



# **KAVERI GRAMEENA BANK**

## **HEAD OFFICE: MYSURU**

### **EMPANELMENT OF RETIRED BANK OFFICERS AS CONCURRENT AUDITORS**

1. Kaveri Grameena Bank invites applications on the enclosed application format from Retired Officials of the Banks, who fulfill the eligibility criteria as mentioned hereunder and have honorably retired with satisfactory service record, for empanelment on merit on contract/ short term assignment basis for Concurrent Auditors.
2. The Bio-data should be submitted in the attached format to the General Manager (Admin), Kaveri Grameena Bank, Head Office, CA-20, Vijayanagar II Stage, Mysuru – 570 017, only by post/courier.
3. Application for “Empanelment on merit on contract/ short term assignment basis” should be mentioned on the envelope, carrying Bio-data.
4. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for empanelment by the bank. The empanelment will purely be the prerogative of the Bank.
5. It is only a contractual work for a specific period and the Retired Official/s so assigned the work would not be entitled to claim any regular employment or any other benefit in the bank in future.

#### **6. Eligibility Criteria and method of applying:**

- a) The officer should have retired from the Bank honorably in Scale III, IV and V, only on attaining superannuation at the age of 60 years. Voluntary retired/ resigned/left the Bank otherwise before superannuation are not eligible for consideration.
- b) Officers should have good track record of performance and deep knowledge of systems and procedures. They should have good credit/Audit/operational back ground and should be aware of Bank's Systems and procedures, positive aptitude, analytical ability and flair to take up inspection Assignment. He shall have fair knowledge of CBS and other software packages used by the bank.
- c) The officers who have retired in the cadre are eligible for the proportionate grade as concurrent auditor.
- d) The age of the applicant should not be more than 62 years as on 01.04.2018.
- e) The applicant should NOT have been imposed major penalty during the last 10 years prior to retirement.
- f) Candidates should have physical fitness and medically fit to travel to distant branches / places for Inspection and Security Verification.
- g) Candidate should have Branch experience as Branch head/ second line officer for at least three terms (minimum 9 years). Preference will be given to the officers having audit background.
- h) The application should be for our Branches in Tumkur, Chikamagaluru and Hassan Regions and the applicant should be ready to do the audit work in any of the branches attached to that Centre/Regional office.

## **7. Selection Process:**

The applications shall be scrutinized based on the stipulated eligibility criteria for the post by the Screening Committee and a short list of the applicants will be prepared based on the requirement at each Centre/ Regional office. The candidates shortlisted for the interview will then be interviewed by a three member Committee. The decision of the selection committee shall be final.

## **8. Period of Engagement**

The engagement shall be on the contract basis and will be initially for a Period of one year which may be renewed for a further period of one year, for a maximum of three terms, subject to the applicant attaining 65 years of age. The contract will be renewed subject to suitability/ satisfactory service/ annual assessment, at the sole discretion of the Bank. The performance of the applicants shall be evaluated/ reviewed on the following lines:

- a. Quality of reporting
- b. Mobility
- c. Promptness to accept assignments
- d. Timely completion of audit assignment
- e. Satisfactory conduct
- f. Period of absence
- g. Other grounds such as medical etc.

## **9. Remuneration**

The engaged applicants shall be paid a consolidated monthly remuneration depending on the scale in which they have retired as given below.

Scale from which the ERO has retired	Consolidated monthly remuneration
Scale III	Rs 30,000=00
Scale IV	Rs 32,000=00
Scale V	Rs 35,000=00

- a. The empanelled persons are not eligible for any allowances/ perquisites or other benefits that are available for the regular officers of the Bank.
- b. They shall be eligible for 15 days of leave per year, which cannot be carried forward beyond 6 days within the contract period of one year and will lapse automatically when the yearly tenure comes to an end.

- c. They are eligible for pro-rata payment of monthly remuneration, if he/she avail leave more than their credit (total leave availed should not exceed more than 3 days in a month).
- d. The remuneration shall be paid on monthly basis and shall be payable within 5th of the succeeding month by HO.

#### **10. TA/DA**

- a. The empanelled persons shall not be eligible for any DA for the work assigned in normal course. If the Management assigns a work which requires overnight stay at other place than his headquarter, then they are eligible for TA/DA including lodging as applicable to his scale. However, they are eligible for a consolidated conveyance allowance of Rs 2000/- (Rs Two thousand only) per month in lieu of travelling expenses.
- b. No advance shall be permitted.

#### **11. Role and Responsibilities:**

The empanelled persons

- a. Shall not be utilized for administrative work such as processing, assessing, supervisory work etc.
- b. Shall sign the concurrent audit report.
- c. Shall do verification of securities/ other assets during concurrent audit.
- d. Shall inform General Manager (Admin) immediately in the event of any serious irregularities/ frauds observed during audit.
- e. Shall carry out any other assignment that has been entrusted by the management.

