

Memo No: 1765/MB2

Dated: 01.07.2025

Advertisement No. 01 / 2025

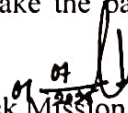
Advertisement Notification for engagement of Business Development Service Providers(BDSP) for providing support to One Stop Facility (OSF) Centre activity of NRLM Block under Mandirbazar Development Block.

Applications in prescribed format are invited from the eligible candidates for Business Development Service Providers (BDSP) for engagement within the jurisdiction of Mandirbazar Development Block.

The details including eligibility/remuneration etc. are given below :-

Name of the Post :- Business Development Service Providers (BDSP)

- 1) **Engaging Authority:** West Bengal State Rural Livelihoods Mission (State Mission Management Unit).
- 2) **Number:** 7 (seven) BDSPs for Mandirbazar Development Block.
- 3) **Age:** Minimum 21 years and maximum 45 years as on 1st January, 2025.
- 4) **Qualification:** Graduation in any discipline (preferably commerce background).
- 5) **Criteria for identification for BDSPs:**
 1. Capable of communicating in local dialect.
 2. Minimum Educational Qualification: Graduation in any subject (preferably commerce background).
 3. Should have an aptitude for Mathematics and business understanding.
 4. Willing to work for 15 days per month outside her village.
 5. Resident of Mandirbazar Development Block (minimum residing period in block is 2 years).
 6. Basic computer and Smart phone operation skills (preferable).
- 6) **Criteria (in order of priority):**
 1. Candidates must have prior experience of owning or working in an enterprise.
 2. If the first condition is not fulfilled, then existing community cadre or CBO leaders must be given preference.
 3. If the above two conditions are not fulfilled, then candidates in age group of 25 – 45 must be considered.
 4. All the candidates must be women and member of SHG under NRLM fold.
- 7) **Remuneration:** Following the WBSRLM circular no. 56- WBSRLM/Prog/ 6P-129/2014 dated 20.01.2015, per day resource fee and of BDSPs would be as per the resource fee of Expert SHG members or Federation leaders or resource person developed by districts as specialists in specific key areas i.e. Rs. 300/- only per day and actual travel expenses would be provided following the existing policy of Reimbursement of travelling expenses for the category mentioned here. The OSF-MC would make the payment of resource fees and TE (reimbursement) to BDSPs.


Block Mission Director (BMMU) &
Block Development Officer
Mandirbazar Block, South 24 Parganas

**BLOCK DEVELOPMENT OFFICER
MANDIRBAZAR DEVELOPMENT BLOCK
SOUTH 24-PARGANAS**

8) Indicative Roles & Responsibilities of BDSPs (Subject to change according to guideline modification):

A. Interaction with Sangha

1. Prioritization of enterprises for providing supports.
2. Preliminary analysis of business potentiality and credit linkage status of a SHG or entrepreneur to whom OSF support would be extended.
3. Feedbacks sharing about SHGs and entrepreneurs those have been provided support under OSF.
4. Community Enterprise Fund loan repayment status sharing.
5. Training on OSF activities, Non-farm activities.
6. Knowledge sharing on market linkage.
7. Making weekly plan of action and regular reporting on target achievement.

B. Interaction with Upa-sangha & SHG;

1. Handholding of Upa-sanghas on OSF activities.
2. Handholding of Upa-sanghas on monitoring of entrepreneurs supported under OSF.
3. Knowledge sharing regarding available Govt. schemes for growth of enterprises.
4. Feedbacks sharing with SHGs and entrepreneurs those have been provided support under OSF.
5. Community Enterprise Fund loan repayment status sharing.

C. Interaction with entrepreneur:

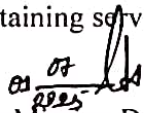
1. Business ideation and conceptualization with entrepreneurs.
2. Handholding support to initiate / grow business.
3. Facilitating viability assessment and preparing business plans (specifying loan requirement, repayment duration, and repayment schedule).
4. Entrepreneurship training.
5. Market and business linkages.
6. Ensure necessary regulatory compliances such as Udyog Aadhar, FSSAI, PAN, GST etc.
7. Linkages with schemes of other Departments.
8. Ensure maintenance of financial books of records and tracking business performance against benchmarks.
9. Ensure enterprises follow governance protocols (particularly for group enterprises) for transparency and smooth operations.
10. Facilitating insurance for the entrepreneur.
11. Ensure regular repayment of business loan (including Community Enterprise Fund).

D. Reporting to OSF-MC/Mentors/ Block Nodal Officer/BTC-EP

1. Reporting to OSF-MC regarding weekly target achievement and action plan for next week.
2. Discussion with mentors regarding case wise viability assessment and preparation of business plans.
3. Communication of gaps identified at entrepreneur level for addressing the same through mentors.
4. Assisting Block Nodal officer in preparation of appraisal note of business proposals which would be appraised by OFS-MC.
5. Any other activity as instructed by OSF-MC/ Mentors/ Block Nodal Office/ BTC-EP.

