

OFFICE OF THE PROJECT DIRECTOR
DISTRICT RURAL DEVELOPMENT CELL
NORTH 24 PARGANAS ZILLA PARISHAD
(Under The Administrative Control of Panchayat & Rural Development Deptt., Govt. of W. B.)
K.N.C. Road, Barasat Angana Building, 2nd Floor, Kolkata-700124.

Notice for Selection of District Level Trainers for National Rural Livelihood Mission(NRLM) under North 24-Parganas.

Application is invited from the residents of North 24-Parganas District for engagement of District Level Trainers DLTs for N.R.L.M. under District Mission Management Unit(DMMU), North 24-Parganas, Barasat.

1. Number of D.L.T. to be engaged=50(Fifty)

2. Eligibility Criteria of DLT:-

(a) May be an Active SHG members/Sangha/Mahasangha leaders/crstwhile GPRP/erstwhile DRP/NGO workers who must have at least 3-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-years of experience** as an expert in imparting training for SHG leaders/SHG Federation leaders in various components.

(b) Ordinarily the age limit of the person should be between **30-55 years as on 01/01/2014.**

(c) Qualification:-

(d) Person is at least Higher Secondary Pass. Higher level degree/diploma will be preferred.

(e) Should have clear and sound knowledge about functioning of SHGs/SHG based federations, Book keeping, Audit, financial inclusion, MIP, PIP Process, etc.

(f) Must have training & communication skills.

(g) Must have desire to learn new skills & acquire knowledge and is physically fit.

(h) Is willing to go outside block/state/district as and when required.

(i) Must not continue to act as an office bearer of any Upa Sangha/Sangha/Maha-Sangha.

(j) Can not continue to act as an employee or office bearer of PRI.

(k) Can not continue to render service as an ICDS worker or an ASHA activist or as a full time employee of any government organization/NGO.

3.(a) DLTT members will be engaged in 3(three) thematic areas (i) Institution Building.(ii) Fund Management.(iii) Bank Linkage & Livelihood promotion. The applicant should mention respective thematic area in the application form to which it is applied for.

(b) Honorarium will be paid on the basis of conducting training.

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4. Job Responsibility:

- (i) To act as a trainer in different training programmes at various locations.
- (ii) To attend workshops/exposure visits/exchange programmes at various level as & when required.
- (iii) To monitor the quality of training programme delivered by other trainers/resource persons, if specially assigned.
- (iv) To Attend Monthly/Quarterly/Special monitoring meetings, as & when directed.
- (v) To Submit reports in specified formats/entry reports including web based or electronic platforms as per requirement of WBSRLM.
- (vi) Any other duties assigned by DMMU.

5. Last Date of Submission: Application should be submitted to the D..R.D.C. office, 'ANGANA' Building, North 24-Parganas, Barasat directly/by post on or before 17/12/2014.

6. Selection Procedure:-A written exam of 80 marks will be followed by 20 marks interview to assess Direct

Training Skill and thematic knowledge.

7. Syllabus of Written Examination:

(i) Bengali (ii) English (iii) General Knowledge (iv) Arithmetic & Book Keeping. Question will be of MCQ on Madhyamik & H.S. standard.

8. Date of Examination/Interview: Dates will be informed to the shortlisted candidates.

9. Enclosures: Attested copies of following testimonials to be attached with the application form in support of (a) Date of birth, epic and residential proof. (b) Qualifications; academic, computer and experience if any, (c) Certificate of SC/ST/OBC/Physically Challenged if applicable. (d) Two copies of recent passport size photos duly signed across by the candidate and one of which should be pasted on the application format and other enclosed.



**District Mission Director, DMMU
&
District Magistrate, North 24 Parganas.**

**Application format for the post of District Level Trainers for DMMU,
North 24-Parganas under NRLM.**

1. Name :
2. Contact No. :
3. Name of thematic area for which applied:

Passport
Size Photo

4. Personal Details:

Father's Name	:	
Present Address with PIN Code Number.	:	
Permanent Address with PIN Code Number.	:	
E-mail ID	:	
Date of Birth	:	
Nationality	:	

5. Educational Qualification:

Examination Passed	University/Board	Stream	Year	Percentage of Marks obtained
Madhyamik or Equivalent				
Higher Secondary or Equivalent				
Graduation				
Others(if any)				

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6. Professional Knowledge(if any).

Name of the Course	Institution	Course details	Percentage of Marks

7. Computer Knowledge: (if any).

8. Experience:

Name of the Organization	Total Experience	Job Details

Experience Certificate should be attached and issued by Govt. Authority.

- (i) Whether applicant is an office bearer of PRI:- (Yes/No)
- (ii) Whether applicant is acting as an office bearer of Aangha/Upasangha :- (Yes/No)
- (iii) Whether applicant is rendering the service as an ICDS worker:- (Yes/No)
- (iv) Whether applicant is rendering the service as an ASHA worker:- (Yes/No)
- (v) Whether applicant is in fulltime employment of Govt. organization/NGO:- (Yes/No)
- (vi) Whether applicant is acting as GPRP/DRP:- (Yes/No)

9. Any other information:

Declaration: I do hereby declare that the particulars furnished in this application are true to the best of my knowledge and belief. I shall be liable to such penal action as provided in law if any of these particulars is/are proved to be false.

Date:

Signature of the Applicant

N.B: Application must be filled in BLOCK LETTER in Black/Blue ink.