



ANANDADHARA

West Bengal State Rural Livelihoods Mission (WBSRLM)

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



Office of the District Magistrate & District Mission Director

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

Applications are hereby invited for engagement of 01 (one) Resource Person for Micro Finance & Financial Inclusion on purely contractual basis from retired Banking Officer/Manager of Public Sector Commercial Bank/Regional Rural Bank of the rank of Scale-II or above, for serving under the District Mission Management Unit (DMMU) & District Rural Development Cell (DRDC), Cooch Behar Zilla Parishad, Cooch Behar.

1. Name of the Post :- Resource Person for Micro Finance & Financial Inclusion;

2. No. of Position :- 01 (One);

3. Roles and Responsibilities :-

- ✓ To facilitate and maintain of SHGs' Bank Credit Linkage through continuous coordination with the Block Mission Management (BMMU), SHG Federation, Bank and CSP.
- ✓ Ensuring of Community Based Recovery Mechanism (CBRM) at regular intervals;
- ✓ Activation of Micro Crediting through Community Investment Fund (CIF) and ensuring of proper utilization of Vulnerability Reduction Fund (VRF) given to the Sanghas to address various vulnerabilities like Food Insecurity, Health Risk, Sudden Sickness, Natural Calamity etc. face by a Community or an individual ;
- ✓ Any other responsibility assigned as and when by the Authority.

4. Eligibility Criteria of The Candidates :-

- ✓ The candidate shall be a retired Official/Professional working in Senior Management Position of Public Sector Commercial Bank/Regional Rural Bank, of the rank of Scale-II or above.
- ✓ The candidate should have worked not less than 15 year in the position of Branch Manager/ Credit Officer in Rural/Semi Urban Branches in West Bengal and have adequate experience in Financial Inclusion and Micro-Financing Activities involving SHGs.
- ✓ The candidate should have the ability to travel extensively in rural areas for performing of duties.
- ✓ The candidate should be physically fit and technologically acquainted.
- ✓ The candidates shall preferably be a resident of Cooch Behar District.

(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).
- ✓ This may be carefully noted that this engagement shall not confer any right for permanent /regular employment nor shall entitle the applicant for any other benefit beyond the daily rate.

6. Preferable Educational Qualification:-

- ✓ Must be Graduate from any discipline;
- ✓ Computer Skills: (MS Word, MS Excel, and 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 the date of advertisement.**

8. 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.

9. Honorarium: - Daily Basis - Rs. 1,500/- (Rupees One Thousand Five Hundred Only) per day, maximum 15 (Fifteen) working days in a month.

10. Mode of 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 by 27.03.2018.

11. Publication the List of Eligible Candidates for Interview:- After scrutinizing of applications received, the list of eligible candidates will be published at the Notice Board 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 30.03.2018 (Friday) 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.

12. 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 **04.04.2018 (Thursday) at 11:00 a.m.** along with the original certificates. **No T.A/D.A will be admissible to the appearing candidates for Interview.**

13. Agreement: - Successful candidate shall have to enter into an agreement with DMMU and DRD Cell. Coochbehar Zilla Parishad, Cooch Behar.

14. Last date for Submission of application to the drop box: - 28.03.2018 (Wednesday) up to 05:00 p.m.
Dates are alterable at the discretion of the authority and it is the responsibility of the applicant to frequently visit the website www.coochbehar.gov.in.

Sd/-

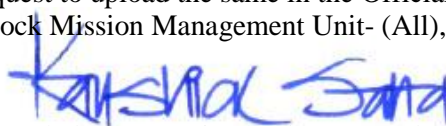
Chairperson of Selection Committee and
District Magistrate & District Mission Director,
DMMU & D.R.D.C, CZP, Cooch Behar

Notice No.: DRDC/COB/250(13)/I-41B/2018

Date: - 20/03/2018

Copy forwarded for information to :-

1. The District Informatics Officer, NIC, Cooch Behar with a request to upload the same in the Official Website.
- 2-13. The Block Development Officer & Block Mission Director, Block Mission Management Unit- (All), Cooch Behar for dissemination.


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

APPLICATION FORMAT

To,
The Chairperson of Selection Committee and
District Magistrate and District Mission Director,
DMMU & DRDC, CZP, Cooch Behar
Respected Sir,

Affix recent
passport size
photo duly signed
by the candidate

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 01-04-2018 :

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.