

**EMPANELMENT OF RETIRED OFFICERS OF ANDHRA PRADESH GRAMEENA VIKAS BANK
ON CONTRACT/SHORT TERM ASSIGNMENT BASIS FOR CONCURRENT AUDITORS**

1. Andhra Pradesh Grameena Vikas Bank invites applications on the enclosed application format from Retired Officials of Andhra Pradesh Grameena Vikas Bank, who fulfill the eligibility criteria as mentioned hereunder and have honorably retired with satisfactory service record, for empanelment on merit on contract/ short term assignment basis for **28 vacancies**.
2. The Bio-data should be submitted in the attached format to the General Manager-I, Andhra Pradesh Grameena Vikas Bank , Head Office, H.No.2-5-8/1, 1st , 2nd , 3rd Floor, Near Ambedkar Statue, Old Bus Depot Road, Ramnagar, Hanamkonda, Warangal Dist, Pin: 506001, Telangana, only by postal/courier.
3. Application for "Empanelment on merit on contract/ short term assignment basis" should be mentioned on the envelope, carrying Bio-data.
4. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for empanelment by the bank. The empanelment will purely be the prerogative of the Bank.
5. It is only a contractual work for a specific period and the Retired Official/s so assigned the work would not be entitled to claim any regular employment or any other benefit in the bank in future.

Eligibility Criteria:

6. Concerned retired official must have:
 - i) The officer should have retired from our Bank honorably in Scale II or above , only on attaining superannuation at the age of 60 years
 - ii) Officers should have good track record of performance and deep knowledge of systems and procedures.
 - iii) The officers who have retired in the cadre are eligible for the proportionate grade as concurrent auditor.
 - iv) **Age:** The engagement shall be up to the maximum age of 65 years, subject to other conditions regarding renewal of contract. As such, the ex-officer should not be more than 64 years of age at the time of empanelment / Engagement.
 - v) A sound health i.e he must be medically fit to carry out the assignment (A certificate from a MBBS Doctor is to be submitted).

7. Remuneration payable :

Monthly remuneration as under

Sl. No	Position	Remuneration per month (Rs.)
a	Retired officers in the grade Scale V - Senior Concurrent Auditor	27000
b	Retired officers in the grade Scale IV - Senior Concurrent Auditor	25000
c	Retired officers in the grade Scale III- Concurrent Auditor	22000
d	Retired officers in the grade Scale II - Concurrent Auditor	20000

8. Other Terms & Conditions:

- i) For Concurrent Audit, the ex-officers may be engaged for an initial period of one year. An extension if required can be reviewed and approved by HOMC up to a period of another one year intervals upto attaining the age of 64 years. During the period of contract of service with the Bank, the ex-officers will not take up any assignment with any other organization. Depending upon the need, for a specific period and renewed/ reviewed/ extension will be done as decided by the competent authority.
- ii) The engagement of retired officers in the Bank shall not be considered as a case of re-employment in the Bank. The Bank may cancel/terminate the contract of the engagement/ empanelment at any time without assigning any reason whatsoever with an option of 15 days' notice period or payment/surrender of remuneration in lieu thereof. Whenever the ex-officer proposes to quit the assignment he has to give one month advance notice otherwise he has to forego the caution deposit.

Operational guidelines will be handed over to the selected Retired Officer, at the time of handing over the assignment.

9. The retired official will undertake that he / she will not sub contract / sub assign the allotted assignment.

10.The last date for receipt of application with Bio-data at our office is **on 23.10.2017 up to 5PM.**

11. The officers voluntarily retired/resigned/suspended/ who have left the Bank otherwise before superannuation are not eligible for consideration for appointment.

12. The integrity of the official should not have been doubtful.

13. No punishment/ penalty should have been inflicted on the official during his service in the Bank.

14. Cases of CBI or other law enforcement agencies should not have been contemplated / pending against the official.
15. The retired officers should execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.
16. The ex-officers engaged for the purpose of conducting Concurrent Audit of the branches are eligible for reimbursement of actual conveyance by Train 2nd Sleeper or RTC fares, halting allowance for visiting the branches as furnished below. He is not eligible for halting allowance while auditing at base branch and branches located in the vicinity of Municipality/CCA where the base branch is located.

