



PASCHIM BANGA GRAMIN BANK

HEAD OFFICE: NATABAR PAUL ROAD, CHATTERJEE PARA MORE
TIKIAPARA, HOWRAH, WEST BENGAL, INDIA, PIN CODE -711101

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Website: www.paschimbangagraminbank.com

Notification

For Engagement of retired Bank Officers of PBGB and other commercial Banks for concurrent audit for selected branches.

Last date for submission of application – 15/01/2019

Guidelines for empanelment of Concurrent Auditors

Sl. no	Parameters	Particulars/Remarks
1.	Scope of work	The empanelled officers will be assigned for the Concurrent Audit job of identified branches under Howrah, Hooghly, Bardhaman and suri Regional Office of Paschim Banga gramin bank.
2.	Eligibility	<p>i) The retired officers of PBGB and other commercial Banks in Scale-II and above can apply for empanelment. (Hereafter will be termed as applicant)</p> <p>ii) Age of the Applicant retired Officer as on the date of application should not be more than 70 Years.</p> <p>iii) Applicant should have unblemished track record and have minimum of 20 years of continuous service in Bank as an Officer.</p> <p>iv) As regards to unblemished track record and period of service, certificate from bank to be submitted.</p> <p>v) Applicant should have good exposure to credit dispensation.</p> <p>vi) Applicant should have adequate expertise and working knowledge in computerised environment and should be able to handle computers independently.</p> <p>vii) Applicant should have capability to operate Finacle system independently coupled with requisite investigative/ inspection aptitude and analytical ability.</p> <p>viii) Applicants having working experience in Inspection Department will be given preference.</p>

6

3	Terms & Conditions	<p>i) Initially the contract will be for a period of one year. The contract may be renewed for subsequent years based on performance review done annually.</p> <p>ii) Application for empanelment should be in Bank's prescribed format along with copies of following documents:-</p> <p>a) PAN card</p> <p>b) Aadhar card</p> <p>c) Promotion letter/ joining letter to Officer cadre.</p> <p>d) Promotion letter/ joining letter to Scale- II cadre.</p> <p>e) Proof of professional qualification.</p> <p>iii) Applicants should apply to General Manager, Head Office and send the same to above address in a covered envelop inscribing "Application for Concurrent Auditors".</p> <p>iv) Applicants may apply for any number of Regions according to their choice in a single application.</p> <p>v) The submission of application or receiving order for empanelment does not confer any right to claim for entrusting of audit work mandatorily by Bank.</p> <p>vi) Applicant should be ready to travel to any place for stock inspection/ security inspection etc.</p> <p>vii) Bank reserves the right to cancel the selection process or empanelment any time without giving any prior notice to the applicant.</p>
4	Remuneration	<p>i) The remuneration to the Concurrent Auditors is Rs.6000.00 (Rs. Six thousand only) per branch per month. More than one branch may be assigned to single auditor as per Bank's own decision.</p> <p>ii) Concurrent auditors shall not be eligible for any other charges/ expenses/ perquisites other than remuneration as stated earlier..</p> <p>iii) Remuneration will be subject to TDS/ GST as applicable.</p>
5	Other General Conditions	<p>i) Short listing of Applicants for the purpose of interview will be done by a committee and the decision of the committee to accept or reject any application shall be final.</p> <p>ii) The short listed applicants will appear for personal interview at Head office at their own cost. Call letters for interview will be sent to E-mail ID of the applicant.</p> <p>iii) Selected applicants for engagement shall sign a contract as devised by bank.</p>

**Engagement of Retired Officers of PBGB and other commercial banks for
Concurrent Audit Work**

BIO- DATA CUM APPLICATION FORM

Passport size
photograph

Sl no	Particulars	Details
1	Name of the Applicant	
2	EMP/PF No	
3	Present address of the applicant	
4	Mobile no	
5	E- mail address	
6	Date of birth	
7	Age as on date (Years/ Month)	
8	Qualification- academic	
9	Qualification- Professional	
10	Any other qualification	
11	Name of the bank served	
12	Date of joining and cadre	
13	Date of promotion to Scale-II cadre	
14	Date of superannuation/ voluntary retirement	
15	Name of the branch/ office & region last worked.	
16	Total service as Officer (in years)	
17	Designation at the time of retirement	
18	Branch experience (in years)	
19	Experience as branch Head (in years)	
20	Working experience as in-charge of credit department/ Inspecting Officer etc.	
21	Whether suffering from any major ailment or has undergone any major surgery.	
22	Whether any minor / major penalty proceedings were initiated during 5 years prior to retirement. (Y/N)	
23	Whether involved in any CBI Case. If yes, details thereof.	
24	Details of last five posting.	
25	Name of the Region according to preference	

I confirm that the details/ information furnished above are/is true and correct. In case, any of the details furnished above is found to be incorrect at a later date, the Bank has right to terminate the assignment given, without giving any notice.

Place:

Date:

Signature of the Applicant