



Aryavart Bank

Head Office, A-2/46, Vijay Khand, Gomti Nagar, Lucknow.

(An Undertaking of Govt. of India, U.P. govt. & Bank of India)

Applications are invited for the post of “Concurrent Auditor/s” on contract basis from the retired Officers of our Bank. The details regarding eligibility, emoluments etc. are as under:-

S. No.	Particulars	Details
1.	Name of the Post	: Concurrent Auditor (on purely Contract basis for one year, subject to annual review)
2.	Number of Posts	: 10 Posts
3.	Eligibility Criteria	: i) Retired MMG Scale-III Officer & above of our Bank. ii) There should be 1 year cooling period after retirement i.e. age of the person should be between 61 to 64 years. (As on 30.06.2024) iii) No Vigilance (Major or Minor) or Major non Vigilance disciplinary proceedings were held against him during the last 10 years of service.
4.	Other desirable qualifications	: Should have good communication skills, having vast knowledge of Banking specifically audit/inspection exposure and experience of Credit.
5.	Emoluments / Remuneration	: Rs. 10000/- (fixed) per month plus GST for Concurrent Audit of one Branch.
6.	Brief job role	: The Concurrent Auditor will conduct the concurrent audit of the branches identified by the Bank for the purpose. He will conduct the audit in respect of verification of Cash transactions, Clearing Transaction, Treasury Operations, Deposits, Advances, LC/BG, House Keeping, credit/Debit Card, Tax deducted at Source (TDS), Inventory, Safe keeping of Security Items, lockers Operations and reporting of frauds, if any.
7.	Procedure of Applying	: The interested retired Officers MMG Scale-III & above of our Bank are required to apply on the prescribed proforma, by taking a printout of the same after downloading.
8.	Last Date of receiving of Application	: The duly filled in application form should be sent to following address through speed post: The General Manager, HR & I.L. Department, Aryavart Bank, Head Office, A-2/46, Vijay Khand, Gomti Nagar, <u>Lucknow-226010</u> The scanned copy of the application may also be mailed to Ho.personnel@aryavartbank-rrb.com. The last date of receiving of application at Head Office is 18-06-2024
9.	Selection Procedure	: The Selection of Concurrent Auditor (on purely contract basis for one year subject to annual review) will be made by the selection committee of the Bank.

Application for the post of Concurrent Auditor on contract basis in Aryavart Bank

- 1- Name of the Applicant:
- 2- Father's name:
- 3- Residential Address:
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- 4- Contact No. : 5. Email ID.....
- 6- Date of Birth : 7- Date of retirement :
- 8- Post held at the time of retirement:
- 9- Place of posting at the time of retirement:
(Full particulars viz. Branch/Office/Deptt. etc.)
- 10- Employee ID of previous employer (RRB):
- 11- PAN No. : 12- Aadhaar No.:
- 13- Name of RRB and Sponsor Bank:
- 14- Particulars of three posting immediately preceding to retirement:

Affix a passport size
Latest photograph
and sign across

Sl. No.	Name of Branch / Office	Designation held	Period		Nature of work / job	Major achievement, if any
			From	To		
1						
2						
3						

(Note: please attach copies of relevant proofs viz. retirement particulars, PAN, Aadhaar)

- 15- Details of disciplinary proceedings, if any-
- 16- Brief particular about myself (skills, experiences, achievements, capabilities etc.)
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- 17- Declaration- The particulars given herein above are true and correct to the best of my knowledge and belief. I am willing to serve your institution as a Concurrent Auditor on terms and condition as advised by you in this regards. I shall provide you my best services for the betterment and development of your Bank.

Place ;
Date :

(Signature of the Applicant)

CONTRACT OF ENGAGEMENT AS CONCURRENT AUDITOR

1. Parties:

- a. This Contract of Engagement is made theday of20
between the following parties:
 - i. Employer: Aryavart Bank
Address: A-2/46, Vijay Khand, Gomti Nagar, Lucknow
 - ii. Contractual Person:

2. Conditions of Service:

- 2.1. The post is part time and, subject to the clauses stated hereunder, engagement of contractual person will commence on (date) and will continue up to (date) unless and until terminated as hereinafter provided.
- 2.2. In the event that the performance is unsatisfactory during the contract period or extended contract period, if any, the engagement may be terminated by one week's notice.
- 2.3. The fixed emoluments of Rs. 10000/- per month plus applicable tax, if any will be paid to the contractual concurrent auditor for concurrent audit of one branch.
- 2.4. The fixed emoluments as mentioned at para No. 2.3 above will be paid on monthly basis on last working day of each month.
- 2.5. Concurrent Audit will be required to be conducted on daily basis by visiting the Bank's Branches for audit purpose/s, at least 8-10 times during the month.
- 2.6. Concurrent Auditor is expected to maintain and treat all matters relating to the Bank and the work in the Bank as an auditor, as strictly confidential. Any breach of this requirement will be treated as a serious matter of misconduct.
- 2.7. The nature of the work to be performed by the Concurrent Auditor will be at the direction of the Chairman or other senior person acting on behalf of the Employer.
- 2.8. Indulging in internal matters of Bank, Staff related matters, hindering functioning of the Bank by putting influence/pressure on any Officer or Employee shall be treated as misconduct.

3. Termination and Notice:

- 3.1. After completion of one year, services of the Concurrent Auditor engaged on contractual basis will be terminated automatically. If the employer further requires the services, his contract may be renewed on same terms for maximum one year further. For that a fresh agreement will be required.
- 3.2. Engagement of Concurrent auditor may be terminated without notice or reason for misconduct.
- 3.3. While terminating the services for any other reason, Concurrent Auditor will be given one week's notice.
- 3.4. When terminating contract of Concurrent Auditor, four weeks' notice is required to be given.

4. Agreement :

4.1. I accept and agree to all the above terms and conditions of my engagement as Concurrent Auditor:

Signed:
(Concurrent Auditor)

Date:

Signed:
(Chairman / General Manager)

Date: