

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

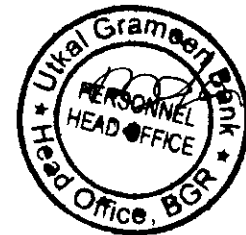
Applications are invited in **Form-A** from retired officers in Scale-II/III & IV of Utkal Grameen Bank/Public Sector Banks to be engaged as Concurrent Auditor on contractual basis in the Bank. The applications in this regard, completed in all respect may be submitted to Utkal Grameen Bank, Head Office, Club Para, PO/Dist: Bolangir, Odisha, PIN-767001. **The last date of receipt of such application is dt.15.09.2017.** 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 **15.09.2017.** 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.
3	No. of Positions	30 (thirty) persons at present.
4	Period of engagement	Period of engagement shall be for a period of one year. On completion of one year, the contract of service may be renewed for a further period of one year each at a time (age not to exceed 65 years) subject to satisfactory performance as well as requirement of the Bank. The Bank reserves the right to terminate the services even during the contract period without assigning any reason thereof. However, the contract can be terminated on service of one month's notice by either of the parties (Bank and the Contractual appointee).
5	Monthly Retainer fees	Consolidated remuneration of RS.20000/-pm., for Officers Scale-II, Rs.25000/-pm. for Officers Scale-III & Rs.30000/- pm. for Officers Scale-IV shall be paid. The remuneration paid shall be subject to TDS as per IT rules. No other amount other than the consolidated amount shall be paid. The Officer concerned selected for such engagement shall have to keep security deposit of Rs.20000/-, 25000/-, & 30000/-, respectively for Officers Scale-II, Scale-III & Scale-IV.with the Bank (lien marked 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 to TA/HA as applicable to the Grade at the time of their retirement at the rate as applicable to officers of UGB of their corresponding grade.
6	Leave	Apart from Banking Holidays the Concurrent Auditors engaged on contractual basis 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 in to 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.
7	Role & Responsibility	As Concurrent Auditor, they have to conduct the Audit as per Bank's rule and as directed by Head Office/Regional Office from time to time.
8	Supervision & Control	Regional Manager of the respective Region/ HOD of the respective Department at Head Office.
9	Reviewing/Renewing	On the basis of the performance report received from the Regional Managers, extension/renewal of engagement to be decided by a Committee comprising of the General Managers & Chairman.
10	Reporting Periodicity	The Concurrent Auditor will submit his/her report on weekly basis. Apart from pointing out the irregularities the CA will ensure rectification of irregularities during his audit period. Rectification during inspection (RDI) will form a basis of his KRA, during the assessment/appraisal report submitted by their Reporting Authority on quarterly basis.
11	Other details	<ul style="list-style-type: none"> (a) He/She should bear good moral character and standard health. (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. (c) On their engagement they shall have to execute a fidelity & secrecy declaration. (d) The Contractual Officer will not be vested with any financial/administrative power.



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 and mode of retirement (enclose copy of final relieving letter)	
9	Designation/Grade at the time of retirement	
10	Assignments held 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, with supporting papers/documents, if any).	
12	Any other information.	

Place:

Date:

Signature

