

(Notice for Selection of Retired Bank Officers for Concurrent Audit)

In compliance with the guidelines issued by NABARD and the Government of India, and as per the Concurrent Audit Policy approved by the Board of Directors, Concurrent Audit of the Bank's eligible Branches / AMSH / Regional Business Offices / Departments of Head Office is required to be conducted through retired eligible officers of Regional Rural Banks / Commercial Banks or Chartered Accountants.

Accordingly, applications are hereby invited from eligible retired officers of Regional Rural Banks / Commercial Banks for empanelment to carry out Concurrent Audit (Concurrent Audit) work.

1. Nature of Empanelment

- Empanelment shall be exclusively for the purpose of Concurrent Audit work.
- Empanelment shall not confer any right for regular or permanent appointment of any kind.
- Appointment, allocation of work, tenure and remuneration shall be governed by the Bank's Concurrent Audit Policy and instructions issued from time to time.

2. Eligibility (Brief)

- Retired officers from Regional Rural Banks / Commercial Banks.
- Experience in Banking, Inspection, Audit, Credit, Branch Operations, etc.
- Other detailed eligibility conditions are specified in Annexure-I and Annexure-III.

3. Application Process

- Applications shall be accepted only in the prescribed Bio-Data Format (Annexure-II and Annexure-IV).
- **Incomplete, defective, or applications received after the stipulated last date (12 January 2026) shall not be considered.**

4. Rights of the Bank

- The Bank reserves the right to accept or reject any application without assigning any reason and to cancel or modify the empanelment process at any stage.



Annexure-I

ELIGIBILITY CRITERIA FOR EMPANELMENT OF RGB RETIRED BANK OFFICERS

The person must meet the following eligibility requirements:

- Ex-employee of RGB (e-RMGB & e-BRKGB), retired under Section 11 of RGBSSR, having good proven track service record
 - Officials retired from Scale-II to V
 - There should not be a gap of more than two years from the date of retirement at the time of engaging the officer
 - Having adequate knowledge of working on CBS and preferably from Audit background.
 - Having clean vigilance record
 - Should not be Compulsorily Retired/VRS/Terminated/Dismissed from Bank's Service
1. The retired officer's appointment is based on a selection process approved by the ACB of the bank.
 2. The engagement of an ex-official will be terminated, if he attains 65 years of age during the period of engagement. The engagement may be terminated at any time by giving 30 days' notice on non-performance.
 3. The person has not been the subject of inquiries in the past by the RGB, and no such inquiry is pending, initiated, or, contemplated as on the date of application as well as date of acceptance of assignment.
 4. Any serious acts of omissions or commissions are noticed in the working of Concurrent Auditors (CCA) their appointments shall be cancelled and the fact shall be reported to appropriate authorities.
 5. The auditor can be assigned more than one branch depending on the size of the branch in terms of volume of work but in any case maximum 6 branches can be allotted.
 6. The periodicity for audit purpose should be in a minimum time involved and in any case not beyond one week for a branch. After completion of audit of all branches allotted to an auditor, he will recommence audit from the first branch.
 7. Besides he should have infrastructure within an approachable to undertake concurrent audit
 8. In case the performance of the Concurrent Auditor (CCA) falls short of the expectation of the management or Audit Committee of Board, the bank shall terminate the assignment of the Concurrent Auditor (CCA) at any time.
 9. At any one point of time, not more than one audit assignment would be awarded to a person. An audit assignment that needs to be carried out across the branches/units at different locations would be considered as a single assignment for this purpose.



BIODATA FORMAT

**APPLICATION FOR INCLUSION OF NAME IN THE PANEL OF
RETIRED BANK EMPLOYEE OF RGB (CONCURRENT AUDIT)**

1. Name of the Person :
2. Date of Birth & Age :
3. Gender :
4. Date of Retirement :
5. Scale Held on the date of Retirement :
6. Address :
7. Phone & mobile number :
8. Fax No. & E -mail :
9. Service Track Record :
10. Employers' Details :

Photo

11. Past Experience of important Bank Assignment - Details of the important Bank assignment (s) completed.

a) Experience

Name of Branch/Office	Assignment	Year

(Copy of assignments to be enclosed)

b) Exposure to CBS

12. Annual Income:

(Copy of the latest income tax Return to be attached)

13. If there is any Action pending, initiated, contemplated or penalty/punishment/award announced by the Bank or any other Statutory Body, give detail.

