

Letter No: HO/Audit/26/22-23

Date: 20.07.2022

NOTICE

EMPANELMENT/ENGAGEMENT OF CHARTERED ACCOUNTANT FIRM / RETIRED OFFICER FROM BANK AS CONCURRENT AUDITORS ON CONTRACTUAL BASIS.

Jharkhand Rajya Gramin Bank is inviting applications from Chartered Accountant Firms and Retired Officers of Bank for the post of concurrent auditors on contractual basis, details are as under:

- 1) Name of the Post - Concurrent Auditor
- 2) Nature of Post - contractual.
- 3) Region- Ranchi, Shinghbhum, Gumla, Palamau, Hazaribag, Giridih, Deoghar, Godda.

TERMS OF APPOINTMENT (FOR CHARTERED ACCOUNTANT FIRM)

Those firms which satisfy the following eligibility criteria are eligible to apply:

- a) Grade 1, 2 and 3 firms as per RBI Grading as on the date of application.
- b) CA Firms having at least one year of experience of Concurrent Audit in any Commercial Bank.
- c) CA Firms which have sufficient number of articled Clerk trained by ICAI on Concurrent Audit, Retired Officers of commercial Banks, qualified Chartered Accountants as Partner or Associate or as Staff, who will be available on all working days to attend to the Concurrent Audit.
- d) The firm which conduct Statutory Audit / IS Audit of the Bank shall not be considered for appointment as Concurrent Auditors (CCA) by the Bank during that year and the next year.

REMUNERATION:

A Consolidated Remuneration of Rs.7000/- per Branch per month will be paid to the Concurrent Auditors.

PAYMENT TERMS:

1. The payment for the audit work carried out will be made on submission of invoices with required particulars on completion of each calendar month. No payment is to be made unless all the monthly / periodical concurrent audit reports are submitted by the firm. Payment will also be subject to recovery if any Penalties, damages etc. from the firm.
2. TDS as applicable will be deducted from the bill amount while making payments and form-16 will be issued as per Law. In case of omission of any TDS by Bank, the same must be brought to the notice of the Bank and firm has to return the amount to Bank towards TDS.

SUBMISSION OF APPLICATION:

The duly filled in application form in a sealed cover super scribed as "**Application for Empanelment of Chartered Accountant Firms for Concurrent Audit**" should reach the Head Office on or before **10.08.2022 by 5.00 P.M.**

- i. The application and all correspondence and documents relating to this process must be written in English. The applicant must provide individual and factual replies
- ii. The Bank reserves the right to disqualify any or all applications either on the basis of their responses without assigning any reasons, whatsoever. Those applicants who satisfy the requirements and specifications as determined by the Bank as per the terms and conditions of this document shall be short-listed.
- iii. Those applicants who fulfill all the basic eligibility criteria will be evaluated based on location of firm, residential status of partners, experience, reputation, availability of sufficient trained personnel (ICAI Trained article clerks/ retired commercial bank officers) with the firm and such other factors as the Bank may deem fit for its requirements.
- iv. The prima facie scrutiny of the applications will be done by a Screening Committee.
- v. The final selection of the CA firms will be approved by a Selection Committee at HO.
- vi. Bank also reserves the right to make query with the firm or any other agency, ask for additional information, particulars, and submission of one, some or more undertakings from any firm at any point of time. None of such act shall be deemed as an offer of engagement as Concurrent Auditor by the Bank to the firm unless and until Bank intimates in writing to the firm regarding allocation of any branch / unit for concurrent audit.

TERMS OF APPOINTMENT (FOR RETIRED OFFICER FROM BANK)

ELIGIBILITY

- i) The applicant Officers of **Scale III to V** should have retired not under voluntary retirement or Exit Option Scheme from Scheduled public sector commercial Bank's including Regional Rural Bank's Service (Preferably from nationalized public sector Banks) on attaining superannuation without any major penalty imposed on him during the five years of his service in the Bank immediately preceding the retirement date.
- ii) There should not be a gap of more than two years as on 30.06.2022 from the date of retirement of the officer. Officers retired from Bank's service up to 30.06.2022 are also eligible for applying the post.
- iii) The period of engagement of these Ex-Officials will be for a period of three years' subject to annual review and renewal of arrangements. However, the engagement of an Ex-official will be terminated if he attains 65 years of age during the period of engagement. The arrangement may be terminated at any time by giving 30 days' notice by the Bank.
- iv) The applicant should be well experienced in operation preferably be from audit background.

REMUNERATION:

- i) The monthly remuneration of the auditors will be as under:
For Scale III Officers – Rs. 30000/- per month (All inclusive)
For Scale IV & V Officers - Rs. 35000/- per month (All inclusive)
- ii) HRA or Leased rent will not be paid.
- iii) No conveyance allowance/travel will be paid. However, if the Branch falls beyond 50 km radius from linked Branch/Regional Office, suitable conveyance/out of pocket expenses in lump sum between Rs.2000/- to Rs.5000/- per month may be paid depending upon the no. of Branches allotted beyond a distance of 50 KM from the link Branch / Concerned Regional Office of the Bank.
- iv) 15 days' leave will be allowed for every financial year of engagement or on pro rata basis for part thereof. Carrying forward of leave to next financial year or encashment of leave will not be permitted.
- v) The application forms will have to be submitted in prescribed format to the Audit department of Jharkhand Rajya Gramin Bank at the following address **on or before 10.08.2022.**

**Address : Jharkhand Rajya Gramin Bank
Head Office, Zila Parishad Market Complex, 3rd Floor,
Kutchery Chowk, Ranchi – 834001, Jharkhand, India
Mail ID – ho@jrgb.in , hoaudit@jrgb.in**

- vi) The appointment will be based on a selection process to be approved by the audit committee of the Bank.

