



उत्तर बिहार ग्रामीण बैंक

प्रधान कार्यालय, कलमबाग चौक, मुजफ्फरपुर

Audit and Inspection Department

[To be uploaded on official website of the Bank]

Annexure-II

(Specimen for advertisement)

APPOINTMENT /ENGAGEMENT OF RETIRED OFFICER(S) OF ANY BANK FOR THE POST OF CONCURRENT AUDITOR ON CONTRACT BASIS. FROM 01.10.2018.

A. DATE OF APPLICATION :Last date of receipt of off line application at Head Office is 14.08.2018.

B. BANK PROFILE:

Uttar Bihar Garmin Bank, the only RRB operating in the districts of Araria, Saran, Darbhanga, East Champaran, Gopalganj, Hajipur, Katihar, Kishanganj , Madhepura, Madhubani , Muzaffarpur, Purnea Saharsa, Sheohar, Sitamarhi, Siwan, Supaul, W. Champaran. , with Branch Network of 1032.

The Bank requires Concurrent Auditor for following branches:

SI No.	Branch	RO	Average Business of the branch as on 31 .03.2018	District	Remuneration per month
1	Bettiah	Bettia	29.30	West Chaparan	10,000
2	Chapra	Chapra	53.06	Chapra	12,000
3	Sitamarhi	Sitamarhi	66.07	Sitamarhi	12,000
4	Sheohar	Sitamarhi	28.26	Sheohar	10,000
5	Hajipur	Hajipur	76.30	Vaishali	13,000
6	Madhubani	Madhubani	36.35	Madhubani	12,000
7	Laheriasarai	Darbhanga	62.69	Darbhanga	12,000
8	Araria	Araria	42.98	Araria	12,000
9	Purnia	Purnia	54.12	Purnia	12,000
10	Kishanganj	Araria	33.46	Kishanganj	12,000
11	Siwan	Siwan	107.30	Siwan	13,000
12	Gopalganj	Gopalganj	127.79	Gopalganj	13,000
13	Motihari	Motihari	69.44	East Champaran	12,000
14	Supal	Saharsa	64.99	Supal	12,000
15	Saharsa	Saharsa	72.42	Saharsa	12,000
16	Katihar Bazar	Purnia	55.37	Katihar	12,000
17	Madhepur	Saharsa	43.55	Madhepura	12,000
18	Muzaffarpur	Muzaffarpur	51.26	Muzaffarpur	12,000
19	Lohiya Nagar	Saharsa	88.42	Saharsa	13,000
20	Barhara Kothi	Purnia	55.66	Purnia	12,000
21	Jalalgarh	Purnia	44.51	Purnia	12,000
22	Banmankhi	Purnia	40.75	Purnia	12,000
23	Rajapatti	Gopalganj	65.90	Gopalganj	12,000
24	Champanagar	Purnia	36.16	Purnia	12,000
25	Singheshwar	Saharsa	37.02	Madhepura	12,000
26	Sarsi	Purnia	33.82	Purnia	12,000
27	Guru Bazar	Purnia	40.52	Purnia	12,000
28	Kritya Nagar	Purnia	35.32	Purnia	12,000
29	Bhatkhora Bazar	Saharsa	33.51	Madhepura	12,000
30	Tulsiya	Araria	35.59	Kishanganj	12,000

The Officer may be assigned for any branch which are not opted by him.

C. AGE, QUALIFICATION & EXPERIENCE (As on 01.10.2018)

Name of the Post	Concurrent Auditor
Age (As on 01.10.2018)	Less than 65 years with sound health. The engagement shall be upto maximum age of 65 years, subject to other conditions regarding renewal of contract etc. As such the applicant should not be more than 64 years of age at the time of appointment.
Qualification	Essential: Graduate/Post Graduate degree from a UGC recognized University. Desirable: JAIIB/CAIIB shall be preferred.
Experience/other eligibility criteria	Essential: i)Candidate should have retired on VRS or on attaining superannuation with minimum 20 years of service of which at least 15 years in Officer Cadre. ii)He should have worked as Branch Manager in any scale in a rural branch for at least 3 years. Iii) He should have unblemished record and possess satisfactory service certificate from the previous employer. Iv) Should be well conversant with the local language. v) Should have retired from scale II and above. vi) Should be resident of the same or nearby district.

D. CONTRACT PERIOD: The candidate shall be appointed on Contract basis for a period of one year. Thereafter period of assignment may be extended on basis of performance.

The engagement shall be upto maximum age of 65 years, subject to other conditions regarding renewal of contract etc. As such the applicant should not be more than 64 years of age at the time of appointment.

The Concurrent Auditor shall be given access to Core banking platform for viewing & enquiry purpose. He will visit the branch at least 04 days in a week but he will check all vouchers of the branch for that week. He will be granted two days leave in a month. If auditor remains absent from the branch/ duty more than allotted leave, then remuneration will be deducted on prorata basis.

E. REMUNERATION: The remuneration shall be fixed for the branch, specified under point "B". Further a lump sum amount of Rs.1000/- per month shall be paid towards printing of audit report, conveyance etc.

