

**EMANELMENT OF RETIRED OFFICERS (SCALE-III TO SCALE-V) OF RRBs AND COMMERCIAL BANKS ON CONTRACT/SHORT TERM ASSIGNMENT BASIS FOR CONDUCTING OF CONCURRENT AUDIT**

1. Andhra Pradesh Grameena Vikas Bank invites applications on the enclosed application format from Retired Officials (Scale-III to Scale-V) from RRBs and Commercial 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 **27 vacancies** at the Base Branches for cluster of Branches as per the Annexure-III.
2. The application cum Bio-data should be submitted in the attached format (Annexure-I) along with consent letter (Annexure-II) to the General Manager-I, Andhra Pradesh Grameena Vikas Bank , Head Office, H.No.2-5-8/1, 1<sup>st</sup> , 2<sup>nd</sup> , 3<sup>rd</sup> Floor, Near Ambedkar Statue, Old Bus Depot Road, Ramnagar, Hanamkonda, Warangal Dist, Pin: 506001, Telangana, 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.

**Eligibility Criteria:**

6. Concerned retired official must have:
  - i) Retired from any RRBs/Commercial Banks honorably in Scale III to Scale V, only on attaining superannuation at the age of 60 years upto Aug-2019.
  - ii) Good track record of performance and deep knowledge of systems and procedures.
  - iii) **There should not be a gap of more than five years from the date of retirement at the time of engaging the officer.**
  - iv) The applicant should be experienced in operations and preferably be from audit background.
  - v) The officers who have retired in the cadre are eligible for the proportionate grade as concurrent auditor.
  - vi) A sound health i.e he must be medically fit to carry out the assignment (A certificate from a MBBS Doctor is to be submitted).

## 7. Remuneration payable :

### Monthly remuneration as under

S N	Position	Remuneration per month (Rs.)	
		Category A (Non-Difficult Clusters)	Category B (Difficult Clusters)
a	Retired officers in the grade Scale IV & V - Senior Concurrent Auditor	42,000/-	47,000/-
b	Retired officers in the grade Scale III - Concurrent Auditor	35,000/-	40,000/-

## 8. Other Terms & Conditions:

- i) For Concurrent Audit, the period of engagement of these ex-officials will be for a period of three years subject to annual review and renewal of arrangement. The engagement may be terminated at any time by giving 30 days notice on non-performance.
- ii) The engagement of retired officers in the Bank shall not be considered as a case of re-employment in the Bank. The Bank may cancel/terminate the contract of the engagement/ empanelment at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration in lieu thereof. Whenever the ex-officer proposes to quit the assignment he has to give one month advance notice otherwise he has to forego the caution deposit.

Operational guidelines will be handed over to the selected Retired Officer, at the time of handing over the assignment.

9. The retired official will undertake that he / she will not sub contract / sub assign the allotted assignment.
- 10. The last date for receipt of application with Bio-data at our office is on 16.09.2019 up to 5PM.**
11. The officers voluntarily retired/resigned/suspended/ who have left the Bank otherwise before superannuation are not eligible for consideration for appointment.
12. The integrity of the official should not have been doubtful.
13. In respect of retired officials from the other Banks, **the details of DP cases (i.e., No Major penalty during his/her entire service in the Bank) have to be produced by the candidate obtained from their ex-employer.**
14. Cases of CBI or other law enforcement agencies should not have been contemplated / pending against the official.
15. The retired officers should execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.

16. The Retired officers engaged for the purpose of conducting the Concurrent Audit will be given SIM card (data allotment) and monthly tariff of Rs.200+ tax under CUG from Head Office and they have to use their own mobile set. The expenditure incurred over the tariff permitted has to be borne by him only.
17. The Retired officers engaged for the purpose of conducting the Concurrent Audit of the Branches are not eligible for halting allowance for visiting the branches.
18. No conveyance allowance/travel allowance will be paid. However, if the branch falls beyond 50km radius, suitable conveyance/out of pocket allowance in between Rs.1,000/- to Rs.2,000/- (depending on the distance travelled) may be paid in lump sum to the auditors monthly.
19. **Leave:** 12 days leave (one leave per month) will be allowed for every financial year of engagement on an annual basis part thereof. Availing of leave will be up to maximum of 2 days at once. Carrying forward of leave (of more than 2 days) to next financial year or encashment of leave will not be permitted.
20. Retired officers shall not be eligible for reimbursement of medical or any other benefits during the engagement period.
21. HRA or leased accommodation will not be paid.
22. For Auditors, laptops will be provided and has to be returned at the time of termination of contract. The expenditure for normal repairs will be borne by the Bank, but for major repairs the concerned ex-officer has to bear the expenditure. The required stationery will be provided by the respective branches for submission of report.
23. He has to deposit an amount of Rs.30,000/- as caution deposit and it will be refunded on termination of contract.
24. The Retired officers will not exercise any administrative/ financial powers during the period of engagement.
25. The Retired officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.
26. The Retired officers should have the working knowledge on computer.
27. **Income Tax:** Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate (s) of Income Tax Rules.
28. **Working Hours:** The Retired officers shall follow the normal working hours as applicable to serving officials.
29. The Time frame fixed for completion of task is to be adhered and reports are to be submitted as per schedule.
30. Incomplete application or application without requisite enclosures will not be entertained.
31. The tentative date for interviews is 23.09.2019 for all the eligible candidates and the venue details will be communicated later.

