

## RECRUITMENT FOR THE POST OF CONCURRENT AUDITORS

Our bank has formulated its Concurrent Audit Policy duly approved by Board in compliance with RBI's revised guidelines with the objective of protecting bank's interest through "On-site" supervision and making branch functioning more system & procedure compliant.

So, applications are invited from the retired staff of our bank with sufficient checks & controls on the issue of accountability on the basis of below mentioned criteria:

1. Retired honorably from our bank, in MMG Scale – III or above. However, preference will be given to those who superannuate or retire after completing his or her full tenure in the service of the Bank.
2. An experience of minimum of 20 years' service in our bank and a satisfactory track record.
3. Branch experience of 7 Years as an officer.
4. Worked as an Incumbent Incharge for a period of minimum 5 years.
5. An empanelled Retired Official of our own bank may be utilized as Concurrent Audit in a branch upto the age of 65 Years or till the completion of last quarterly audit assignment, which is later.
6. A sound health, i.e. he/she must be medically fit to carry out the assignment of concurrent audit ( a certificate from a MBBS Doctor be submitted).

Now, we will cover the following branches:-

Sr. No.	Sol.ID	Name of Branch	Region
1	7709	Sihi	Palwal
2	7617	Ballabgarh	Palwal
3	7723	Gurgaon Sec-4	Gurgaon
4	7768	Pataudi Road Gurgaon	Gurgaon

The assignment of concurrent audit shall be given initially for 1 year period & in case of satisfactory performance, it may be extended by 1 year, at Bank's discretion with maximum term of 3 year.

Fee structure would be determined based on business figures of the branch as on last date of preceding FY-

Sr. No	Total Business (in cr)	Fee payable /per month (Rs.)
1	Upto 300	20000/-
2	Above 300 to 1000	25000/-

The interested persons may send us their full biodata with preferences of three locations at the following address until 15<sup>th</sup> July, 2020.

Sarva Haryana Gramin Bank, SHGB House,  
Post no.-1 Secotr-3  
Rohtak (HR). Pin-124001.

Your application will be processed with full confidentiality. For any query you may contact Sh. M.P.Chhapola, Chief Manager (I&A Division), Mobile: 8901977077. The proforma of biodata is enclosed as appendix-3.

Note:- It is a pure & temporary contractual assignment & doesn't guarantee of entitling them for any regular employment.

  
General Manager.

(Self-attested passport size photograph  
of the applicant be affixed here)

**BIO DATA**

Sr. No.	Particulars	Detail
1.	Name of the Applicant	
2.	Employee No.	
3.	Address of the applicant	
4.	Landline No/s. (with STD Code)	
5.	Mobile No.	
6.	Fax No/s.	
7.	E-mail address	
8.	Date of Birth	
9.	Age as on date (Month / Years)	
10.	Date of Appointment in the Bank	
11.	Date of Superannuation	
12.	Total Service in SHGB (in years)	
13.	Designation at the time of Retirement	
14.	Branch Experience (in years)	
15.	Period of experience as Incumbent of a Branch (in years)	
16.	Period of experience as Incharge of Credit Portfolio in a branch (in years)	

17.	Period of experience as Incharge of Credit Portfolio in RO / HO (in years)	
18.	Period of experience as Auditor in Bank (in years)	
19.	Whether Medical Certificate from MBBS Doctor is attached	
20.	Whether any Minor / Major Penalty proceedings were initiated during the employment (Y / N)	
21.	Whether CBI Court has initiated proceedings against the applicant or applicant has been convicted by court, if yes, details thereof.	
22.	Qualification – Academic	
23.	Qualification – Professional	
24.	Any Other Qualification	
25.	Preference for location	1. 2. 3.

26. Other Detail/s if any:

27. Certificate/s:

- a) I confirm that the details/information furnished above are / is true and correct. In case, any detail furnished above is found 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 hereby declare that I will not lobby directly or indirectly for consideration of any credit proposals of friends / relatives / clients / non clients of the Bank.
- d) I also hereby declare that if my name is included in the bank's list of approved Auditors, I will undertake to do the tasks entrusted to me in the best interest of the Bank.
- e) 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.

28. I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter.

Date

Signature : \_\_\_\_\_