14. Any other details:



15. Choice of RBO/District: (At least three)

1.
2.
3.
4.

I hereby confirm that the details / information furnished above are/is true and correct (if any detail furnished above is found incorrect later on, the Bank has right terminate the assignment, if given any without giving any notice).

We also hereby declare that if my name is included in the bank's list of approved Concurrent Auditor (CCA), I will undertake to do the tasks entrusted to us in the best interest of the Bank.

I 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 mind.

Place:

Signature of Applicant

Date:

Name



Annexure-III

ELIGIBILITY CRITERIA FOR EMPANELMENT OF RETIRED BANK OFFICIALS FROM OTHER RRBs & COMMERCIAL BANKS

The person must meet the following eligibility requirements:

- Must be having good proven track service record and clean vigilance record of the Bank
 - Officials retired from Scale-II to VI
 - There should not be a gap of more than two years from the date of retirement at the time of engaging the officer
 - Having adequate knowledge of working in operations and preferably from Audit background.
 - Should not be Compulsorily Retired/VRS/Terminated/Dismissed from Bank's Service
1. The retired officer's appointment is based on a selection process approved by the ACB of the bank.
 2. The engagement of an ex-official will be terminated, if he attains 65 years of age during the period of engagement. The engagement may be terminated at any time by giving 30 days' notice on non-performance.
 3. The person has not been the subject of inquiries in the past by their Bank and no such inquiry is pending, initiated, or contemplated as on the date of application as well as date of acceptance of assignment.
 4. Any serious acts of omissions or commissions are noticed in the working of Concurrent Auditor (CCA)s their appointments shall be cancelled and the fact shall be reported to appropriate authorities.
 5. The auditor can be assigned more than one branch depending on the size of the branch in terms of volume of work but in any case maximum 6 branches can be allotted.
 6. The periodicity for audit purpose should be in a minimum time involved and in any case not beyond one week for a branch. After completion of audit of all branches allotted to an auditor, he will recommence audit from the first branch.
 7. Besides he should have infrastructure within an approachable to undertake concurrent audit
 8. In case the performance of the Concurrent Auditor (CCA) falls short of the expectation of the management or Audit Committee of Board, the bank shall terminate the assignment of the Concurrent Auditor (CCA) at any time.
 9. At any one point of time, not more than one audit assignment would be awarded to a person. An audit assignment that needs to be carried out across the branches/units at different locations would be considered as a single assignment for this purpose.



BIODATA FORMAT

**APPLICATION FOR INCLUSION OF NAME IN THE PANEL OF
RETIRED BANK OFFICIALS OF OTHER BANKs (CONCURRENT AUDIT)**

1. Name of the Person :
2. Date of Birth & Age :
3. Gender :
4. Date of Retirement :
5. Scale Held on the date of Retirement :
6. Address :
7. Phone & mobile number :
8. Fax No. & E -mail :
9. Service Track Record :
10. Employers' Details :

Photo

11. Past Experience of important Bank Assignment - Details of the important Bank assignment (s) completed.

a) Experience

Name of Branch/Office	Assignment	Year

(Copy of assignments to be enclosed)

b) Exposure to CBS

12. Annual Income:

(Copy of the latest income tax Return to be attached)

13. If there is any Action pending, initiated, contemplated or penalty/punishment/award announced by the Bank or any other Statutory Body, give detail.

14. Any other details:



15. Choice of RBO/District: (At least three)

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

We also hereby declare that if my name is included in the bank's list of approved Concurrent Auditor (CCA), I will undertake to do the tasks entrusted to us in the best interest of the Bank.

I 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 mind.

Place:

Signature of Applicant

Date:

Name

