheet in support of all educational qualification (i.e. MP, HS, Degree Course etc.)
- (v) Photocopy of Computer certificate
- (vi) Photocopy of other experiences

1) I, Smt. _____ hereby declare that all the above mentioned informations are true and correct to the best of my knowledge. If any discrepancy arises at any stage my candidature will be cancelled.

2) I, Smt. _____ hereby declare that if selected as a Community Auditor I may be posted anywhere in the district as decided by the District authority.

Date : _____

Signature of the candidate

Place : _____