

Date : 25.04.2018

**NOTIFICATION****EXPRESSION OF INTEREST FOR EMPANELMENT OF RETIRED OFFICERS OF OUR BANK FOR CONCURRENT AUDIT OF OUR SELECTED BRANCHES**

We propose to empanel good and experienced retired officers of our Bank for the purpose of Concurrent Audit of our selected branches. For the persons to be engaged as Concurrent Auditor, the eligibility criteria will be as under :

1. The age of the retired officer should be within 64 years as on date of empanelment.
2. The Officer must have good exposure as Branch Head and as an officer in controlling office and had retired with respect and dignity in the Officer's cadre.
3. The Officer must have sound health i.e. he must be medically fit for doing the Audit work at different branches and presently he must not engaged fully in any gainful activity.
4. The retired officer should have an unblemished track record during his banking career.
5. The empanelment will be initially for a period of eleven (11) months and will be renewed afterwards depending upon the performance.
6. A fixed remuneration of Rs. 8000/- (Eight thousand only) (TDS applicable) will be payable to him per branch per month.
7. The empanelled retired officer may be de-empanelled at the sole discretion of the Bank. After allotment of the branch if the performance of the retired officer as Concurrent Auditor is found to be unsatisfactory, his engagement may be cancelled at any point of time without assigning any reason.
8. Other terms and conditions will be informed at the time of final allotment of branches for audit work.
9. **Last date for submission of application is on or before 02.05.2018.**
10. Final selection for empanelment will be done on the basis of performance of applicants in the interview.

The interested retired officers may apply in the attached application form and submit the completed application to **"THE GENERAL MANAGER, BIHAR GRAMIN BANK, HEAD OFFICE, GRAMIN BANK CHOWK, OPPOSITE NORTH HFC GATE, N.H. – 31, P.O. – BARAUNI URVARAK NAGAR, BEGUSARAI, PIN-851115** in a sealed cover which should reach our office on or before **02.05.2018**.

GENERAL MANAGER  
Encl. : Application Format.



**APPLICATION FORM**

Self Attested  
Recent Passport  
size photograph

**SUB : APPLICATION FOR CONCURRENT AUDIT WORK IN BANK ON CONTRACT BASIS**

With reference to Bank's advertisement inviting applications from retired officers of Bihar Gramin Bank for doing Concurrent Audit work in the Bank on contract basis, I am hereby submitting my BIO-DATA for the purpose.

**BIO-DATA**

S. No.	PARTICULARS	DETAILS
1.	Name of the Applicant	
2.	PF No. BR/ / (at the time of retirement)	
3.	Date of Birth	
4.	Present Age as on 01-04-2018	
5.	Date of Appointment in the Bank	
6.	Date of Superannuation	
7.	Total Service period in the Bank (in years) (including service in erstwhile Banks)	
8.	Designation at the time of retirement	
9.	Period of Experience as In-charge of a Branch (in years)	
10.	Period of Experience as an Officer in a Branch (in years)	
11.	Period of experience as departmental In-charge at RO/HO (in years)	
12.	Period of experience as an Officer in a department at RO/HO (in years)	
13.	Qualification - Academic	
14.	Qualification - Professional	
15.	Any other qualification	
16.	Whether physically fit enough to carry out the assignment of concurrent audit work ?	



17.	Whether any minor/major penalty proceeding was initiated during employment ? If yes give detail.	
18.	Whether any case in the court of Law/CBI initiated ? Or has been convicted by any court at any point of time ? If yes give details.	
19.	Present full Address for communication	
20.	Permanent Address	
21.	Contact Number/Mobile No.	
22.	Email address, if any	

23. Other details if any :

**24. Certificates :**

- a) I Confirm that the details/information furnished above is/are true and correct. In case, any details furnished above are found to be incorrect later on, the Bank has right to terminate the engagement given without any notice.
- b) I also undertake that I will not sub-contract/sub assign the concurrent audit work.
- c) I hereby undertake that I will not lobby directly or indirectly for consideration of credit proposals of friends/relatives/clients/non clients of the Bank.
- d) I also hereby undertake that if my name is included in Bank's panel for concurrent audit work, I will undertake to do the task entrusted to me in the best interest of the Bank.
- e) I will also abide by the rules and regulations of the Bank in force from time to time and will always keep the Banks interest foremost in my mind.

25. I understand and agree that the assignment will be on the terms and condition as will be contained in the offer letter and will be purely temporary and provisional.

Signature :

Date :

Name :

Address :