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## WEBSITE ADVERTISEMENT

**SUB: EMPANELMENT OF RETIRED OFFICIALS (EROs) - OFFICERS OF SCALE I TO V FOR ASSISTING IN INTERNAL AUDIT.**

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Passport size  
photo

**Format of Application for Empanelment of Karnataka Gramin Bank Retired-Officers for assisting in Internal Audit of its Bank Branches / Offices.**

1	Name of the Applicant	
2	Staff No	
3	Complete postal/communication address with City/Pin Code.	
4	Landline/Mobile Nos.	
5	e-mail Address. (validation)	
6	Date of Birth	
7	Age (as on 30.06.2019)	
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. & Aadhar 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)	
c.	Experience in Advances Section of RO OR related Wing in HO, if any ( in years)	
d.	Experience in Inspection set-up in Bank, if any ( in years)	
e.	Experience in Inspection follow up section of Head Office ( in years)	
f.	Branch experience, in any capacity, other than "Branch Head"	

g.	Experience in Administrative set up	
15	Additional academic qualifications: JAIB - CAIB	
16	Services rendered to any organization at present, if any (including honorary services). Please provide details	
17	Regional Offices preferred for rendering services. (3 Regional Offices in order of preference)	1. 2. 3.

I understand that although I have opted to serve in a particular Region, in case of administrative exigencies I am required to render services in other parts of the Bank's command area.

I undertake to work anywhere in the Area of Operation of the Bank, though opted to work in a particular Region.

I undertake to deposit Rs. 50,000/- as security Deposit and assign in favour of the Bank.

I confirm that, I have read the Terms and Conditions of the Empanelment and agreeable to abide by the same, published in the Bank's website.

Date:

Place:

SIGNATURE

## **Karnataka Gramin Bank: Head Office: Inspection Wing**

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### **EMPANELMENT OF RETIRED OFFICIALS (EROs) - OFFICERS OF SCALE I TO V FOR ASSISTING IN INTERNAL AUDIT.**

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#### **1. ELIGIBILITY CRITERIA & METHOD OF APPLYING:**

- a) Ex-Officers of our Bank retired on Superannuation (which include Officers retired from the services of erstwhile Pragathi Krishna Gramin Bank & Kaveri Gramin Bank) in Scale I to V are eligible to apply for the empanelment.
- b) Officers presently serving in the Bank who are due for retirement from the services of the Bank on or before 31<sup>st</sup> August are also eligible to apply.
- c) **The interview for the eligible candidates is tentatively scheduled on 06.09.2019.**
- d) **Those who have opted unwillingness to continue in the service of the Bank in the new entity are not eligible to apply.**
- e) The age of the applicant shall not be more than 63 years as on 30.06.2019.
- f) Applicant shall have experience of minimum of 20 years of service in our Bank and should have good knowledge about the Bank's systems and procedures & aptitude, analytical ability and flair to take up inspection assignment.
- g) Applicant shall have fair knowledge of CBS and other software packages used by the Bank and adequate computer knowledge including MS Office and willing to learn and work in the Inspection Module.
- h) The applicant shall have good track record and should **NOT** have been imposed **major penalty during the last 3 years** prior to retirement.
- i) The candidate should **NOT** have been imposed with any punishment during the entire service for any misconduct which was treated as one **attracting vigilance angle.**
- j) Candidates should have physical fitness and should be able to travel to distant Branches / places for Inspection and Security Verification. Physical fitness certificate from the Panel Doctor of the Bank / Government Doctor mentioned by the Bank should be submitted at the time of Empanelment.
- k) The eligible candidates shall download the application from Bank's website <https://www.karnatakagraminbank.com> and submit the application through hard copy so as to reach The General Manager, Karnataka Gramin Bank, Inspection Wing, Head Office, Sangankal Road, Gandhi Nagar, Ballari-583103 on or before the stipulated date i.e., **03.09.2019.**
- l) The application should be for a particular District/Regional Office and the applicant should be ready to do the Audit work in any of the Branches attached to that Regional Office OR any other Branch /Office considering the administrative needs. In case of exigencies, Bank may utilize services of EROs for Branches/Offices in other Region too.

M) The candidates can apply for more than one Regional office, if they so desire duly indicating the order of preference.