**GENERAL MANAGER-I**

Andhra Pradesh Grameena Bank  
Head Office, Warangal.

**Annexure-I**

**APPLICATION CUM BIO-DATA FORMAT FOR ENGAGEMENT/EMPANELMENT OF  
RETIRED OFFICERS (SCALE-III TO SCALE-V) OF RRBs AND COMMERCIAL BANKS  
ON CONTRACT/SHORT TERM ASSIGNMENT BASIS FOR CONDUCTING OF  
CONCURRENT AUDIT**

Date:

The General Manager-I  
Andhra Pradesh Grameena Vikas Bank ,  
Head Office,  
H.No.2-5-8/1, 3<sup>rd</sup> Floor,  
Near Ambedkar Statue, Old Bus Depot Road,  
Ramnagar, Hanamkonda, Warangal Dist,  
Pin: 506001, Telangana.

Latest Photo

Dear Sir,

I hereby offer my services for Engagement/Empanelment of Retired Officers (Scale-III to Scale-V) of RRBs and Commercial Banks on Contract/Short Term Assignment Basis for conducting of Concurrent Audit in the grade:

- a) Retired officer in Scale V/IV – Senior Concurrent Auditor.
- b) Retired offices in the grade Scale III- Concurrent Auditor.

My bio-data is as under for your consideration:

<b>S.No</b>	<b>Particulars</b>	<b>Details</b>
1	Name of Applicant	
2	Bank Name	
3	Address of applicant-Permanent	
	-correspondence	
4	Landline No/s (with STD code)	
5	Mobile No	
6	E-mail address	
7	Date of Birth	
8	Age as on 31.01.2019	
9	Date of Appointment in the Bank	
10	Date since when in officer cadre	
11	Scale-III from to	
	Scale-IV from to	
	Scale-V from to	
	Date of Superannuation	

12	Designation at the time of Retirement	
13	Whether Medical Certificate from the MBBS Doctor is attached	
14	Whether any Major Penalty was imposed during the entire tenure of the service (Y/N) is attached	
15	Whether CBI /Court has initiated proceedings against the applicant or applicant has been convicted by court, if yes, details thereof.	
16	Qualification – Academic	
17	Qualification – Professional	
18	Any other Qualification	

18. Other details if any:

19. Certificate/s:

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

b) I also undertake that I will not sub contract / sub assign the audit assignment.

c) I also hereby declare that if my name is included in the bank's approved list, I will undertake to do the tasks entrusted to me in the best interest of the Bank.

d) I shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in my mind.

20. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment / contract for work.

Date:

Signature

Name:

**Annexure-II**

To

The Chairman,  
A.P. Grameena Vikas Bank,  
Head Office,  
Warangal.

Sir,

**CONSENT LETTER** (Optional)

I \_\_\_\_\_ S/O \_\_\_\_\_, do undertake  
that I am willing to work as concurrent auditor for APGVB.

2. I also offer to work any of the following Base Branches (List of Base Branches are furnished  
in Annexure-III) as my option in order of preference.

**S.No.**                      **Name of the Base Branch**

1.

2.

3.

(\* if no option, 'Nil' to be reported)

Yours faithfully,

(Signature)

Name:

Date:

Mobile No.:

Email ID :

Place of Residence:

Place of last posting:

**Annexure-III**

<b>S No</b>	<b>Category A (Non-difficult Clusters)</b>	<b>S No</b>	<b>Category B (Difficult Clusters)</b>
1	Ashoknagar	1	Achampet
2	Badepally	2	Bhadrachalam
3	Gujarathipeta	3	Bhupalapally
4	Mahabubnagar	4	Konda Mallepally
5	Nalgonda	5	Kothagudem
6	Raparthinagar (khammam)	6	Madhira
7	Suryapeta	7	Mahabubabad
8	Vizianagaram	8	Medak
		9	Tallada
		10	Nagarkurnool
		11	Narayankhed
		12	Narayanpet
		13	Narsipatnam
		14	Palakonda
		15	Parvathipuram
		16	Sathupally
		17	Thripuraram
		18	Wanaparthi
		19	Zaheerabad