

**A. Eligibility criteria for Bank Retirees**

**Eligibility Norms: -**

- a) The Officer must be a retired employee of any Scheduled Commercial Bank (Copy of Retirement Certificate must be enclosed).
- b) Must have minimum banking experience of 15 years' service as an officer in the bank with satisfactory track record.
- c) The Upper Age limit of the officer must not exceed 70 yrs as on 02.09.2023.
- d) The Officer must have served the bank for at-least five years in the capacity of Branch Head or minimum of three years in Audit/Inspection Deptt.
- e) The Officer must be having sound knowledge of computer operations.
- f) The Officer must not be having any liability pending with Bank.
- g) The Officer must not be involved in any illegal or criminal activity.
- h) The officer must have retired honorably either superannuated or through VRS (not being charge-sheeted & punished for serious lapses/offences, in his active career) from the bank.
- i) The officer must have high sense of involvement and should have the ability to motivate others.

**Other Requirements: -**

- i)** "Application for "Empanelment of Bank Retirees for Concurrent Audit" should be mentioned on the envelope, carrying Bio-data.
- ii)** Bank Retirees applying for empanelment must submit along with application, the Copy of the following documents: -
  - a) Identity Proof (copy of PAN Card) and
  - b) Address proof (copy of Aadhaar Card/Driving License/ Voter Card/ Passport).
- iii)** Mere submission of application does not in any way constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
- iv)** The periodicity of concurrent audit assignment will be from October 2023 to March 2024 with quarterly review of performance.
- v)** 'Incomplete Application' or 'Application without Requisite Enclosures' will not be entertained.
- vi)** The Bank Retirees will undertake that they will not sub contract/sub assign the audit assignment.
- vii)** The Bank Retirees will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
- viii)** If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit

- work.
- ix) Assignments of empanelled Bank Retirees will be governed by “Code of Ethics” and the bank will initiate necessary action against such persons in case serious deficiencies observed are detrimental to bank’s interest.
  - x) All other terms and conditions for empanelment of Bank Retirees as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
  - xi) Only those applications which are received between the date of notice and the last date of receipt of applications will be considered.
  - xii) The Bank Retiree shall also submit limited review report as per prescribed format of the allotted Branches on Quarterly Basis. Any MOC surfaced under statutory or other audits which were not pointed out by concurrent auditor will entail disqualification of the concurrent auditor. This disqualification of auditors on account of MOCs surfaced shall be monitored by AI&V Deptt.
  - xiii) The Bank Retiree will be liable to be removed at any time at the sole discretion of the bank without assigning any reason.
  - xiv) The Bank Retiree should strictly adhere to the audit coverage as per the scope of Concurrent Audit as may be communicated /decided by the Bank from time to time.
  - xv) No out of pocket expenses or traveling allowance / halting allowance would be paid to the Bank retiree for carrying out the audit assignment and/ or attending workshops / meetings etc.
  - xvi) For retirees of Bank other than J&K Grameen Bank, the Bank shall communicate with the HR department of the concerned Bank enquiring about whether the applicant is charge sheeted & punished for serious lapses/offences in his active career. In case, no reply is received from the concerned department of the bank within 14 days from the date of communication, the application of Bank retiree for empanelment as Concurrent Auditor shall stand rejected and he/she shall not have any claim for the same.

**The last date for receipt of application with Bio-Data at our office is 16<sup>th</sup> of September, 2023 till close of working hours, at the following address:**

The Chief of Audits, Inspection & Vigilance  
J&K Grameen Bank  
Head Office, Narwal  
Jammu. J&K  
Pin: 180006