

**APPOINTMENT OF CONCURRENT AUDITORS ON CONTRACTUAL BASIS TO CONDUCT CONCURRENT
AUDIT IN BRANCHES OF UGB**

Uttarakhand Gramin Bank, Dehradun (herein after referred to as 'the Bank') invites applications from Retired officers from Scale –III to Scale –V from UGB/SBI/Any other RRB sponsored by SBI or Any Commercial Bank, for appointment as Concurrent Auditor on Contractual basis for the FY 2025-26, for a period of upto one year. (Extendable on annual basis for further 12 months subject to satisfactory performance to be evaluated by the Bank). The Concurrent Audit is to be conducted in selected Branches/AMSHs/CPCs in and around the following centres:-

SL.No.	NAME OF THE CENTRE	NUMBER OF AUDITOR(s) REQUIRED
1.	DEHRADUN	1
2.	UTTARKASHI	1
3.	TAPOVAN(TEHRI)	1
4.	ROORKEE	1
5.	CHAMBA	1
6.	PAURI	1
7.	DURGAPUR	1
8.	TILWARA	1
9.	PITHORAGARH	1
10.	LOHAGHAT	1
11.	BHOWALI	1
12.	KASHIPUR	1
13.	RUDRAPUR	1
14.	ALMORA	1
15.	BAGESHWAR	1
16.	CHINYANAULA	1

Interested candidates to send their application by post or deliver by hand to -

The General Manager (Administration),
Uttarakhand Gramin Bank,
Head Office – 18, New Road,
Dehradun - 248 001
Tel - 0135 -2710660, 2710661

The application can be downloaded from Bank's website www.uttarakhandgraminbank.com . The last date for submission of applications at above-mentioned address is **30.04.2025**. Applications received after the last date will not be entertained.

The Bank reserves the right to cut/extend the time line for submission of application if required. Further, the Bank reserves the right to accept or reject any application or all the offers without assigning any reason thereof.

The appointment of Concurrent Auditors will initially stand for the period of One year from the date of their appointment. However, the agreement may be extended for next 12 months on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the Concurrent Auditor.

The Bank reserves the right to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to any person submitting their application.

On receipt of intimation from the Bank regarding acceptance of the Application, the successful candidate shall be bound to execute the Contract within the timeline and implement the same from the specified date. The successful candidate shall sign an Agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said Agreement in accordance with the Stamp laws in force in Uttarakhand.

The last date for submission of applications at above-mentioned address is **30.04.2025**. Applications received after the last date will not be entertained.

Allocation of Auditee units :

A pool of Auditors will be created for conducting the Concurrent Audit smoothly. The selected empaneled Auditors will be available with the Chief Inspector at Head Office, who will allocate the auditee units to the auditors from the pool with necessary instructions.

Eligibility

1. For appointment as Concurrent Auditor, the Official **should be of scale –III to Scale –V, superannuated** from UGB/SBI/Any other RRB sponsored by SBI/Any Commercial Bank .
2. Those **going to superannuate within next 3 months** can also apply.
3. The cut-off date for eligibility will be 1st April of that year, for example current empanelment cut-off date will be 01.04.2025.
4. There should not be gap of more than 2 years from the date of superannuation to date of appointment at the first occasion and later on there should not be gap of one year for subsequent renewals.
5. Proposed maximum tenure of the auditors is 5 years.
6. The Superannuated official should be below age of **69 years** as on **1st April** of respective year for renewal of agreement.

7. The ex-officers will be empanelled initially for a period of 1 year. If their performance is found satisfactory and depending on their suitability and requirement of the Bank, the period of empanelment will be extended/renewed for a further period of 12 months in each instance till they attain the age of 70 years as per point 4 above, keeping in view his/her good health appropriate for the work and level of expertise.
8. The retired official **should have completed minimum 2 years of Branch Manager/Regional Manager assignment** with satisfactory track record while in active service & also have good experience in operation preferably be from **Audit background**.
9. The retired official **should have never been penalised** through disciplinary proceeding while in active service, except punishment by way of censure.
10. The retired official **should be medically fit** which should be certified by our sponsor Bank's Doctor with all normal pathological tests.
11. The retired official **should be fluent in both Hindi & English languages**.
12. Those on medical leave **exceeding four months in the last year** of their service shall not be eligible to apply.

Process of Selection

As per policy guidelines.