#### **12. Accountability:**

- a. The empanelled persons shall be accountable for any acts of omissions and commissions in their work during the course of Audit.
- b. The empanelment contract may be terminated in the event of such omissions and commissions apart from lodging complaints with appropriate law enforcing agencies depending on the action of criminality/ fraud/ breach of trust etc.

#### **13. Other Terms and Conditions**

- a. The applicant shall appear for a personal interview at Head Office at their own cost.
- b. Selection of candidates for empanelment will be at the sole discretion of the Management.
- c. The engagement of retired officials in the Bank shall be on contract basis.
- d. Mere empanelment does not confer any right for entrustment of audit assignment by the Bank.
- e. They are not eligible for reimbursement of medical or any other benefits/ perquisites, loans etc. during engagement period.

- f. They shall not exercise any administrative/ financial powers during the period of engagement.
- g. The contractual period shall not be reckoned with as service for the purpose of superannuation benefits/ PF/ Bonus etc.
- h. Income tax or any other tax liabilities on remuneration shall be deducted as per the prevailing rates mentioned in the Income Tax Rules.
- i. They shall follow the normal working hours as applicable to serving officials.
- j. In order to avoid conflict of interest, the retired officials so engaged shall not be assigned the Branches/ offices where they had worked while in active service with Bank.
- k. Allotment of Branches to the persons so engaged shall be the sole description of the Bank and selected candidates shall not have any say in the matter.
- l. They will undertake that he/she will not sub contract/sub assign the allotted assignment.
- m. They should execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.
- n. They should not accept any assignment with any other organization during the period of their contractual service in the Bank.
- o. The Time frame fixed for completion of task is to be adhered and reports are to be submitted as per schedule.
- p. Incomplete application or application without requisite enclosures will not be entertained.

14. Last date for accepting application **5pm, 30<sup>th</sup> September 2018**

15. Application in Hard Copy is only accepted.

16. Retired officer of other Banks can also apply subject to eligibility.

General Manager (Admin)  
Kaveri Grameena Bank  
Head Office  
Mysuru

\*\*\*\*\*

**Application for Empanelment of Retired – Officers for Concurrent Audit/Inspection functions in Kaveri Grameena Bank.**

To,

The General Manager (Admin)  
Kaveri Grameena Bank  
Head Office  
CA-20, Vijayanagar II Stage  
Mysuru – 570 017

Dear Sir,

I hereby offer my services for empanellment concurrent audit in your Bank. My Bio-data is as under for yur consideration:

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of the Applicant	
2	Staff Number	
	If retired other than Kaveri Grameena Bank, the certificate as per format A is enclosed	Yes/ No
	Name of the Bank where last served	
3	Complete Communication address with City/Pin Code- for correspondance	
4	Permanent address	

5	Landline Numbers with STD Code	
6	Mobile Number	
7	e-mail Address	
8	Date of Birth	
9	Age (as on 01.04.2018)	
12	Date of Promotion to Officers cadre Scale II to III Scale III to IV Scale IV to V	
13	Date of Superannuation	
14	Total Service (in years)	
15	Designation/Grade at the time of Retirement	
16	PAN Number (Mandatory)	
17	Branch Experience (in years)	
a.	Experience as in charge of a branch if any (in years)	
b.	Experience as in charge of Credit Department in a branch if any (in years)	
18	Experience as in charge of Credit Department in RO/HO if any (in years)	
19	Experience in Inspection Department in Bank if any (in years)	
20	Branches under which Regional	

	Office wants to be empanelled : Tumkur or Chikamagalur or Hassan	
21	Whether any major penalty was imposed during the entire service?	
22	Whether Court/ CBI initiated proceedings against the applicant <b>or</b> applicant has been convicted by court? If yes, detailsthereof	
23	Qualification  Academic  Professional  Any other qualification	

I undertake to work anywhere in the area of operation of the Bank, though opted to work in a particular Centre/ Region.

I confirm that, I have read the terms and conditions of the appointment and abide by the same which is published in the Bank's website.

Date:

Place:

SIGNATURE

On Banks Letter Head

**Annexure A**

This is to certify that Sri ----- was retired from our Bank on----- as scale -----officer. He is having ----- years of experience as Branch Manager/Manager Advance. He is also having -----years of experiance as auditor in our Bank. No major penalty has been imposed on him since 10 years prior to his retirement. This certificate has been issued at the specific request of Sri ----- - to apply him for on contract/ short term assignment as concurrent auditor at Kaveri Grameena Bank.

Authorised Signatory