Ex-officer	Halting allowance (Rs.)
S-V & IV	700
S-II/III	600

Note: the above is fixed and No revision will be considered linked to bi-partite settlement etc.

17. The ex-officers engaged for the purpose of conducting the Concurrent Audit will be given SIM card with monthly tariff of Rs.200+ tax under CUG from Head Office and they have to use their own mobile set. The expenditure incurred over the tariff permitted has to be borne by him only.
18. **Leave:** The ex-officers shall be entitled to leave of 12 days during the engagement period of 12 months which they may avail during the period of engagement with the approval of the Bank/authority to whom they report. For the purpose of computation of leave, intervening Sundays/ Holidays shall not be included. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies. The leaves not availed during the engagement period will normally lapse. However, if it has been on account of the Bank declining the leave, it may be encashed @ of monetary compensation package component. If the ex-officer is absent for duty beyond the leave limit of 12 days, amount will be deducted proportionately @ of monetary compensation package component.
19. Ex-officers shall not be eligible for reimbursement of medical or any other benefits during the engagement period.
20. For Auditors, laptops will be provided and has to be returned at the time of termination of contract. The expenditure for normal repairs will be borne by the Bank, but for major repairs the concerned ex-officer has to bear the expenditure. The required stationery will be provided by the respective branches for submission of report.
21. He has to deposit an amount of Rs.30,000/- as caution deposit and it will be refunded on termination of contract.
22. The ex-officers will not exercise any administrative/ financial powers during the period of engagement.

23. The ex-officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.
24. The ex-officers should have the working knowledge on computer.
25. **Income Tax:** Income Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate (s) of Income Tax Rules.
26. **Working Hours:** The ex-officers shall follow the normal working hours as applicable to serving officials.
27. The Time frame fixed for completion of task is to be adhered and reports are to be submitted as per schedule.
28. Incomplete application or application without requisite enclosures will not be entertained.

General Manager-I
Andhra Pradesh Grameena Bank
Head Office
Warangal

APPLICATION FORMAT FOR ENGAGEMENT/EMPANELMENT OF RETIRED OFFICERS OF ANDHRA PRADESH GRAMEENA VIKAS BANK ON CONTRACT / SHORT TERM ASSIGNMENT BASIS FOR CONCURRENT AUDITORS

Date:

The General Manager-I
Andhra Pradesh Grameena Vikas Bank ,
Head Office,
H.No.2-5-8/1, 3rd Floor,
Near Ambedkar Statue, Old Bus Depot Road,
Ramnagar, Hanamkonda, Warangal Dist,
Pin: 506001, Telangana.

Latest Photo

Dear Sir,

I hereby offer my services for ENGAGEMENT/EMPANELMENT OF RETIRED OFFICERS OF APGV BANK ON CONTRACT / SHORT TERM ASSIGNMENT BASIS in the grade:

- a) Retired officer in Scale V/IV - Senior Concurrent Auditor.
- b) Retired offices in the grade Scale III/II- Concurrent Auditor.

My bio-data is as under for your consideration:

BIO-DATA FORMAT:

S.No	Particulars	Details
1	Name of Applicant	
2	Address of applicant-Permanent	
	-correspondence	
3	Landline No/s (with STD code)	
4	Mobile No	
5	E-mail address	
6	Date of Birth	
7	Age as on date (Month / Year)	
8	Date of Appointment in the Bank	
9	Date since when in officer cadre	
10	Scale-II from to	
	Scale-III from to	
	Scale-IV from to	
	Scale-V from to	
	Date of Superannuation	
11	Designation at the time of Retirement	
12	Whether Medical Certificate from the MBBS Doctor is attached	
13	Whether any Minor / Major Penalty was imposed during the preceding five years of retirement (Y / N)	
14	Whether CBI /Court has initiated proceedings against the applicant or	

	applicant has been convicted by court, if yes, details thereof.	
15	Qualification – Academic	
16	Qualification – Professional	
17	Any other Qualification	

18. Other Details if any:

19. Certificate/s:

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

b) I also undertake that I will not sub contract / sub assign the audit assignment.

c) I also hereby declare that if my name is included in the bank's approved list , I will Undertake to do the tasks entrusted to me in the best interest of the Bank.

d) I shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in my mind.

20. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment / contract for work.

Date:

Signature

Name: