



# UTTAR BIHAR GRAMIN BANK

HeadOffice: Kalambagh Chowk, Muzaffarpur [Bihar]

[To be uploaded on official website of the Bank]

## Annexure-II

**APPLICATIONS ARE INVITED FROM RETIRED OFFICER(S) OF ANY BANK TO UNDERTAKE CONCURRENT AUDIT OF UNDER MENTIONED BRANCHES OF UTTAR BIHAR GRAMIN BANK (UBGB), HEAD OFFICE, MUZAFFARPUR, BIHAR ON CONTRACT BASIS FROM 01.02.2020.**

Applications are invited from Retired Officer of any Bank for assignment of Concurrent Audit of following branches of Uttar Bihar Gramin Bank, situated at Muzaffarpur, Bihar.

Sl. No.	Branch	Region	Advance As on 30.09.20 (in Crore)	Deposit As on 30.09.20 (in Crore)	Total Business As on 30.09.20 (in Crore)	Fee per month (Rs.)	Scale of the branch as on 31.03.20
1	ADAPUR	MOTIHARI	24.04	14.38	38.42	12000/-	III
2	ISHUAPUR	CHAPRA	7.98	25.86	33.84	12000/-	III
3	BARIYARPUR KANDH	MUZAFFARPUR	16.45	32.52	48.97	12000/-	III
4	BAIRIYA CHOWK	MUZAFFARPUR	21.80	21.30	43.10	12000/-	III
5	SARSI	PURNIA	29.12	10.35	39.48	12000/-	III
6	KURSAKANTA	ARARIA	27.84	19.70	47.54	12000/-	III
7	JOKIHAT	ARARIA	26.04	26.58	52.63	12000/-	III
8	BIRPUR	SAHARSA	25.89	28.74	54.64	12000/-	III
9	MEJORGANJ	SITAMARHI	25.77	13.63	39.40	12000/-	III
10	RAJANPUR	SAHARSA	25.57	10.00	35.58	12000/-	III
11	BALUAHAT	SAHARSA	25.31	26.59	51.90	12000/-	III
12	TAPPU	ARARIA	25.23	22.15	47.39	12000/-	III
13	KUARI	ARARIA	24.77	17.99	42.77	12000/-	III
14	POTHIA	ARARIA	24.49	19.31	43.80	12000/-	III
15	DHAKA	MOTIHARI	24.31	23.73	48.05	12000/-	III
16	SISWA PATNA.	MOTIHARI	24.14	17.92	42.07	12000/-	III

(The Officer may be assigned for any branch, mentioned above, which is not opted by him)

**The following terms and conditions shall be applicable for appointment of Retired Officer of any Bank as Concurrent Auditors:**

**A. AGE, QUALIFICATION & EXPERIENCE (As on 01.02.2021)**

<b>Particular</b>	<b>Eligibility criteria</b>
Age (As on 01.02.2021)	Less than 65 years with sound health. The engagement shall be up to maximum age of 65 years, subject to other conditions regarding renewal of contract etc. <b>As such, the applicant should not be more than 64 years of age at the time of appointment i.e 01.02.2021.</b>
Qualification	<b>Essential:</b> Graduate/Post Graduate degree from a UGC recognized University. <b>Desirable:</b> JAIIB/CAIIB shall be preferred.
Experience/other eligibility criteria	<b>Essential:</b> <b>i)</b> Candidate should have retired on VRS or on attaining superannuation with <b>minimum 20 years of service of which at least 15 years in Officer Cadre.</b> <b>ii)</b> He should have worked as Branch Manager in any scale in a rural branch for at least 3 years. <b>iii)</b> <b>He should have unblemished record and possess satisfactory</b> service certificate from the previous employer. <b>iv)</b> Should be well conversant with the local language. <b>v)</b> Should have retired from scale II and above. <b>vi)</b> Should be resident of the same or nearby district.

**B. CONTRACT PERIOD:** The candidate shall be appointed on Contract basis initially for a period of eleven months, thereafter may be extended on the basis of performance and at the discretion of the Board of the Bank, however, no Concurrent Auditor shall continue with the assignment for a branch for more than two year. The engagement shall be up to 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.