E. Documentation activity:

1. Preparation of documents related to OSF-MC activities.
2. Preparation of documents required to submit by entrepreneurs for obtaining services of OSF.


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9) Mode of Selection & Examination procedure :

Selection of candidate will be made on the basis of the written examination followed by group activity & personal interview. The written examination shall consist of 20 (Twenty) questions out of which 10 (Ten) questions shall pertain to Mathematics (Madhyamik Standard) and 10 (Ten) questions shall pertain to logic. The written examination will carry 40 (Forty) marks and personality test will carry for 10 (Ten) marks [5 marks for group activities and 5 marks for personal interview]. **Duration of the written Examination is 90 (Ninety) minutes.**

10) Self attested documents to be submitted along with the application form :-

A) Essential Documents :-

- a) Identity Proof :- Photo copy of EPIC/ AADHAAR / Driving Licence / PAN CARD, etc.
- b) Age Proof :- Photo copy of Birth Certificate / Admit Card or Certificate of Madhyamik Examination.
- c) Residential Proof :- Photo copy of EPIC/AADHAAR / Driving Licence / Ration Card / Certificate from the concerned Gram Panchayat etc.
- d) Educational Qualification :- Photo copy of Certificate / Mark sheet of Bachelors Degree in any discipline. Photo copy of Certificate / Mark sheet of Masters or equivalent degree (optional).
- e) Sangha Samabay Certificate / Lokos Certificate mentioning SHG Code, Name of SHG and Member Code

B) Preferable Documents :-

- f) Certificate of SHG promotional activities if any.
- g) Certificate of Computer Course if any.
- h) Certificate of experience of owning or working in an enterprise if any.
- i) Certificate of experience of Self business / having enterprise business if any.

Completed application along with the above documents is to be submitted in a sealed covered envelope mentioning "Application for the Post of Business Development Service Providers (BDSP), Mandirbazar Block" through post or to the drop box to the below mentioned address till 10.07.2025 upto 5 p.m (on all working days).

From Name & Address of the Applicants	To The Block Development Officer, Mandirbazar Development Block, Vill.-Ramnathpur, P.O.+ P.S. –Mandirbazar, Pin-743395 Dist- South 24 Pgs.
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**Last date of receiving applications is 10.07.2025 (up to 5:00 P.M).
Applications received after 05:00 p.m. on the last date will not be accepted.**

Date of written examination tentative 2nd week of August'2025

Incomplete applications are liable to be rejected. Submission of more than one application by the same candidate is strictly forbidden and such applications are also liable to be rejected.

N:B:- Prescribed Application format is to be collected from Office of the Block Development Officer Mandirbazar Development Block and Bangla Sahayata Kendras under Mandirbazar Development Block.

Annexure :- Blank Application Form


Block Mission Director (BMMU) &
Block Development Officer
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**BLOCK DEVELOPMENT OFFICER
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SOUTH 24-PARGANAS**

Application Form

Application for the Post of Business Development Service Provider (BDSP).

Paste
Passport Size
Recent
Photograph
(Self Attested)

Fill in Block Letters

1. Name of the candidate: _____
2. Father / Husband Name: _____
3. Date of Birth (DD/MM/YY): ____/____/____ Age (as on 1st January, 2025): _____
4. Permanent Address:
Village: _____
Gram Panchayat: _____
Post Office: _____
Block Name: _____
_____ District: _____
Pin code: _____ State: _____
5. Mobile No: _____ Email (optional) : _____
6. Aadhar Card No: _____ EPIC No:-- _____
7. Name Of the SHG: _____
8. SHG Code (NRLM ID) _____
9. SHG member ID (NRLM member ID) _____
10. Name of the Sangha Samabay: _____

11. Education Qualification (Bachelors Degree onwards) :

No	Qualification	Name Of the College	Name of the University	Year of Passing	% Of Marks
1					
2					
3					

12. Experience in SHG promotion related activities Yes/No
(If yes then attached the certificate of SHG / Sangha Samabay)
13. Computer Knowledge: Yes/No
(If yes then attached the certificate)
14. Working experience (Minimum 2 Years) Yes/No
(If yes then attach the certificate)
15. Self Business or having enterprise Yes/No

Self-Declaration

I hereby declare that all information furnished above is/are true to best of my knowledge and information. In case of sharing of false facts and figures by me on this application, then I shall be myself liable for cancellation of my application or immediate termination of the contract (Even during post recruitment phase in the project). I also acknowledge that I have gone through the detail eligibility criteria and selection procedure for the job position for which I am applying through this application form.

Date:

Place:

Applicant's Signature

Full name of applicant

Last date of submission of the application form is :10.07.2025 upto 5P.M.