



UTTAR BIHAR GRAMIN BANK

HeadOffice: Kalambagh Chowk, Muzaffarpur [Bihar]

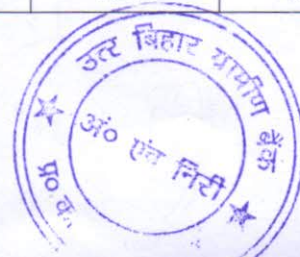
[To be uploaded on official website of the Bank]

Annexure-II

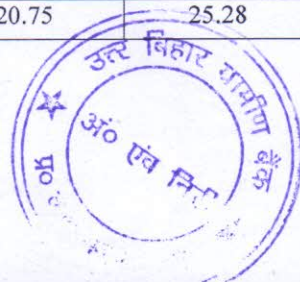
APPLICATIONS ARE INVITED FROM RETIRED OFFICER(S) OF ANY BANK TO UNDERTAKE CONCURRENT AUDIT OF UNDER MENTIONED BRANCHES OF UTTAR BIHAR GRAMIN BANK (UBGB), HEAD OFFICE, MUZAFFARPUR, BIHAR ON CONTRACT BASIS FROM 01.01.2022.

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.

Sr. No.	Regions	Branch	Deposit as on 31.03.2021 (Amt in Cr)	Advance as on 31.03.2021 (Amt in Cr)	Total Business as on 31.03.2021 (Amt in Cr)
1	Araria	Araria & CCPC- RO	26.96	15.06	42.02
2	Araria	Bahadurganj	24.15	20.48	44.63
3	Araria	Jantahat	12.21	31.27	43.47
4	Araria	Jhala	14.59	32.01	46.60
5	Araria	Jokihat	20.66	27.41	48.07
6	Araria	Kishanganj	26.85	12.36	39.21
7	Araria	Kuari	16.53	25.76	42.29
8	Araria	Kursakanta	16.87	29.35	46.21
9	Araria	Pothia	17.12	25.58	42.70
10	Araria	Tappu	17.05	26.54	43.59
11	Araria	Terhagachh	13.78	29.83	43.61
12	Araria	Thakurganj	16.95	29.76	46.72
13	Araria	Tulsiya	13.59	31.37	44.96
14	Bettiah	Bettiah & CCPC- RO	28.16	4.05	32.21
15	Bettiah	Bhairoganj	19.38	24.21	43.59
16	Chapra	Chapra & CCPC- RO	51.72	7.20	58.92
17	Chapra	Daudpur	38.62	16.64	55.27
18	Chapra	Isuapur	25.55	8.13	33.68
19	Chapra	Khaira	39.07	5.52	44.59
20	Chapra	Kohara bazar	34.35	17.36	51.71
21	Chapra	Kopa	41.62	11.68	53.30
22	Chapra	Puchari bazar	32.66	11.49	44.15
23	Chapra	Satjora	28.48	18.07	46.55
24	Darbhangha	Laheriyaasarai & CCPC- RO	61.43	7.19	68.61
25	Darbhangha	Surahachatti	37.33	8.51	45.84
26	Gopalganj	Bishunpura	39.53	9.08	48.60
27	Gopalganj	Gopalganj & CCPC- RO	71.77	29.81	101.59
28	Gopalganj	Hathua	36.37	21.01	57.39
29	Gopalganj	Madhopur	34.12	12.40	46.52
30	Gopalganj	Mirganj	49.20	10.11	59.31



31	Gopalganj	Rajapatti	49.05	34.14	83.19
32	Hajipur	Desari	38.80	4.26	43.07
33	Hajipur	Goraul	26.66	23.87	50.53
34	Hajipur	Hajipur & CCPC- RO	53.69	4.17	57.87
35	Hajipur	Patepur	30.62	16.55	47.17
36	Hajipur	Rajapakar	42.87	9.12	51.99
37	Jhanjharpur	Khatauna Bazar & CCPC- RO	29.39	16.10	45.48
38	Madhubani	Madhubani & CCPC- RO	39.12	6.86	45.97
39	Motihari	Adapur	14.57	24.87	39.43
40	Motihari	Chakia	30.07	17.34	47.42
41	Motihari	Dhaka	23.27	24.74	48.01
42	Motihari	Dhankharaiya	21.15	23.96	45.10
43	Motihari	Kotwa Bazar	33.36	19.31	52.67
44	Motihari	Motihari & CCPC- RO	42.96	34.45	77.41
45	Motihari	Siswa patna	16.89	25.80	42.69
46	Muzaffarpur	Bairiya chowk	21.63	22.25	43.88
47	Muzaffarpur	Bariyarpur kandh	29.88	16.64	46.52
48	Muzaffarpur	Gobarshahi	33.39	9.40	42.79
49	Muzaffarpur	Mushari	23.16	23.47	46.63
50	Muzaffarpur	Muzaffarpur & CCPC- RO	42.91	19.24	62.14
51	Purnea	Banmankhi	12.75	30.60	43.35
52	Purnea	Barhara kothi	23.53	33.92	57.45
53	Purnea	Champa nagar	12.25	30.35	42.59
54	Purnea	Dagarua	14.44	27.98	42.43
55	Purnea	Dangraha	12.76	27.64	40.40
56	Purnea	Garhbanaili	14.32	26.34	40.66
57	Purnea	Guru bazar	20.85	35.60	56.45
58	Purnea	Jalalgarh	15.48	28.91	44.39
59	Purnea	Katihar	45.68	12.95	58.64
60	Purnea	Katihar bazar	39.93	15.74	55.68
61	Purnea	Korha	11.26	28.00	39.26
62	Purnea	Krityanand nagar	11.81	31.07	42.88
63	Purnea	Line bazar	32.58	18.05	50.63
64	Purnea	Madhubani Bazar	64.97	4.70	69.67
65	Purnea	Purnia & CCPC- RO	52.11	5.43	57.54
66	Purnea	Rautara	28.03	27.20	55.23
67	Purnea	Sarsi	9.57	29.88	39.45
68	Saharsa	Baluahat	25.76	26.12	51.89
69	Saharsa	Bhatkhora bazar	11.51	27.23	38.74
70	Saharsa	Birpur	25.60	26.65	52.25
71	Saharsa	Gamharia	20.27	22.48	42.75
72	Saharsa	Gwalpara	29.95	15.67	45.62
73	Saharsa	Lohianagar	42.38	51.01	93.39
74	Saharsa	Madhepura	26.20	22.92	49.12
75	Saharsa	Patharghat	20.75	25.28	46.04