No other allowances/reimbursement of expenses will be admissible.

The Bank will not pay any medical re-imbusement of medical or any other facilities during the engagement period.

F. JOB PROFILE: The officer shall be working as Concurrent Auditor and have to undertake Concurrent Audit of the branch on daily basis and report to Management/branch/concerned RO on guidelines issued with appointment/ engagement letter .

G. Liability & Accountability of Concurrent Auditor: The Concurrent Auditor shall be liable for failure to notice and reporting any major irregularity/ fraud perpetrated during the audit period. Bank has right to initiate action as deemed fit including legal action as applicable apart from termination of assignment

H.SELECTION PROCEDURE: The eligible candidates will be called for personal interview after initial screening and the decision of the Bank in this regard shall be final.

H.SUBMISSION OF APPLICATION: Eligible candidates have to submit their applications in the given format (Annexure -III) with required self attested documents/ papers. Last date for receipt of application at Head Office is 14.08.2018 .No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Bank has right to change any term & conditions at any point of time.

Address the application, super scribing "Application for the post of Concurrent Auditor.
General Manager,
Uttar Bihar Gramin Bank

Head Office Kalambagh chowk,
Muzaffarpur
Pin 842001.

I. APPLICATION FEE: There is no application fee prescribed.

GENERAL INSTRUCTIONS:

a) While applying for the posts, the applicant should ensure that he / she fulfill the eligibility and other norms mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that a candidate does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after appointment, his / her contractual appointment is liable to be terminated without any notice.

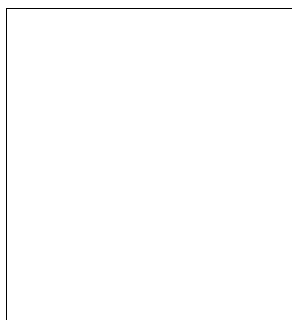
b) In case of suitable and deserving cases, any of the requirements and conditions of eligibility mentioned above, may be relaxed at the discretion of the Management. The Management reserves the right to fill or not to fill the above advertised position without assigning any reason thereof.

c) Mere submission of application against the advertisement and apparently fulfilling the criteria as prescribed in the advertisement would not bestow on him / her right to be called for interview.

Application form for appointment/ engagement as Concurrent Auditor for branches of Uttar Bihar Gramin Bank, Head Office, Sharma Complex, Kalambagh Chowk, Muzaffarpur (Bihar) Pin Code- 842 001

***Please see advertisement published on official website of the Bank (UBGB) before filling up this application.**

***Last date of receipt of off line application form at Head Office of UBGB is 14.08.2018**



(Recent self attested photograph)

Name of branches for which application is tendered. Please furnish five options.

Sl no.	Branch	Regional Office	District
1			
2			

Sl No	Particular	
1	Name	
2	Father's name	
3	Address for correspondence	
4	Category	
5	Date of birth (as per metric/ Xth certificate) Age as on 01.10.2018	DD/MM/YY
6	Mobile no.	
7	e-mail ID	
8	Gender	
9	Nationality	
10	Permanent address	
11	Educational Qualification	
12	CAIIB—Part-I/ Part-II	
13	Computer knowledge	
14	PAN No.	
15	AADHAR NO	
16	Name of Bank/ Bank Account no.	
17	Language – Read & write	
18	Knowledge of computer, finance, typing,	

Previous postings:

Sl No.	Name of Bank	Branch (Rural / urban)	Designation With scale	Duration		Posted as	Pay scale
				From	to		

Date of retirement [retired in scale]	
VRS/ Superannuation on	
Total completed years of service	_____ Years _____ months.
Out of which, service as an Officer	_____ Years.
Certificate of previous Employer. (Please attach certificate) Any disciplinary action taken by Management in service period (Please mention in details)	
Details of present employment with full address, position , salary etc.	

Name & address of two references:

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Please attach Xerox copy of following documents with application form:

1. Copy of metric certificate/ Xth certificate for date of birth.
2. Copy certificate of graduate/ post graduate
3. Copy of PAN
4. Copy of Aadhaar
5. Copy of certificate of JAIIIB/ CAIIB.
6. Copy of Pass Book of the Bank furnishing IFSC code.
7. Certificate of previous employer (furnishing retirement as an Officer of scale –II)
8. Certificate from employer regarding his posting in rural branch as Branch Manager (scale____) for the period _____ to _____.

DECLARATION

I hereby declare that the particulars furnished above are true and correct to the best of knowledge and belief and I understand that in the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirements of the relative advertisement, my candidature / appointment for the said post is liable to be cancelled / terminated at any stage and if appointed, my service are liable to be terminated. I am willing to serve anywhere in area of operation of the Bank. I agree that Bank has right to transfer me to any part of the area of operation of the Bank at its discretion.

I hereby agree that any legal proceedings in respect of any matter of claims or disputes arising out of this application and / or out of said advertisement can be instituted by me only at Muzaffarpur and Courts / Tribunals / Forums at Muzaffarpur undertake to abide by all the terms and conditions mentioned in the advertisement displayed on Bank's website dated _____.

(Signature of applicant)

Date:

