

Approved Notification for Empanelment of Training Facilitators as per District selection Committee meeting held on 5th August, 2025:-

**District Mission Management Unit, Anandadhara
Balurghat, Dakshin Dinajpur, PIN-733101
Advertisement for Empanelment of Training Facilitators**

Email:- recruitment.dmmudd@gmail.com

The DMMU, Anandadhara, Dakshin Dinajpur invites applications from eligible candidates for empanelling them in certain cadres created under Anandadhara to provide trainings and capacity building support to various stake holders in the rural sector. The empanelment is subject to a selection process vis-à-vis requirement of the DMMU that may be changed from time to time, against different themes as stated in Table-A given below. A panel of 10 DLTs, 1 TRP, 10 reserve DLTs and 2 reserve TRPs will be selected. Reserve DLTs and reserve TRP panel will be valid for one year and may be appointed if anybody from the panel DLTs and TRP refuse to join. Intending candidates are requested first to go through this advertisement carefully and then to apply for empanelment only in the prescribed format as per the instructions.

Table-A

Group	Pools of Cadres	Roles and responsibilities of the cadres	Requirement of the DMMU	Entitlement to remuneration
A	District Level Trainers Team (DLTT). Panel: 10 DLTs Reserve: 10 DLT	1.To extend training to different primary stake holders of NRLM (SHG & CLF) and other stake holders (community cadres, PRI members) 2. To attend workshops, exposure visits etc. 3. To monitor the quality training programmes 4. To attend periodical monitoring meetings 5. To submit/entry reports including using web/electronic based platforms 6. Any other works as and when assigned by DMMU	Theme 1. Social mobilization and institution building Theme 2. Financial inclusion Theme 3. Social inclusion and social development Theme 4. Livelihood intervention Theme 5. Training and capacity building support	Honorarium @Rs.600.00 per day plus TA& DA as per norms of WBSRLM
B	Training Resource Persons (TRP) Panel: 1 TRP Reserve: 2 TRP	1.To prepare plans, programmes, schedules of different trainings and to conduct the same 2. To conduct workshops and meetings relating to trainings, including visiting the above-stated engagement 3. Any other works as and when assigned by DMMU	Training Resource Person	Honorarium @Rs.900.00 per day plus TA & DA as per norms of WBSRLM

The nature of engagement in duties is purely daily basis subject to a maximum of 26 days in a month for DLT and a maximum of 15 days in month for TRP. The Project Director, DRDC, Dakshin Dinajpur, however, is the



sole authority and reserves all rights in the matter of issuing orders in engaging the empanelled facilitators from the pools according to the necessity, or to downsize the pool.

II. A. Eligibility Criteria for DLT

1. May be an Active SHG members/family member of SHG/ Sangha/ Mahasangha leaders/ 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.

2. Age limit of the applicant should be between 25-55 years as on 01.07.2025.

3. Educational Qualification: At least Higher Secondary passed from WBHSCE or from any recognised Board/Council of India. Higher level degree/diploma may be preferred. Other Qualification: Aptitudes in computer-based applications.

4. It is expected that applicants –

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

(ii) must have training & communication skills;

(iii) must have desire to learn new skills & acquire knowledge and is physically fit;

(iv) is willing to go outside block/ state/ district as and when required;

(v) must not continue to act as an office bearer of any Upasangha/ Sangha/ Mahasangha;

(vi) cannot continue to act as an employee or office bearer of PRI;

(vii) cannot continue to render service as an ICDS worker or as an ASHA activist or as a full-time employee of any government organization/ NGO;

(viii) **must be a resident of Dakshin Dinajpur district.**

II. B. Eligibility Criteria for TRP

It is expected that an applicant for TRP –

1. May be any other person who must have at least 6 years of experience as an expert in imparting training for SHG leaders/SHG Federation leaders in various components

2. Age limit of the applicant should be between 25-55 years as on 01.07.2025.

3. Educational Qualification: Graduation from any recognized University. Advanced aptitudes in computer-based applications.

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 & acquire knowledge and is physically fit.

7. Is willing to go outside block / state / district as and 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 service as an ICDS worker or as an ASHA activist or as a full-time employee of any government organization/ NGO

11. Must be a resident of any district of West Bengal and have skills to speak & write in Bengali fluently.

III. Mode of Selection

A two-stage selection process will be followed both for DLTT and TRP Pool. (i) a MCQ type written test will be taken of all eligible candidates. The written test will be taken in Bengali medium. (ii) For DLTTs, the top 50 candidates as per written test will be called in a computer test and an interview. (iii) For TRP the top 5

candidates as per written test will be called in a computer test and an interview. Details of the programme, besides information about date, time and place etc thereof, will be in the admit card to be downloaded by the candidate from the application web portal.

The detail syllabus and marks of written test, Interview & Computer Test are given as per Table-B below: -

Table-B

Group	Written Test		Interview & Computer Test
	Time	Subjects(MCQ type)	
A	2 hours	1. Language (Bengali & English) -16 2. Mathematics -16 3. GK & Current Affairs -16 4. Computer Application -16 5. Indian Rural Development -16 Total marks-80	1. Computer skill Test -10 2. Interview -10 Total marks -20
B	2 hours	1. Language (Bengali & English) -20 2. Mathematics -20 3. Social Welfare -20 4. Computer Application -20 Total marks -80	1. Computer skill Test -10 2. Interview -10 Total marks -20

IV. How to apply

Applications can be submitted through web portal only in online mode at <https://ddinaipur.nic.in/> and <https://recruitmentdd.in/up to 5 pm of 25th August 2025>. An application form to be filled up and completed in all respects through above mentioned online portal only and original scan of following documents must be uploaded: (i) proof in respect of her/his date of birth, (ii) proof of permanent address, (iii) copies of academic and other qualifications, (iv) one copy of recent pass port size photo and signature to be uploaded in JPEG format.

Criteria for rejection of an application/candidature: (i) if a candidate when asked to show/substantiate documentary evidences (all in original) during the selection process, fails to comply with; (ii) if applications are submitted for more than one group; (iii) if the candidate fails to fulfil the eligibility for selection and does not agree with the responsibility criteria; (iv) if an application reaches after the last date of submission.

Document verification: - All candidates who are called to the interview and computer skill test must go through document verification process before appearing and will not be allowed if document verification cannot be done

Date:
Place: Balurghat, Dakshin Dinajpur

District Mission Director & District Magistrate
and Chairman of the Selection Committee,
Dakshin Dinajpur