However, in case the performance of the Concurrent Auditor falls short of the expectation of the Management, the Concurrent Auditors may be replaced at any time. The performance of Concurrent Auditors will be monitored by the Regional Offices on monthly basis who will after scrutinizing the monthly concurrent audit reports, submit the rating at the end of every month to Audit & Inspection Department, Head Office for review.

**C. REMUNERATION:** The remuneration shall be fixed for the branch, as specified under table mentioned above.

Further a lump sum amount of Rs.1000/- per month shall be paid towards printing of audit report, conveyance, postage 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.

**D. JOB PROFILE:** The officer shall be working as Concurrent Auditor and have to undertake Concurrent Audit of the branch on daily basis and report is to be submitted in time before 05<sup>th</sup> working day of succeeding month to the concerned branch and one copy to concerned Regional Office and Head Office by post. Delay in submission of report shall be considered while evaluating performance of the Concurrent Auditor. The Concurrent Auditor shall be given access to Core banking platform for viewing & enquiry purpose. 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. 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

**F. SELECTION PROCEDURE:** After scrutinizing the papers, the eligible candidates will be called for personal interview. The decision of the Bank in this regard shall be final.

**G. 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 18.01.2021.** No applications shall be entertained beyond the stipulated date. Incomplete applications will be rejected.

Address the application, super scribing "**Application for the post of Concurrent Auditor.**

**General Manager,  
Uttar Bihar Gramin Bank,  
Head Office, Sharma Complex,  
Kalambagh chowk,  
Muzaffarpur,  
Pin - 842001.**

**H. Mere submission** of application for Concurrent Audit and fulfilling the criteria thereof does not, in any way, constitute guarantee for assigning any type of audit of the Bank.

**I. Allotment** will be made for vacancies existing and no correspondence shall be entertained in the matter. Application received shall be valid for only one process.

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

**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.

**(Mahendra Kumar)  
GENERAL MANAGER**

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# **UTTAR BIHAR GRAMIN BANK**

Head office: Kalambagh Chowk, Muzaffarpur [Bihar]

**Audit & Inspection Department**

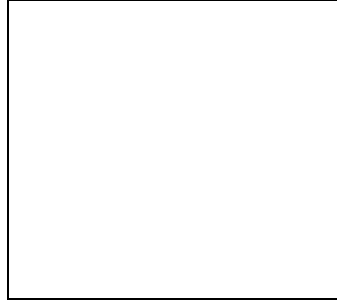
**Date:**

**ANNEXURE-III**

**Application form for Retired Bank Officer(s) for appointment/ engagement as Concurrent Auditor for different 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 ([wwwq.ubgb.in](http://wwwq.ubgb.in)) of the Bank (UBGB) before filling up this application.]**

**[Last date of receipt of off line application form at Head Office of UBGB is 18.01.2021]**



(Recent self attested photograph)

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

<b>Sl. No.</b>	<b>Branch</b>	<b>Regional Office</b>	<b>District</b>
1			
2			
3			
4			
5			

[The applicant may be assigned any of the branch preferred above or other branches also which is not opted by the applicant]

<b>Sl. No.</b>	<b>Particular</b>	
1	Name	
2	Father's name	
3	Address for correspondence	

4	Category	
5	Date of birth (as per metric/Xth certificate) Age as on 01.02.2021	(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	PAN No.	
14	AADHAAR No.	
15	Name of Bank & branch where the applicant has running account:  Bank Account no.: IFSC:	
16	Language – Read & Write	
17	Knowledge of computer, finacle, typing.	

**Previous postings:**

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

**Other Particulars**

Date of retirement	
VRS on	
Scale on the day of retirement/ VRS	
Total completed years of service	_____ Years _____ months.
Out of which, service as an Officer	_____ Years.
Posting as Branch Manager in <b>Rural Branch</b>	Rural Branch: District: State: Posted from _____ to _____

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.	
Whether working/ worked as Concurrent Auditor in the Bank (UBGB) in past. If yes, please furnish name of the branch & date of working.	

Name & address with mobile no. of two references (Mandatory)

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Please attach self attested 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 JAIIB/ CAIIB.
6. Copy of Pass Book of the Bank furnishing IFSC code.
7. Service Certificate of the bank 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 \_\_\_\_\_.
9. Declaration regarding his unblemished career, knowledge of local language & resident.

#### **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 ([www.ubgb.in](http://www.ubgb.in)) dated 05.01.2021.

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(Signature of applicant)

**Date:**