

**“ANANDADHARA” DISTRICT OFFICE
WEST BENGAL STATE RURAL LIVELIHOOD MISSION (WBSRLM)
DISTRICT MISSION MANAGEMENT UNIT: COOCHBEHAR. &
DISTRICT RURAL DEVELOPMENT CELL
COOCH BEHAR ZILLA PARISHAD: COOCH BEHAR**

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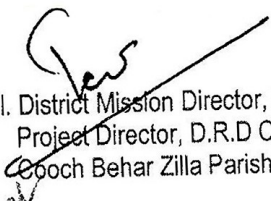
Memo No.: DRDC/COB/2015/253/I-41A

Dated: 29/02/2016

Notice

In compliance the memo No.1459/WBSRLM/SPGSY/IF-II/09 dt. 09.12.15 & read with memo No: DRDC/COB/616/I-41A dt. 28.01.15, Applications are being invited from retired bank employees from this district on contractual basis for providing handholding support to Dinhata-I Mahila Co-operative Credit Society and Dinhata-I Federation under the terms and condition as mentioned here under:-

1. The contractual engagement of retired Bank employee as Banking Resource Person Dinhata-I Mahila Co-operative Credit Society & Dinhata-I Federation, will be initially for a period of 6(six) month w.e.f. the date of engagement which may be extended thereafter at the sole discretion of the authority of this Organization after assessing the performance his duties.
2. As Banking Resource Person he/she shall report to the Additional District Mission Director Anandadhara & Project Director, DRDC Cell of Cooch Behar District and he/she will have to discharge the following responsibilities.
 - Overall responsibility for CB related activities required for developing sound CIF for SHGs of Dinhata-I Mahila Co-operative Credit society & Dinhata-I Federation.
 - To acquaint the leaders of Co-operative, Federation, Clusters and SHGs under these Federation of the basics of Micro-Finance (MF).
 - To provide necessary support for successful running of Dinhata-I Mahila Co-operative Credit Society & Dinhata-I Federation.
 - To provide support in office management of Dinhata-I Mahila Co-operative Credit Society & Dinhata-I Federation and to see that, through handholding, the staffs of Co-operative, Federation & the office Bearers of Co-operative, Federation are acquainted fully regarding the procedure of Micro-finance as well as how to maintain Cash book, different Ledgers, Registers and other Books of Accounts relating to Micro-Finance activity. They are to also be trained on the overall financial discipline and financial management of Co-operative / Federation.
 - To train up them on preparation of various financial statements, reports, returns on regular basis for proper monitoring of Micro-Finance activity.
 - To provide all other support to the SHGs, Cluster & Federation in the matter of CFI as will be entrusted by the Addl. District Mission Director, Anandadhara & Project Director, DRD Cell of Cooch Behar District from time to time.
3. He/she shall remain fully concerned that the MIFs become fully functional in all respects.
4. In this connection he/she may have to take necessary instruction and advice from Addl. District Mission Director, Anandadhara & Project Director, Cooch Behar DRDC.
5. He/she will have to submit monthly report, in respect of providing hand-holding support to the Co-operative/ Federation on day to-day basis, to the Additional District Mission Director, Anandadhara & Project Director, DRD Cell of Cooch Behar District.
6. He/she will be paid consolidated remuneration of ₹.10000/- (Rupees ten thousand only) per month subject to the condition that he/she has rendered services for at least 16(sixteen) days in a month [i.e 4 (four) days in a week]. If he/she renders services for than 16 days in any month, he/she will be paid proportionate amount of remuneration for that month.
7. No TA /DA will be paid to for traveling to Dinhata-I Co-operative. However for traveling to other places, if any required as per instruction of Addl. District Mission Director, Anandadhara & Project Director, DRD Cell of Cooch Behar District and or CEO/Addl. CEO. WBSRLM, reasonable & actual expenditure incurred for such traveling will be reimbursed.
8. He/she will have no right or claim to the post beyond the tenure of this contract and his/her service is terminable at the sole discretion of the authority, at any point of time by giving one month' notice without assigning any reason. Similarly he/she will have the right to leave this assignment after giving one month's notice.
9. Interested persons may apply to this office within 10.03.2016 before 3:00 p.m along with in Bio-data & self attested supporting documents.


Addl. District Mission Director, DMMU &
Project Director, D.R.D Cell,
Cooch Behar Zilla Parishad