

**EMPANELMENT OF RETIRED OFFICIALS OF KARNATAKA GRAMIN BANK  
FOR CONCURRENT AUDIT & INSPECTION WORK**

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Applications are invited from retired officials in Scale I to V of Karnataka Gramin Bank for empanelment as EROs for Concurrent Audit and Inspection work.

Interested eligible retired officials should submit the duly completed Bio-Data cum- Application form to

The General Manager  
Inspection Wing,  
Karnataka Gramin Bank  
Head Office,  
No. 32, Sangankal Road, Gandhi Nagar,  
**BALLARI - 583103**

The envelope containing the application may be superscribed with "APPLICATION FOR ERO". LAST DATE FOR RECEIPT OF APPLICATION AT HEAD OFFICE IS: 25.08.2021

For clarifications if any please contact

Mr. N K Chandrashekar,  
Chief Manager, Inspection Wing,  
Karnataka Gramin Bank,  
Head Office,  
Ballari- 583103  
Phone : 08392- 254012, /254011  
Email : [iciw.inspection@kgbk.in](mailto:iciw.inspection@kgbk.in)  
Web: karnatakagraminbank.com.

Date : 16.08.2021  
Place : Ballari

General Manager  
Karnataka Gramin Bank  
Inspection Wing, Head Office,  
BALLARI-583103

## TERMS & CONDITIONS

SL NO	GIST	SCHEME GUIDELINES
1	<b>SCHEME</b>	<b>EMPANELMENT OF RETIRED OFFICIALS (SCALE I TO SCALE V) OF KARNATAKA GRAMIN BANK FOR CONCURRENT AUDIT/INSPECTION WORK</b>
2	<b>SCOPE OF WORK</b>	<ul style="list-style-type: none"> <li>• To assist all Audit related work such as RBIA, Concurrent, Snap Audit and other related works covered under the scheme.</li> </ul>
3	<b>ELIGIBILITY</b>	<ul style="list-style-type: none"> <li>• Retired Officers of the Bank on Superannuation in Scale I to Scale V can apply.</li> <li>• Age should not be more than 62 years as on 01.09.2021.</li> <li>• Should have good track record, experience of minimum 20 years of service in our Bank and should not have been imposed major penalty during the last THREE years prior to retirement.</li> <li>• The Applicants should not have been imposed with any punishment during their entire service for any misconduct which was treated as one attracting vigilance angle.</li> <li>• Preference shall be given to those who have good exposure to credit by working in Credit departments either in Branches / administrative Offices.</li> <li>• Should have physical fitness and should be able to travel distant Branches / places for Inspection and security verification.</li> <li>• Should possess adequate computer knowledge and should be able to handle computers independently.</li> <li>• Should have worked in CBS environment and should be familiar with CBS package.</li> <li>• Should have high sense of involvement, sense of belonging to the institution and should have the ability to motivate others.</li> <li>• Preference shall be given to those who have worked in Inspection setup already.</li> </ul>
4	<b>PERIOD OF EMPANELMENT</b>	<ul style="list-style-type: none"> <li>• Initially the contract shall be for a period of ONE year which may be renewed for a further period of ONE year TWICE at the sole discretion of the Bank, basing on their satisfactory performance.</li> <li>• The total period of engagement of the services of the ERO shall not exceed 3 years or till the ERO attains the age of 65 years, whichever is earlier.</li> </ul>

