



PASCHIM BANGA GRAMIN BANK
**HEAD OFFICE: NATABAR PAUL ROAD, CHATTERJEE PARA MORE
TIKIAPARA, HOWRAH, WEST BENGAL, INDIA, PIN CODE –711101**

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Website: www.pbgbank.com

Notification

For engagement of retired Bank Officers of Paschim Banga Gramin Bank and other Commercial Banks for Concurrent Audit of selected branches.

Last date for submission of application 07-07-2022.

Guidelines for empanelment of Concurrent Auditors.

Sl No	Parameters	Particulars/Remarks
1	Scope of Work	The empanelled Officers will be assigned for the Concurrent Audit job of identified branches under Howrah, Hooghly, Bardhaman & Suri Regional Office of Paschim Banga Gramin Bank.
2	Eligibility	<p>i) The retired Officers of PBGB and other Commercial Banks in Scale – II and above can apply for empanelment.(Hereafter will be termed as applicant).</p> <p>ii) Age of the applicant as on date of application should not be more than 70 years.</p> <p>iii) Applicant should have unblemished track record and have minimum 20 years of continuous service in Bank as Officer.</p> <p>iv) Applicant should have good exposure to credit dispensation.</p> <p>v) Applicant should have adequate expertise and working knowledge in computerized environment and should be able to handle computers independently.</p> <p>vi) Applicant should have capability to operate Finacle System independently coupled with requisite investigation/inspection aptitude and analytical ability.</p> <p>vii) Applicants having working experience in Inspection Department will be given preference.</p>
3	Terms & Conditions.	<p>i) Initially the contract will be for a period of one year. The contract may be renewed for subsequent years based on performance review done annually.</p> <p>ii) Auditors performed concurrent Audit during the year 2021-22 need not apply in fresh. They are requested to send an application to General Manager informing his desire to perform as Concurrent Auditor of Bank for the FY 2022-23 either by post or to mail_ID ho.inspection@mail.pbgb.co.in.</p> <p>iii) Application for empanelment should be in Bank's prescribed format along with copies of following documents:</p> <p>a) PAN Card</p>

		<p>b) Aadhar Card</p> <p>iv) Applicants should apply to General Manager, Head Office and send the same to above address in a covered envelop inscribing “Application for Concurrent Auditor” or send the same to mail_ID ho.inspection@mail.pgb.co.in</p> <p>v) Applicants should mention preference of region as per point 24 in “Bio Data cum Application Form”.</p> <p>vi) The submission of application or receiving order for empanelment does not confer any right to claim for entrusting of Audit work.</p> <p>vii) Applicant should be ready to travel to any place for audit/stock inspection/security inspection etc.</p> <p>viii) Bank reserves the right to cancel the selection process or empanelment any time without giving any prior notice to the applicant.</p>
4	Remuneration	<p>i) The remuneration to the Concurrent Auditors is Rs 6000.00(Rupees Six thousand) only per branch per month. More than one branch may be assigned to single auditor as per Bank’s decision.</p> <p>ii) Concurrent Auditors shall not be eligible for any other charges /expenses/perquisites other than remuneration as stated earlier.</p> <p>iii) Remuneration will be subject to deduction of TDS/GST as applicable.</p>
5	Other General Conditions	<p>i) Short listing of Applicants for the purpose of interview will be done by a Committee and the decision of the Committee to accept or reject any application shall be final.</p> <p>ii) The short listed applicants will appear for personal interview at Head Office at their own cost. Call letters for interview will be sent to e-mail ID of the applicant.</p> <p>iii) Selected applicants for engagement shall sign an agreement as devised by Bank.</p>

General Manager.

Engagement of Retired Officers of PBGB and other Commercial Banks for Concurrent Audit work.

BIO DATA CUM APPLICATION FORM

Pass port size
photograph

Sl No	Particulars	Details
1	Name	
2	EMP/PF No	
3	Present address	
4	Mobile No	
5	e-mail_ID	
6	Date of Birth/Age as on date	
7	Qualification – Academic	
8	Qualification – Professional	
9	Any other qualification	
10	Name of Bank served	
11	Date of joining/Cadre	
12	Date of promotion to Scale II	
13	Date of superannuation/VRS	
14	Name of branch/office & Region last served	
15	Total service as Officer (Yrs)	
16	Designation on retirement	
17	Branch experience (Yrs)	
18	Experience as Branch Head (In Yrs)	
19	Working experience in Credit department/Inspecting Officer(if any in Yrs)	
20	Whether suffering from any major ailment/undergone any major Surgery.	
21	Whether any penalty proceedings initiated during last 5 years prior to retirement.	
22	Whether involved in any CBI case. (If yes, details thereof).	
23	Details of last three postings	a) b) c)
24	Name of Region according to preference.	i) ii) iii)

I confirm that the details and information furnished above are true and correct. In case, any of the details furnished above is found to be incorrect at a later date, the Bank has right to terminate the assignment given without giving any prior notice. I also confirm that I am ready to travel at any branch under any region as per requirement of Bank.

Place & Date:

Signature of Applicant