## 2. SHORTLISTING OF APPLICANTS

- a) Depending on the number of applications, General Manager Inspection wing shall decide about the short listing of applications for interview.
- b) Short listing shall be done by Committee comprising of G M: Inspection Wing, Chief Manager: Inspection Wing & Chief Manager: HR Wing.
- c) GM, Inspection Wing will decide the number of shortlist candidates required for each empanelment and his decision shall be final.
- d) The committee shall short list the candidates for interview with due weightage to the experience and exposure of each candidate in the following areas of working:
  1. Experience as Branch-in-charge ( for at least one term of 3 years)
  2. Experience in Inspection set -up.
  3. Experience in Inspection Follow-up Section of Head Office.
  4. Experience in Advances sections of RO or related Wings in HO.
  5. Exposure to Risk Management
  6. Additional academic qualifications such as JAIIB / CAIIB.
  7. Branch experience, if any capacity, other than “Branch Head”

## 3. SELECTION COMMITTEE AND INTERVIEW:

- a) The Committee for selection of EROs shall consist of General Manager (Inspection Wing) as Chairman and General Manager, H R Wing and one more General Manager nominated by Chairman as member of the Committee.
- b) The selection Committee shall interview the shortlisted applicants personally or through Video Conference.
- c) The total marks for interview shall be 100 on the basis of the following traits:

Knowledge in the 7 area of working as defined under 2 (d) above	40 marks
Knowledge of CBS / Computer systems and other packages	20 marks
Initiative / Analytical ability and Innovation	15 marks
Communication and Team Spirit	15 marks
Leadership Quality	10 marks
<b>Total</b>	<b>100 marks</b>

- d) The minimum marks for selection shall be 50.
- e) The decision of the selection Committee shall be final.

#### **4. PERIOD OF ENGAGEMENT:**

- a) The services of EROs shall be availed, initially, 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, subject to suitability / satisfactory services / annual assessment and overall performance of the ERO. Chairman shall authorize such renewals/extensions.
- b) The period of engagement of the services of the ERO shall be normally for 3 years, subject to attaining 65 years of age, whichever is earlier.

#### **5. REVIEW OF PERFORMANCE:**

- a) The performance of all the EROs shall be evaluated / reviewed by GM: Inspection Wing.
- b) Criteria for performance evaluation shall be (a) Quality of Reporting, (b) Mobility, (c) Promptness to accept assignments, (d) Timely completion of audit assignments, (e) Period of absence (f) Satisfactory conduct, (g) Other grounds such as medical etc.

#### **6. TERMINATION OF ENGAGEMENT:**

- a) The engagement / assignment shall be terminated automatically when ERO attains 65 years of age or on completion of 3 years of tenure, whichever is earlier.
- b) General Manager, Inspection wing shall be the authority for recommending the discontinuation of the engagement or the termination of engagement of the services of EROs, if the performance is not satisfactory and the General Manager, Inspection Wing shall be the final authority to decide on the same.
- c) No further engagement/assignment of EROs shall be made if Bank notices 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 and its acceptance by General Manager.
- d) 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 initiating such appropriate action as Bank deems fit c) other administrative /Policy decisions.
- e) ERO may relinquish the assignment / empanelment (a) by giving 30 days notice or (b) by paying 50% of monthly remuneration to the bank.

## 7. REMUNERATION:

- a) The EROs shall be eligible for a consolidated monthly remuneration depending on the scale as given below:

Scale from which the ERO has retired	Consolidated Monthly Remuneration
Scale I to III	Rs. 30,000/-
Scale IV & V	Rs.35,000/-

- b) EROs shall not be eligible for any leave, other benefits, allowances or perquisites.
- c) EROs shall be eligible for remuneration for the intervening holidays provided they have worked on the preceding and succeeding working days.
- d) EROs shall be eligible for only pro-rata payment of the monthly remuneration under the following circumstances: (a) When EROs are not able to take up the assignments due to health grounds, etc. (b) When Bank is not able to utilize the services of ERO for full calendar month due to administrative exigency.
- e) The remuneration shall be paid on monthly basis and shall be payable with in 10<sup>th</sup> of the succeeding month.

## 8. TA/HA:

- a) EROs shall not be eligible for any conveyance allowance / reimbursements if they are taking up assignments in the Headquarters / units for which they are selected.
- b) For all EROs who retired in scale I to V TA/HA as applicable to serving Scale III Officers of Bank shall be payable for out station duties.
- c) No Advance shall be permitted.
- d) Claims to be made on monthly basis to the Inspection Wing.
- e) Sanctioning authority for TA / HA claims shall be Chief Manager, Inspection Wing.
- f) Conveyance amount of Rs. 100/- per day will be paid for attending RBIA / other assigned works at Branches / Offices located within Bengaluru BBMP limits.