	<p style="text-align: center;"><b>REMUNERATION</b></p>	<ul style="list-style-type: none"> <li>• Monthly Consolidated Remuneration is as under: <table border="1" data-bbox="613 247 1308 401" style="margin-left: 20px;"> <thead> <tr> <th style="text-align: center;">Scale from which ERO retired</th> <th style="text-align: center;">Consolidated monthly remuneration</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">Scale I &amp; III</td> <td style="text-align: center;">Rs 30000</td> </tr> <tr> <td style="text-align: center;">Scale IV &amp; V</td> <td style="text-align: center;">Rs 35000</td> </tr> </tbody> </table> </li> <li>• EROs shall not be eligible for any leave, other benefits, other allowances or perquisites.</li> <li>• EROs shall be eligible for remuneration for the intervening holidays provided they have worked on the preceding and succeeding working days.</li> <li>• Applicable TDS shall be deducted.</li> <li>• EROs shall be eligible for only pro-rata payment of monthly remuneration under the following circumstances: <ul style="list-style-type: none"> <li>➤ When EROs are not able to take up the assignments due to health grounds, personal leave, etc.</li> <li>➤ When Bank is not able to utilize the services of EROs for full calendar month due to administrative exigencies.</li> </ul> </li> <li>• In addition to the above, all EROs shall be payable TA / HA/ Hotel reimbursement for outstation duties as applicable to Scale-III.</li> <li>• EROs shall not be eligible for any conveyance allowance / reimbursement if they are taking up assignments in the Headquarters for which they are selected.</li> <li>• EROs shall not be eligible for any Advance.</li> <li>• TA / HA Claims to be made on monthly basis to concerned regional Inspectorates.</li> <li>• Chief Manager/General Manager shall be the sanctioning authority for TA / HA claims.</li> </ul>	Scale from which ERO retired	Consolidated monthly remuneration	Scale I & III	Rs 30000	Scale IV & V	Rs 35000
Scale from which ERO retired	Consolidated monthly remuneration							
Scale I & III	Rs 30000							
Scale IV & V	Rs 35000							
5	<p style="text-align: center;"><b>METHOD OF APPLYING &amp; SELECTION</b></p>	<ul style="list-style-type: none"> <li>• The eligible Applicants shall submit the prescribed application form given in Annexure on or before 25<sup>th</sup> August 2021. Applications received after 25<sup>th</sup> August 2021 shall not be entertained.</li> <li>• The engagement / assignment shall be terminated automatically when ERO attains 65 years of age or on completion of 3 years tenure, whichever is earlier subject to renewal as per point no.4.</li> <li>• The applicants shall appear for a personal interview at Head Office, Ballari at their own cost.</li> <li>• <b>Selection of Applicants for empanelment will be at the sole discretion of the management</b> and no correspondence in this regard will be entertained.</li> </ul>						

6	OTHER GENERAL CONDITIONS	<ul style="list-style-type: none"> <li>• The applicant should provide his order of preference for the Regional Inspectorate as per his choice. However, the choice of the Applicants will be considered basing on the administrative requirement for the particular Regional Office. Moreover, the selected EROs should be prepared to accept any other Audit assignments entrusted by concerned RI pertaining to other RI.</li> <li>• Bank has 4 RIs situated at Mysuru, Chitradurga, Ballari and Kalaburgi. Each RI has 4-6 Regional Offices and EROs are expected to cover branches of respective RIs.</li> <li>• The list of ROs coming under respective RIs is as under;       <ol style="list-style-type: none"> <li>1. <b>Mysuru</b>-Kolar, Bangaluru,Mandya,Chamarajanagar, Mysuru and Madikeri.</li> <li>2. <b>Chitradurga</b>-Chitradurga, Tumkuru, Hasan,Chikkamagaluru and Shivamogga.</li> <li>3. <b>Ballari</b>-Ballari,Davanagere,Vijayanagara(Hosapete) and Koppal.</li> <li>4. <b>Kalaburgi</b>-Bidar,Kalaburgi,Raichur and Yadgiri.</li> </ol> </li> <li>• The Applicants should be ready to travel to any place for stock checking / security verification.</li> <li>• The engagement of retired officials in the Bank shall be on contract basis.</li> <li>• Mere empanelment does not confer any right for entrustment of Audit assignment by the bank.</li> <li>• All the selected Applicants shall sign a contract containing terms and conditions of empanelment.</li> <li>• <b>Selected Applicants shall provide a Security Deposit of Rs. 50,000/- (Rupees fifty thousand only) in the form of term deposit assigned in favour the Bank.</b> The amount of deposit is refundable at the time of their leaving/discharge from their services.</li> <li>• Bank shall have right to forfeit the deposit in case of any laxities/irregularities found during discharge of duties which likely to cause loss to the Bank or considered as committed with the malafide intention.</li> <li>• The engaged retired officials shall not be eligible for reimbursement of medical or any other benefits / perquisites, festival advance, etc during the engagement period.</li> <li>• The EROs are required to update their knowledge by going through the latest Circulars / Communications and instructions of the Bank.</li> <li>• They shall not exercise any administrative/financial powers during the period of engagement.</li> <li>• The engaged officials shall not accept any assignment with any other organization during the period of their contractual service in the Bank.</li> <li>• The contractual period shall not be reckoned as service for the</li> </ul>
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		<p>purpose of superannuation benefits/PF/Bonus etc.</p> <ul style="list-style-type: none"><li>• Income Tax or any other tax liabilities on remuneration shall be deducted as per prevailing rate(s) mentioned in the Income Tax Rules.</li><li>• The engaged officials shall follow the normal working hours as applicable to serving officials.</li><li>• In order to avoid conflict of interest, the retired personnel so engaged shall not be assigned Branches / Offices where they have worked during their active service in the bank.</li><li>• The Applicant should be prepared to undertake Inspection / Audit work of any branch/administrative Offices coming under the jurisdiction of RI for which they have been selected or any other Branch/Office coming under the purview of other RI basing on the administrative exigencies.</li><li>• Allotment of Branches for Audit shall be the prerogative of the head of the RI and selected Applicants shall not have any say in this matter.</li><li>• The Audit assignments/related work entrusted by RIs should be completed within the allotted man days and no remuneration / allowance shall be paid for the additional man-days consumed, unless permitted by Chief Manager, Inspection Wing.</li><li>• Empanelled Officers shall not be eligible for any leave facility as available to the serving Officers.</li><li>• No further engagement/assignment of EROs shall be made if Bank comes to the notice of any misconduct, work not being done with due diligence as expected or performance is not found to be satisfactory on the recommendations of Chief Manager, Inspection Wing</li><li>• Bank reserves the right to de-panel any ERO at any time without notice and without assigning any reasons (a) in the event of getting any adverse reports / confidential opinion (b) any time when bank feels that its interest may be jeopardized, besides starting such appropriate action as bank deems fit.</li><li>• ERO may relinquish the assignment / empanelment (a) by giving 30 days' notice or (b) by paying 50% of monthly remuneration to the bank.</li><li>• EROs should not indulge in any union/association activities and work unbiased/impartial.</li></ul>
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**BIO-DATA cum APPLICATION FORMAT**  
**FOR EMPANELMENT FOR CONCURRENT AUDIT & INSPECTION WORK**

