

**UTKAL GRAMEEN BANK, HEAD OFFICE, BOLANGIR**  
**ENGAGEMENT OF RETIRED OFFICERS OF BANKS ON CONTRACT/ SHORT TERM**  
**ASSIGNMENT BASIS FOR THE POST OF CONCURRENT AUDITOR (CA) IN THE BANK**

Applications are invited in **Form-A** from retired officers in Scale-II/III & IV of Utkal Grameen Bank/Public Sector Banks to be engaged as Concurrent Auditor on contractual basis in the Bank. The applications in this regard, completed in all respect may be submitted to Utkal Grameen Bank, Head Office, Club para, P.O./Dist: Bolangir, Odisha, PIN: 767001. **The last date of receipt of such application is dt.10.06.2021.** The envelope containing the application super scribed “**APPLICATION FOR THE POST OF CONCURRENT AUDITOR ON CONTRACTUAL BASIS**” should reach Bank’s Head Office **latest by 10.06.2021.** Applications received after such date will not be entertained/considered.

Eligibility & other details:

Sl. No.	Particulars	Remarks
1	Who can apply	Retired officers in Scale-II, III & IV of Utkal Grameen Bank/ Public Sector Banks with good track record.
2	Age	He/ She should not be above 65 years of age. The engagement shall be up to the maximum age of 65 years.
3	Period of engagement	Period of engagement shall be for a period of one year. On completion of one year, if the performance is found to be satisfactory and suitable as well as requirement of the Bank, the contract of service may be renewed for a further a period of one year each at a time (age not to be exceeded 65 years). The performances of the contractual officers are to be analyzed by the respective Regional Manager/Department at quarterly intervals. Their suitability for continuance will be decided basing on the recommendation of the Regional Manager/HOD of the respective Department. The Bank reserves the right to terminate the services even during the contract period without assigning any reason thereof. Termination of contract can be made on serving of one month’s notice by both sides.
4	Monthly Retainer fees	Consolidated remuneration of Rs.25000/- PM for Officers Scale-II, Rs.30, 000/-PM for Officers Scale-III & Rs.35, 000/- PM for Officer Scale-IV are proposed for the Concurrent Auditors. The remuneration paid would be subject to TDS as per IT rules. No other remuneration other than the consolidated pay will be reimbursed. The officer concerned have to keep security deposit of 25,000/- , 30,000/- & 35,000/- respectively for Officers Scale-II , Scale-III & Scale-IV with the Bank (marked lien) in favour of the Bank for a period of one year from the date of their engagement subject to renewal basing on the period of contract. The security deposit will be forfeited in case of breach of contract. For official travel, they will be entitled TA/HA as a lump sum as decided by the Bank from time to time at present Rs 2000/- per month.

5	Leave	Apart from banking holidays, the ex-officers shall be entitled leave of 12 days during the engagement period @ one day per month not exceeding 4 days at a time. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies. However, on reasonable ground the Appropriate Authority may allow leave to him/her on “no work no pay” basis and will be paid proportionate remuneration.
6	Role & Responsibility	The job to be performed as described in the enclosure of Annexure “A”. As Concurrent Auditor, they have to conduct the Audit as per Bank’s rule and as directed by RO/HO from time to time.
7	Supervision & Control	Regional Manager of the respective Region/HOD, of the respective departments at Head Office.
8	Reviewing/Renewing Authority	On receipt of performance report from the Regions, the matter will be decided by a Committee consisting of all the General Managers & Chairman.
9	Reporting Periodicity.	The CA will submit his report on weekly basis, apart from pointing out the irregularities; CA will ensure rectification of irregularities during his audit period. Rectified during inspection (RDI) will form a basis of his KRA, during the assessment/appraisal report submitted by their Reporting Authority on quarterly basis.
10	Other details	<ul style="list-style-type: none"> <li>(a) He/She should bear good moral character and standard health.</li> <li>(b) Mere fulfillment of eligibility criteria does not qualify a person for the post. Bank reserves the right to disqualify any applicant without assigning any reason thereof.</li> <li>(c) The concerned officer has to execute the fidelity &amp; secrecy declaration on their engagement. (Annexure-C)</li> <li>(d) The contractual officer will not be vested with any financial/ administrative power.</li> <li>(e) Bank will maintain a panel of officers for each centre. In case one resigns/leaves, the next person in the panel will get the chance.</li> </ul>

**Form-A**

APPLICATION FOR ENGAGEMENT OF OFFICERS RETIRED FROM BANK'S  
SERVICE ON CONTRACT BASIS  
(APPLICATION TO BE SUBMITTED TO THE UTKAL GRAMEEN BANK,  
HEAD OFFICE, BALANGIR)

Affix recent  
passport size  
photograph  
and sign  
across in full

Sl. No.	Particulars	To be filled by the applicant
1	Name	
2	Date of Birth	
3.(a)	Bank Name	
(b)	PF Index No. / Employee Identification No	
4	Presently domiciled at Address	
5	Contact Numbers	
6	e-mail id	
7	Educational Qualifications	
8	Date of retirement from Bank's service	
9	Designation/Grade at the time of retirement	
10	Assignments had during the last 10 years of service in the Bank	
11	Experience in handling Credit and experience as Credit Auditor/ Auditor in the Bank. (Applicant can provide details in a separate attachment in case the space is not adequate).	
12	Any other information.	

Place:

Date:

Signature