Advertisement No.:002   **Date: 10/ 11/2025**

Advertisement for engagement to the post of the Community Auditors (46 nos.) at the District Mission Management Unit, Hooghly.

Office of The District Mission Management Unit, Hooghly seeks applications from for empanelment process of New Community Auditors (CAs)under an active of woman SHG of NRLM for at least two years from the date of issuing notice. Candidates who fulfill the required criteria are required to apply through ONLINE mode only through the official website *www.hooghly.gov.in* by 30/11/2025 [by 5:00 PM]. Application will not be accepted by any other mode.

Eligibility Criteria of Community Auditors

l. Must be a woman and an active member of an active SHG under NRLM for at least two years from the date of issuing notice.

2. Must have a member code and be entered in NRLM MIS (LokOS).

3. Minimum & maximum age - Minimum 25 and maximum 40 years as on the first day of the calendar year. (Age proof - Admit Card of Madhyamik/equivalent examination).

4. Educational Qualification - At least qualified Higher Secondary/equivalent examination with a Commerce background. If non-availability, graduates in any stream would be eligible. However, thecandidates with higher qualifications are preferred. Basic computer skills (MS Word, Excel, and Internet) are desirable. (Proof: Mark Sheet and Certificate of maximum qualification, Computer TrainingCertificate).

5. The candidates should have clear knowledge of Bookkeeping & Accounting.

6. Must have a desire to learn new skills & acquire knowledge, and be physically fit.

7. Must be willing to work in villages within the district and outside the district/State also.

8. SHG Members engaged in any work/regular work for which paid by the Government/Government-sponsored.

organisation (ICDS/ASHANRP) and non-government organisations are not eligible

9. SHG Members acting as BOD, OB of Sangha Cooperative/Upasangha/Mahasanghaare not eligible.

10. SHG Members with a RI portfolio are not eligible.

Educational Qualification:

At least qualified Higher Secondary/equivalent examination with a Commerce background. If non-availability, graduates in any stream would be eligible. However, thecandidates with higher qualifications are preferred. Basic computer skills (MS Word, Excel, and Internet) are desirable. (Proof: Mark Sheet and Certificate of maximum qualification, Computer TrainingCertificate).

Job Responsibility

1. Preparation of Financial Statements and Audit Report of allotted Sangha Community Auditor Cooperative/s year (April) and quarterly (July, October, and January) of a financial year, and enter the same in the CLF Web Portal (NRLM) and SRLM State Portal with the help of Sangha Coordinator/Sangha Accountant.

2. Preparation of yearly Financial Statements and Audit Report of all SHGs of the allotted Sangha Cooperatives.

3. Monthly Visit (once) to the allotted Sangha Cooperatives and enter the visit report in the SRLM State portal.

4. Attend monthly meeting with the District Implementation & Monitoring Team.

5. Additionally, Community Auditors will be deployed in different account related activities such as the preparation of the cut-off sheet support during transaction entry, etc. based on the need and context.

Audit Charges	Rs 225(SHGs having running CIF Loan)	Rs 200(SHGs without running CIF Loan)	Paid to CA by Sangha, Reimbursed by respective SHG
Honorarium	NA	NA	NA
TA	Allowed		Paid to CA by DMMU
Conducting BK training during Audit is not allowed. On completion of the Audit of all SHGs under allotted sangha Sangha Cooperatives in a particular FY, the CA will be eligible for bonus of Rs.2000 and will place the claim to DMMU. DMMU will pay the amount based on the report of the SRLM State Portal.			

Remuneration Structures:

1. **Audit Charge for SHG(Yearly)**

2. **Audit Charge for Sangha Cooperative (quarterly)**

Sangha audit charges will be finalized based on fund mobilized by Sangha of the Sangha Cooperative at the end of the respective Audit period.

Based on Corpus Fund of Sangha Cooperative				
	Upto 50 Lakhs	50 Lakhs- 1.25 cr	More than 1.25 cr	
Audit Charges	Rs 500	Rs 800	Rs 1000	Paid to CA by Sangha
Honorarium	2 days	2 days	3 days	Paid to CA by DMMU
TA	NA			-----------

RecruitmentProcess:

Selection process including details of written examination and personal interview (written exam of 80 marks and 20 marks interview including computer test)

HowtoApply:

Applicants are required to apply through ONLINE mode only through the official website *https://hooghly.nic.in* by **30/11/2025 [by 5:00 PM]**. Application will not be accepted by any other mode.

Online Submission Process:
1. Visit the Official Website *https://hooghly.nic.in*
2. Under "Recruitment", click the link "Application for the post of Community Auditors (CAs)
3. In the Form, All Fields are mandatory. Enter all the required details.
4. Upload recent **Photo** (size: upto 50 KB, Type: JPG)
5. Upload **Signature** (size: upto 50 KB, Type: JPG)
6. Upload Self-attested copies of **Educational Qualification (size: upto 250 KB)** in the PDF Format.
7. Submit the Application Form.
8. A popup will indicate that the application has been submitted successfully with your application Id.
9. Download the Application and take a printout.

For any clarification, the applicants may contact Anandadhara District Office, Hooghly.

Anandadhara District Office
District Mission Management Unit
DRD Cell, Hooghly ZillaParishad
Town Guard Road, P.O- Chinsurah,
District –Hooghly, Pin Code- 712101
West Bengal

Sd/-
Additional District Mission Director
&
Project Director, D.R.D. Cell, Hooghly