

CONCURRENT AUDIT IN ODISHA GRAMYA BANK

Odisha Gramya Bank is inviting applications from eligible retired staff members of the bank for conducting concurrent audit of Branches as per the following guidelines.

ELIGIBILITY CRITERIA FOR RETIRED OFFICERS OF ODISHA GRAMYA BANK AS EXTERNAL CONCURRENT AUDITOR

Retired Officers of the Bank having the following eligibility criteria can apply for external auditors for Concurrent Audit work of the Bank.

1. The Retired Officers should have completed 15 years in Bank service. He should be a Scale-II or in a higher scale in the Bank at the time of retirement.
2. They should have not been the subject of enquiries in the past by the Bank as per the Service Regulation and no such enquiry is pending, initiated, or contemplated by the Bank as on the date of application as well as date of acceptance of assignment.
3. They must have minimum 3 years of past experience of conducting audit/inspection work in the banks.
4. They should have basic computer knowledge and should be willing to conduct audit in computerized environment and should be able to prepare audit reports..
5. They should have their headquarters within the operational area of Odisha Gramya Bank i.e.13 districts at present or should be retired staff members of Odisha Gramya Bank.
6. The Retired staff members should be in preparedness to conduct concurrent audit in the Bank w.e.f. **01.09.2022** or earlier if so desired by the Bank.
7. The selected Auditors will be paid @ **6000/- (Six Thousand) per month per branch** w.e.f. 01.09.2021 for conducting concurrent audit. They are **not entitled for any additional benefits or perquisites**.
8. Each Auditor shall be entrusted with **maximum 03 branches** to conduct monthly concurrent audit **for a period of 12 months**; and can be extended further subject to satisfactory performance with a review after 12 months.
9. Each Auditor can continue in concurrent audit for a maximum period of 3 years or up to 65 years of age whichever is earlier.
10. The concurrent audit should be conducted **minimum 10 working days** by the Auditor in a month.
11. Bank is going to implement computerized risk based concurrent audit and risk based internal audit. So the auditor must be ready to work in the new computerized environment.
12. Concurrent audit will commence w.e.f. 01.09.2022 for selected branches and the audit report need to be submitted within first week of the succeeding month to the audited branch with a copy each to the concerned Regional Office and Inspection Department, Head Office of the Bank.
13. The Retired Officers, if selected have to be guided by the rules and procedure in respect of the scope, coverage of business/ branches, activities to be covered, appointment/ accountability, facilities, remuneration and reporting system etc. relating to the Concurrent Audit as framed by the Bank from time to time.
14. They have to submit declaration on fidelity and secrecy in the prescribed format.
15. Selection of the Auditors is the sole discretion of the Bank.
16. The Bank reserves the right to cancel the engagement without notice in case of any omission and commission noticed on the part of the auditor.
17. The interested Retired staff members should apply to the bank in the attached format giving **bio data and details of experience along with the supporting documents** in the following address.
18. **The last date of receiving applications from the interested firms is Dt.25.07.2022 by 5 p.m.**

**General Manager (Inspection),
Head Office,
Odisha Gramya Bank,
At- Gandamunda, P.O.-Khandagiri,
Bhubaneswar-751030.**




General Manager (Inspection)

Odisha Gramya Bank

EMPANELMENT OF RETIRED OFFICERS FOR ASSISTING IN CONCURRENT AUDIT

NAME OF THE APPLICANT				
ROLL NO (While in service)				
ADDRESS(Permanent and Present)				
CONTACT DETAILS		Landline		
		Mobile		
		Email id		
DATE OF BIRTH				
AGE AS ON 31.08.2022 (YEAR/MONTH)				
QUALIFICATION				
		Academic		
		Professional		
		Any other qualification		
DATE OF APPOINTMENT IN THE BANK				
DATE OF SUPERANNUATION				
Office/Branch last attached				
Total No of years service in our Bank				
Scale , Designation and Branch /Unit attached at the time of retirement		SCALE		
		DESIGNATION		
		BRANCH/OFFICE ATTACHED		
Is there any case pending against you at present?		Yes / No		
Working knowledge of MS Office word and MS Office Excel		Yes / No		
WORK EXPERIENCE				
As a Branch Head		Years	From	To
As an Inspector (Auditor)		Years	From	To
Proficiency in computer operations				
Training in Credit/Advance				
Treasury (F)		Years	From	To
Branches/units worked in the last 10years				
Branches and its code (preferable) nearer to your residence (Do not include branches attached while in service for last 10 years)				

Date:

Place:

Signature of the Applicant

Attested by Branch Manager
(Where the retired officer is drawing pension)

Note:-Attach copy of documents along with copy of pension pass book, KYC details with photograph.