



# उत्तर बिहार ग्रामीण बैंक

प्रधान कार्यालय, कलमबाग चौक, मुजफ्फरपुर

## Audit and Inspection Department

[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 01.01.2020.**

Off line Applications are invited from Retired Officer of any Bank for assignment of Concurrent Audit of following branches of Uttar Bihar Gramin Bank.

SN	Name of The Branch	Regional Office	District	Advance As on 30.09.19	Deposit As on 30.09.19	Average Business As on 31.03.19	Fee per month (Rs.)	Scale of the branch
01	Bettiah	Bettia	West Chaparan	2.98	26.92	32.11	12000/-	III
02	Chapra	Chapra	Chapra	7.27	46.12	53.72	12000/-	III
03	Sitamarhi	Sitamarhi	Sitamarhi	8.51	90.00	109.75	13000/-	IV
04	Sheohar	Sitamarhi	Sheohar	7.99	23.38	30.36	12000/-	III
05	Hajipur	Hajipur	Vaishali	4.01	67.27	72.70	12000/-	III
06	Madhubani	Madhubani	Madhubani	5.12	36.28	39.97	12000/-	III
07	Laheriasarai	Darbhanga	Darbhanga	6.31	63.57	67.08	12000/-	III
08	Araria	Araria	Araria	14.06	27.90	40.43	12000/-	III
09	Purnia	Purnia	Purnia	5.57	48.97	56.13	12000/-	III
10	Kishanganj	Araria	Kishanganj	11.58	23.56	34.21	12000/-	III
11	Siwan	Siwan	Siwan	16.34	115.61	90.24	13000/-	IV
12	Gopalganj	Gopalganj	Gopalganj	30.77	96.68	121.33	13000/-	IV
13	Motihari	Motihari	East Champaran	29.79	41.27	73.14	12000/-	III
14	Supal	Saharsa	Supaul	26.70	39.49	65.29	12000/-	III
15	Saharsa	Saharsa	Saharsa	24.40	51.19	74.29	12000/-	III
16	Katihar Bazar	Purnia	Katihar	18.21	36.44	53.86	12000/-	III
17	Madhepura	Saharsa	Madhepura	21.46	25.82	46.9	12000/-	III
18	Muzaffarpur	Muzaffarpur	Muzaffarpur	18.45	45.84	51.57	12000/-	III
19	Lohiya Nagar	Saharsa	supaul	44.30	50.01	95.04	13000/-	IV
20	Barhara Kothi	Purnia	Purnia	32.99	24.82	57.20	12000/-	III
21	Rajapatti	Gopalganj	Gopalganj	30.12	43.68	69.59	12000/-	III
22	Guru Bazar	Purnia	katihar	29.63	20.12	46.60	12000/-	III
23	Banmankhi	Purnia	Purnia	29.51	14.24	42.97	12000/-	III
24	Jalalgarh	Purnia	Purnia	28.63	16.74	41.30	12000/-	III
25	Champanagar	Purnia	Purnia	27.64	13.08	39.26	12000/-	III
26	Sarsi	Purnia	Purnia	27.52	10.29	36.25	12000/-	III
27	Jhala	Araria	Katihar	27.10	13.99	38.62	12000/-	III
28	Singheshwar	Saharsa	Madhepura	27.02	13.75	41.50	12000/-	III
29	Krityanand Nagar	Purnia	Purnia	26.82	13.16	37.50	12000/-	III
30	Tulsiya	Araria	Kishanganj	26.23	13.95	38.03	12000/-	III
31	Sour Bazar	Saharsa	Saharsa	25.94	18.26	41.92	12000/-	III
32	Thakurganj	Araria	Kishanganj	25.68	16.60	41.04	12000/-	III
33	Bhatkhora Bazar	Saharsa	Madhepura	25.52	10.68	35.20	12000/-	III
34	Dagarua	Purnia	Purnia	25.27	15.75	38.97	12000/-	III
35	Rautara	Purnia	Kishanganj	25.07	25.98	47.89	12000/-	III
36	Dangraha	Purnia	Purnia	24.94	15.33	38.07	12000/-	III



37	Jantahat	Araria	Kishanganj	24.52	13.11	35.02	12000/-	III
38	Terragach	Araria	Kishanganj	24.33	17.81	39.84	12000/-	III
39	Korha	Purnia	Katihar	24.17	11.07	34.46	12000/-	III
40	Garhbanaili	Purnia	Purnia	24.07	14.80	37.40	12000/-	III

(The Officer may be assigned for any branch, mentioned above, which are 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 01.01.2020)**

Particular	Eligibility criteria
Age (As on 01.01.2020)	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. <b>As such, the applicant should not be more than 64 years of age at the time of appointment i.e 01.01.2020.</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> i)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> ii)He should have worked as Branch Manager in any scale in a rural branch for at least 3 years. <b>Iii) 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 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 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.

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-imbursement 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.

*[Handwritten signatures and initials]*



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 25.10.2019..** 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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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([www.ubgb.in](http://www.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 25.10.2019]**



(Recent self attested photograph)

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

SI 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]

SI 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 01.01.2020	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	
14	PAN No.	
15	AADHAAR NO	
16	Name of Bank & branch where the applicant has running account  Bank Account no. IFSC	
17	Language – Read & write	
18	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 &amp; 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 unblemish 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 09.10.2019.

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**(Signature of applicant)**

**Date:**