The application form, term & conditions and other details may be obtained

from web site of the Bank (www.jrgrbank.in) and also from the Audit department of Head Office or from any Regional Office of the Bank at the following addresses:-

1)	The General Manager, Jharkhand Rajya Gramin Bank Head Office Zila Parishad Market Complex, 3 rd Floor, Kutchery Chowk, RANCHI – 834001 (JHARKHAND)		
2)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-I) Ranchi Region Rajendra Place, 5, Main Road, RANCHI – 834001	3)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-II) Singhbhum Region, Ward no.10, Archana Tower 2 nd Floor, Dimna Road, Mango, Jamshedpur
4)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-III) Gumla Region, Jaspur Road, Baraik Mohallah, GUMLA - 835207	5)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-IV) Palamau Region, Church Road, Daltonganj, DALTONGANJ- 822101
6)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-V) Hazaribagh Region, Guru Babban Complex, Shiv Mandir Chowk, (Korrah), HAZARIBAGH - 825301	7)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-VI) Giridih Region, Kali Manda Road, Barganda,, GIRIDIH - 815301
8)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-VII) Deoghar Region, Nand Ganga Bhawan Gita Devi DAV School, Caster Town, Pandit Sunder Lal Mishra Road, DEOGHAR - 814112	9)	The Regional Manager, Jharkhand Rajya Gramin Bank Regional Office (Region-VIII) Godda Region, Guljarbagh, Godda, GODDA - 814133

General Manager

ANNEXURE – A**APPLICATION FOR EMPANELMENT OF CHARTERED ACCOUNTANT FIRMS
AS CONCURRENT AUDITORS**

1	Name of the Firm	
2	Constitution	
3	Address with PIN Code	
4	Contact Nos. Mobile + Landline + Email	Mobile: Landline: e-Mail:
5	Date of Establishment	
6	PAN No. of the firm (Copy to be attached)	
7	Registration No. with ICAI (copy to be attached)	
8	Unique Code No.RBI (copy to be attached)	
9	Firm's RBI Category (copy to be attached)	
10	Service Tax Regd. No. of the firm	
11	No. of Partners & Chartered Accountants	
12	Branches of C.A. firm, if any	

13	Experience of Concurrent Audit with JRG Bank/ JGB/VGB (Please give details with supporting documents)	No. of Brs.	No. of years
14	Experience of Concurrent Audit with PSBs (Please give details with supporting documents)	No. of Banks	No. of years
15	Additional Qualifications (i.e. CISA/DISA/Con. Audit Course from ICAI) (Please give details with supporting documents)		
16	Whether Statutory Auditor for JRG Bank		
17	Preferred Centre		
18	Any other relevant data		

I/We confirm that the information furnished above is true and correct and we have not been de-paneled / Blacklisted by any organization in the past and we fulfill all the conditions of eligibility for empanelment with JRG Bank as a Concurrent Auditor.

I/We have read the terms and conditions stipulated for empanelment as Concurrent Auditors of the Bank and I/We also understand that the Bank has reserved its right to accept or reject the application without assigning any reasons. If selected for empanelment as Concurrent Auditor of the Bank and the offer is accepted, I/We will execute Service Level Agreement with the Bank.

Place:

Date:

Signature of the applicant with seal

HEAD OFFICE,RANCHI

CONCURRENT AUDIT

Engagement of Retired Bank Officers as Concurrent Auditors on Contract basis.

APPLICATION

S.NO	Particulars	To be filled by the applicant
1.	Name	
2.	Date of Birth	
3.	PF Index No.	
4.	Presently Domiciled at	
	Address for communication	Permanent Address
5.	Contact Numbers: (A) Landline with STD Code (B) Mobile No.	
6.	Email ID	
7.	Education Qualification	
8.	Date of Retirement from the Bank Service	
9.	Retired from which Bank	
10.	Designation/Grade at the time of retirement	
11.	Assignments held during the last 10 years of service in the bank	1. 2. 3. 4. 5.
12.	Experience in handling Credit and experience As Credit Auditors/RFIA Auditors/Concurrent Auditors in the Bank (Applicants can provide details in a separate Attachment,in case the space is not adequate)	
13.	Preferred Region(Indicate Preferred Region 1 to 8)*(Ranchi,Singhbhum,Gumla,Palamau,Hazaribag,Giridih, Deoghar,Godda)	

*Preferably local resident or who are residing with commutable distance from the branch where posted

Place :-

Signature:-

Date:-

The Following Documents are be attached with the application form:

- 1.Two recent passport size photographs of the applicant
- 2.KYC of the applicant
- 3.Proof of date of retirement from Bank's Service