

**A. Eligibility criteria for Bank Retirees**

**Eligibility Norms: -**

- a) The Officer must be a retired employee of the Bank (**Copy of Retirement Certificate must be enclosed**).
- b) Must have minimum banking experience of 10 years' service as an officer in the bank with satisfactory track record.
- c) The Upper Age limit of the officer must not exceed 70 years as on 01.02.2025.
- d) The Officer must have served the bank for at-least five years in the capacity of Branch Head or minimum of three years in Inspection Department of the concerned bank.
- e) The Officer must be having sound knowledge of computer operations.
- f) The Officer must not be having any liability pending with Bank.
- g) The Officer must not be involved in any illegal or criminal activity.
- h) The officer must have retired honorably either superannuated or through VRS (not being charge-sheeted & punished for serious lapses/offences, in his active career) from the bank.
- i) The officer must have high sense of involvement and should have the ability to motivate others.

**Other Requirements: -**

- i) **“Application for “Empanelment of Bank Retirees for Concurrent Audit”** should be mentioned on the envelope, carrying Bio-data.
- ii) Bank Retirees applying for empanelment must submit along with application, the Copy of the following documents: -
  - a) Identity Proof (copy of PAN Card) and
  - b) Address proof (copy of Aadhaar Card/Driving License/ Voter Card/ Passport).
- iii) Mere submission of application does not in any way constitute guarantee for allotment of the audit job of any nature from the bank. The allocation of branches to the auditors will purely be the prerogative of the Bank.
- iv) The periodicity of concurrent audit assignment (if any) will be for ONE YEAR with quarterly review of performance.
- v) ‘Incomplete Application’ or ‘Application without Requisite Enclosures’ will not be entertained.
- vi) The Bank Retirees will undertake that they will not sub contract/sub assign the audit assignment.
- vii) The Bank Retirees will not lobby directly or indirectly for consideration of any credit proposals of their friends / relatives / clients / non clients of the Bank.
- viii) If empanelled, the detailed terms & conditions of offer including fee and other expenses payable will be intimated at the time of allotment of audit work.

- ix) Assignments of empanelled Bank Retirees will be governed by “Code of Ethics” and the bank will initiate necessary action against such persons in case serious deficiencies observed are detrimental to bank’s interest.
- x) All other terms and conditions for empanelment of Bank Retirees as concurrent auditor will be applicable as per approved policy of the bank subject to change from time to time.
- xi) Only those applications which are received between the date of notice and the last date of receipt of applications will be considered.
- xii) The Bank Retiree who has submitted any such application earlier to the date of this notice, is required to apply afresh within the stipulated period, if the person meets the requirements for empanelment.
- xiii) The Bank Retirees who are already empanelled as concurrent auditors should also submit a fresh application for continuation.
- xiv) The Concurrent Auditors shall also submit limited review report as per prescribed format of the allotted Branches on Quarterly Basis. Any MOC surfaced under statutory or other audits which were not pointed out by concurrent auditor will entail disqualification of the concurrent auditor. This disqualification of auditors on account of MOCs surfaced shall be monitored by AI&V Deptt.
- xv) The Concurrent Audit firm/individual will be liable to be removed at any time at the sole discretion of the bank without assigning any reason.
- xvi) The Concurrent Auditor should strictly adhere to the audit coverage as per the scope of Concurrent Audit as may be communicated /decided by the Bank from time to time.
- xvii) No out of pocket expenses or traveling allowance / halting allowance would be paid to the Concurrent Audit firms/individuals for carrying out the audit assignment and/ or attending workshops / meetings etc.

**The last date for receipt of application with Bio-Data at our office is 15<sup>th</sup> of May, 2025 till close of working hours, at the following address:**

The Chief of Audits, Inspection & Vigilance  
Jammu and Kashmir Grameen Bank  
Head Office, Narwal  
Jammu. J&K  
Pin: 180006