



ANANDADHARA

West Bengal State Rural Livelihoods Mission (WBSRLM)

(A Society under the Panchayats & Rural Development Department, Govt of West Bengal)



Office of the Additional District Mission Director (ADMD) & Project Director (PD)

Tel. No. 03582-222478; Fax - 03582-229897; Email: pddrdc-cbr@nic.in / pddrdccbr@gmail.com

District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Cooch Behar, West Bengal

Notice No.: DRDC/COB/454/2017

Date: 06.06.2017

NOTICE

Applications are hereby invited from retired employees from the Cooperative Departments as well as Cooperative Societies for engagement as Community Institution Management Resource Persons (CIMRPs) to overall monitor & train the Sanghas under 12 (Twelve) nos. of Block Mission Management Unit (BMMU) under Anandadhara, Cooch Behar.

The following step or initiation has been taken from this Office end for identification and engagement of CIMRPs as under:-

1. **Name of the Post :-** *Community Institution Management Resource Persons (CIMRPs);*
2. **Nos. of Position :-** 04 (Four);
3. **Roles and Responsibilities: -**

To facilitate and maintain the overall management of proper record & account keeping by the Sanghas as required for systematic on-lending the Community Investment Fund (CIF) & ensuring the cent percent recovery mechanism of the 'Gram Panchayat Stariyo Mahila Swanirbhar Goshthi Samuher Prathomik Bahumukhi Samabay Samity Ltd.'

Any other responsibilities assigned by the District Mission Management Unit (DMMU) for effective implementation of Anandadhara as and when required.

4. **Eligibility Criteria of the Candidates/Applicants :-**

- ✓ Applicants must be retired employees from West Bengal Credit Co-operative Societies and in-depth experienced on Cooperative Management, Cooperative Audit, and Credit Operation in the rural areas.
- ✓ The candidate must be physically fit and mentally alert, diversity & wellness.
- ✓ Strong communication and interpersonal skills;
- ✓ Able to work with minimal supervision;
- ✓ Flexibility to work evening and weekend hours;
- ✓ Familiarity along with the W-SHGs Federations, policies and regulations of Anandadhara;
- ✓ Good planning, organization and project management ability;
- ✓ Quality critical thinking skills in stressful situations;
- ✓ Demonstrated diplomacy, objectivity, positive attitude and high energy;
- ✓ Desire to learn, be challenged and mentored by the Directorship

(P.T.O.)

5. Condition for Engagement :-

- ✓ Engagement shall be purely contractual basis, initially for a period of one year and may be renewed thereafter as per the satisfactorily performance of the incumbent.
- ✓ Contract for engagement may be terminated by giving one month notice from either side (Employer/Employee).

6. Essential Educational Qualifications: -

- ✓ Must be Graduate in Commerce discipline;
- ✓ Computer Skills: MS Word/MS Excel/ use of internet is must;
- ✓ Good Writing & Communication Skills in both English & Bengali

7. Age Limit: - The candidate not more than 64 years as on 01st April, 2017.

8. Working Areas :- At the Gram Panchayat Level W-SHGs Federations (Sangha/Cluster) i.e. 'Gram Panchayat Stariyo Mahila Swanirbhar Goshthi Samuher Prathomik Bahumukhi Samabay Samity Ltd.'

9. Reporting Authority :- Additional District Mission Director (ADMD), District Mission Management Unit (DMMU) & Project Director (PD), District Rural Development Cell (DRDC), Cooch Behar Zilla Parishad, District-Cooch Behar.


10. Honorarium: - Daily basis - Rs. 900/- (Rupees Nine Hundred Only) per day, maximum 15 working days in a month.

11. Mode for Submission of Application:- Interested Candidates are requested to submit their applications as per prescribed format along with 2 (Two) passport size self attested photographs and self attested copies of testimonials in the drop box at District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, Post + District - Cooch Behar, West Bengal- 736 101.

12. Published the List of Eligible Candidates for Interview:- After scrutinizing of received applications, the list of eligible candidates will be published at the District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), CZP, H.N. Road, Beside the Cooch Behar Municipality Office, Post + District - Cooch Behar, West Bengal- 736 101 on 19.06.2016 (Monday) at 05:30 p.m. and similarly visit the Cooch Behar District Official Website www.coochbehar.gov.in. DMMU & DRDC, CZP, Cooch Behar shall not issue any admit card to the eligible candidates for the Interview or any methods for communication.

13. Date & Place for Interview: - The eligible candidates will be report at Office of the Additional District Mission Director, DMMU & Project Director, D.R.D.C, CZP, Cooch Behar on 21.06.2017 (Wednesday) at 11:00 a.m. along with the original certificates. No T.A/D.A will be admissible to the appearing candidates for Interview.

14. Last date for Submission of application to the drop box: - 16.06.2017 (Friday) up to 05:00 p.m.

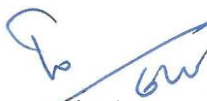

Chairperson of Selection Committee and
Additional District Mission Director, DMMU &
Project Director, D.R.D.C, CZP, Cooch Behar

Memo No.: DRDC/COB/454(4)/2017/I-53

Date: 06.06.2017

Copy forwarded for information to :-

1. The Chief Executive Officer & State Mission Director, WBSRLM, Kolkata
2. The District Magistrate & District Mission Director, Anandadhara, Cooch Behar
3. The District Informatics Officer, NIC, Cooch Behar with a request to upload the same in the Official Website.
4. The Block Development Officer & Block Mission Director, Block Mission Management Unit- (All), Cooch Behar.


Chairperson of Selection Committee and
Additional District Mission Director, DMMU &
Project Director, D.R.D.C, CZP, Cooch Behar

APPLICATION FORMAT

Affix recent
passport size
photo duly
signed by the
candidate

To
The Chairperson of Selection Committee &
ADMD, DMMU & PD, DRDC, CZP,
Cooch Behar

Madam,

In response to the notification vide no. _____ Dated _____ of the
Chairperson, Selection Committee for contractual posts under Anandadhara District Office, Cooch Behar, I
Sri/Smt. _____ Son/daughter/wife
of _____ of _____ Village/Town _____
P.S. _____ Dist. _____ hereby apply for the engagement to the post of
_____ on contractual basis under Anandadhara District Office.

Furnishing my Bio -Data as follows:

Name of Applicant (In CAPITAL Letters) :

Father's/Husband's Name :

Present Address with Contact No :

Permanent Address with Contact No :

Date of Birth :

Age as on 01-07-2017 :

Sex (Male / Female) :

Nationality & Mother tongue :

Educational Qualification details :

Exam Passed	Year of Passing	Board/University	Division/Grade	% of Marks

Desirable Qualification Details :

Exam Passed	Year of Passing	Board/University	Division/Grade	% of Marks

(P.T.O.)

Computer Qualification :

Experience (if any) :

Remarks (if any) :

Declaration :

I Sri/Smt._____ hereby declare that, (a) all statements made in this application are true, complete and correct to the best of my knowledge and belief and in the event of any information being found false, my candidature is liable to be cancelled.

Date :

Place :

Yours faithfully

(Full signature of the applicant)

Enclosure:-

- 1.
- 2.
- 3.
- 4.
- 5.