## **9. REPORTING STRUCTURE / ROLE AND RESPONSIBILITIES:**

- a) EROs shall work under the close supervision of Management (Team leader / higher authorities).
  
- b) **Role And Responsibilities of EROs of Scale I and III :**
  - i Shall assist the regular Inspecting Officials during RBIA of Branches /Units
  - ii Shall assist in verification and Inspection of Godowns / Securities / other Assets during RBIA
  - iii Shall assist in conducting of KYC / AML Snap Audit, etc in Branches
  - iv Shall assist in conducting any other special audits like Data, Quality Audit etc
  - v Shall assist in conducting of Income Audit.
  - vi Shall assist in Off-Site Monitoring in RO / HO.
  - vii Shall assist in any other audit assignments entrusted by Inspection Wing, Head Office including assisting in investigations.

### **D) Responsibilities of ERO of Scale IV & V**

- i Shall assist to regular Inspecting Officials during RBIA of Branches / Units
- ii Shall assist in verification and Inspection of Godowns / Securities / other Assets during RBIA
- iii Shall assist in Inspection, scrutiny of Loans and advances of Rs. 50.00 lakhs and above ( from pre - sanction stage to Monitoring and follow up) during RBIA of Branches
- iv Shall assist in conducting Concurrent Audit of Branches Independently and signing of monthly/ quarterly Reports.
- v Shall do verification/Inspection of Godowns/ Securities and other assets during Concurrent Audit
- vi Shall assist in conducting Audit of high value accounts
- vii Shall assist in informing Inspection Wing, Head Office immediately in the event of any serious irregularities / frauds observed during Inspection / Audit
- viii Shall assist in any other Audit / Inspection assignments entrusted by Head Office, Inspection Wing/ Regional Office.

## **10.ACCOUNTABILITY**

- a) The EROs shall be accountable for any act/s of omissions and commissions in their work during the course of any type of Inspection / Audit.
  
- b) The EROs empanelment contract may be terminated in the event of such omissions and commissions apart from lodging complaints with appropriate law enforcement agencies depending on the action of criminality / fraud / Breach of trust, etc.

## **11.TERMS AND CONDITIONS:**

- a) The applicants shall appear for a personal interview at Head Office or other offices decided by the Bank at their own cost.
  
- b) Selection of candidates for empanelment will be at the sole discretion of the Bank's Management.



- c) The engagement of retired officials in the Bank shall be on contract basis.
- d) Mere empanelment does not confer any right for entrustment of audit assignment by the bank.
- e) All the selected candidates shall sign a contract containing Terms and Conditions of Empanelment and **make a security deposit of Rs.50,000/- (Rupees Fifty thousand only) in the form of Term Deposit assigned in favour of the Bank.** The amount of deposit is refundable at the time of their leaving/discharge from their services

Bank shall have right to forfeit the Deposit in case of any laxities/ irregularities found during discharge of duties which are likely to cause loss to the Bank or considered as committed with the malafide intention.

- f) The engaged retired officials shall not be eligible for reimbursement of Medical or any other benefits / perquisites, festival advance, etc during the engagement period.
- g) The EROs are required to update their knowledge by going through the Circulars / Communications and instructions of the Bank.
- h) They shall not exercise any administrative/financial powers during the period of engagement.
- i) The engaged officials shall not accept any assignment / position with any other organization during the period of their contractual service in the Bank.
- j) The contractual period shall not be reckoned as service for the purpose of superannuation benefits/PF/Bonus etc.
- k) Income Tax or any other tax liabilities on remuneration shall be deducted as per prevailing rate(s) mentioned in the Income Tax Rules.
- l) The engaged officials shall follow the normal working hours as applicable to serving officials.
- m) In order to avoid conflict of interest, the retired personnel so engaged shall not be assigned Branches / Offices where they had worked while in active service with Bank.
- n) The candidate should be prepared to undertake Inspection / Audit work of any Branch coming under the jurisdiction of Regional Office to which they have applied /assigned or any other Branch / Offices of the Bank considering the administrative needs.
- o) Allotment of Branches for Audit shall be the prerogative of the Head of Inspection Wing and selected candidates shall not have any say in the matter.

- p) The allotted job should be completed within the allotted Man days and no remuneration / allowance shall be paid for the exceeded Man-days unless permitted by Chief Manager, Inspection Wing.
- q) Empanelled officers shall not be eligible for any leave facility as available to the serving Officers.

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