76	Saharsa	Pipra	21.46	23.65	45.10
77	Saharsa	Rajanpur	10.17	26.26	36.43
78	Saharsa	Saharsa & CCPC- RO	53.37	25.52	78.89
79	Saharsa	Singheshwar	14.77	27.50	42.27
80	Saharsa	Sour bazar	17.90	28.22	46.13
81	Saharsa	Supaul	41.84	33.53	75.37
82	Saharsa	Thumha	20.23	23.85	44.08
83	Sitamarhi	Bajpatti	20.85	24.43	45.28
84	Sitamarhi	Mejorganj	12.55	26.11	38.65
85	Sitamarhi	Sheohar	14.54	9.05	23.60
86	Sitamarhi	Sitamarhi & CCPC- RO	64.36	8.81	73.17
87	Siwan	Andar	39.84	15.76	55.60
88	Siwan	Baraharia	41.67	8.25	49.92
89	Siwan	Hasanpura	44.68	6.38	51.06
90	Siwan	Jamo bazar	41.44	8.85	50.28
91	Siwan	Karbalabazar	34.43	8.58	43.00
92	Siwan	Karnpura	32.17	10.72	42.89
93	Siwan	Madarpur	48.57	5.41	53.98
94	Siwan	Malmaliya more	38.10	8.19	46.29
95	Siwan	Pachrukhi	35.93	7.72	43.65
96	Siwan	Raghunathpur	48.66	18.27	66.93
97	Siwan	Saharkola	36.68	14.15	50.83
98	Siwan	Sahpur	35.42	14.34	49.77
99	Siwan	Siwan & CCPC- RO	40.11	15.77	55.88
100	Siwan	Tari bazar	36.63	8.47	45.10

(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 01.01.2022)

Particular	Eligibility criteria
Age (As on 01.01.2022)	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. As such, the applicant should not be more than 64 years of age at the time of appointment i.e 01.01.2022.
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.



	<p>iii) He should have unblemished record and possess satisfactory service certificate from the previous employer.</p> <p>iv) Should be well conversant with the local language.</p> <p>v) Should have retired from scale II and above.</p> <p>vi) Should be resident of the same or nearby district.</p>
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B. CONTRACT PERIOD: The candidate shall be appointed on Contract basis initially for a period of one year, 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: Each retired officer may be allotted 02 branches. Fee payable for these 02 branches are subject to approval of the Hon'ble Board.

The amount of fee, at present is, as under:

Business	Monthly Fee
Business of the branch upto 10.00 crore	Rs.8,000.00 per month.
Business of the branch above 10.00 crore to 30.00 crore	Rs.10,000.00 per month.
Business of the branch above 30.00 crore to 75.00 crore	Rs.12,000.00 per month.
Business of the branch above 75.00 crore to 200.00 crore	Rs.13,000.00 per month.

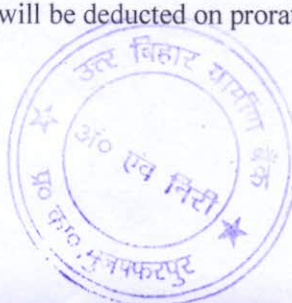
All CPPC situated at Regional office attached with one branch of that region and fee will be payable only for the branch and no separate fee will be payable for the audit of CCPC.

Further a lump sum amount of Rs.1000/- per month shall be paid towards printing of audit report, conveyance, postage etc. TDS shall be deducted at source as per rule.

No other allowances/ reimbursement of expenses will be admissible.

The Bank will not pay any medical re-imburement 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 05th 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 08.12.2021.** 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.

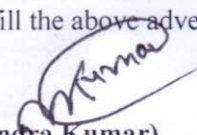
J. Bank has right to change any term & conditions at any point of time.

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

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) of the Bank (UBGB) before filling up this application.]



(Recent self attested photograph)

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

Sl. No.	Branch	Regional Office	District
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]

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 01.01.2022	(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	Pay Scale
				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.
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) dated 23.11.2021.

(Signature of applicant)

Date:



Check List

Sr. No	Documents	Page No.
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.	

[All papers should be self certified].