To,  
The General Manager,  
Inspection Wing,  
Karnataka Gramin Bank,  
Head Office,  
BALLARI-583103

PASS PORT SIZE  
PHOTO

Sl.No	PARTICULARS	DETAILS
1	Name of the Applicant	
2	Staff No	
3	Complete postal/communication address with City/Pin Code,	
4	Mobile Nos. (Mandatory)	
5	e-mail Address (Mandatory)	
6	Date of Birth	
7	Age (as on 01.09.2021)	
8	Date of appointment in the Bank	
9	Date of Promotion to Officers cadre	
10	Date Of Superannuation/Resignation	
11	Total Service ( in years)	
12	Designation at the time of Retirement	
13	PAN No. (Mandatory)	
14	Branch Experience ( in years)	
a.	Experience as in charge of a Branch if any ( in years)	

b.	Experience as in charge of Credit Department in a branch if any ( in years)	
15	Experience as in charge of Credit Department in RO/HO if any ( in years)	
16	Experience in Inspection Department in Bank if any ( in years)	
17	3 Regional Inspectorates in order of preference, to treat as applicant's Head Quarters.	1. 2. 3.

I undertake to work any where in the area of operations of the Bank.

I undertake to deposit **Rs. 50,000/- (Rs.Fifty thousand only)** as Security Deposit and assign in favour of the Bank.

I confirm that, I was not punished during my service period for misconduct which attracts Vigilance angle and there were no major punishment/penalties imposed on me during last three years prior to retirement.

I confirm that, I have read the Terms and Conditions of the appointment and abide by the same which is published in the Bank's website.

I am willing to conduct Inspection/Audit through online package of the Bank.

I confirm that the details/information furnished above are /is true and correct. In case, any details furnished above is found to be incorrect at a later date, the Bank has right to terminate the assignment given, without giving any notice.

Date:

Place:

**SIGNATURE OF THE APPLICANT**

**LAST DATE FOR RECEIPT OF APPLICATION  
AT KARNATAKA GRAMIN BANK,  
HEAD OFFICE, BALLARI IS 25<sup>th</sup> AUGUST 2021**