Remuneration: The remuneration of the External Auditors(Retired Officer) is fixed with the approval of the Board as under:-

Retired Officer –

- (i) **Home-centre: The fixed sum of Rs 40,000/- shall be payable per month.**
- (ii) **Non Home-centre: The fixed sum of Rs 45,000/- shall be payable per month.**

Those auditors who are selected for category of Home-centre may claim reimbursement of **travelling-expenses not exceeding Rs. 4000/- per month** on the basis of certificate/petrol-bill.

Those auditors who are selected for category of Non Home-centre shall be eligible for **reimbursement of stay-expenses up to a maximum limit of Rs. 12,000/- p.m.** on actual/certificate basis. He/she shall also be entitled to claim up to a **maximum Rs 6000/- p.m. for conveyance** on actual/certificate basis.

TDS/Income Tax rules shall apply as per IT Act.

No TA/DA/Leave shall be granted to either working/retired official for the purpose of appearing in interview.

For more details refer to our bank's website www.uttarakhandgraminbank.com

सेवा में,

महाप्रबन्धक (प्रशासन)
उत्तराखण्ड ग्रामीण बैंक
प्रधान कार्यालय, 18 न्यू रोड,
देहरादून – 248 001

स्वप्रमाणित
फोटो

महोदय,

Concurrent Audit (समवर्ती लेखा परीक्षा) कार्य हेतु सूचीबद्ध करने हेतु आवेदन पत्र

विवरण :

1	नाम	
2	पिता का नाम	
3	जन्म तिथि	
4	क- बैंक का नाम जहां से सेवानिवृत्त हुए हैं	
	ख- शाखा कार्यालय जहां से सेवानिवृत्ति हुए	
	ग- सेवानिवृत्ति के समय पद/स्केल	
	घ- सेवानिवृत्ति यदि उत्तराखण्ड ग्रामीण बैंक से नहीं तो प्रमाण पत्र Annexure – A पर	
5	सेवानिवृत्ति की तिथि	
6	पी.एफ.सं०/कर्मि सं०	
7	वर्तमान निवास स्थान व पत्र व्यवहार का पूर्ण पता	
8	स्थायी पता	
9	मोबाइल/लैण्डलाइन नं०	
10	ई-मेल आईडी	
11	क-शैक्षणिक योग्यता	
	ख- JAIIB/CAIIB की स्थिति	

12	सेवानिवृत्ति के पूर्व 3 नियुक्तियों का विवरण तिथि सहित	1. 2. 3.
13	ऋण/आडिट/एनपीए अनुवर्तन के अनुभव का विवरण—	
14	वर्तमान में यदि कोई कार्य कर रहे हो तो उस का विवरण—	
15	सेवा कार्यकाल के दौरान अनुशासनात्मक कार्यवाही कोई हुई हो तो उसका विवरण	
16	संलग्न किये गये केवाईसी का विवरण	Aadhar No. PAN No.
17	सेवानिवृत्त होने से पूर्व के एक वर्ष में लिए गए चिकित्सा अवकाश की अवधि	
18	बैंक द्वारा सूचीबद्ध किये जाने की दशा में आपका सामान्य निवास स्थल का पूर्ण पता	
19	क्षेत्रीय प्रबन्धक / शाखा प्रबन्धक के रूप में अनुभव	वर्ष माह
20	अन्य विवरण	

मैं वचन देता हूँ कि बैंक के कार्य क्षेत्र में कहीं भी कार्य करने के लिए सहमत हूँ।

मैं घोषणा करता हूँ कि मेरे द्वारा प्रस्तुत उपरोक्त जानकारी सत्य है। असत्य पाये जाने पर मेरी पात्रता निरस्त कर दी जाए।

स्थान :

दिनांक :

आवेदक के हस्ताक्षर
नाम —
संलग्नक — यथोपरि

(On Bank's Letter Head)

Annexure – A

This is to certify that Sri/SmtS/o/W/o Sri..... was retired from our Bank onas scaleOfficer. He/She is having years of experience as Branch Manager/Regional Manager. He is also having years of experience as an Auditor in our bank. No major penalty was /has been imposed on him/her till his/her retirement. He/She availed Medical Leave fordays in the last year of his/her service.

This certificate has been issued at the specific request of Sri/Smt..... to apply him for empanelment as Concurrent Auditor at Uttarakhand Gramin Bank, Head Office, Dehradun.

Authorized Signatory

With Seal & date