REQUIREMENT OF SUPPLEMENTARY AUDITORS IN UGB TO CONDUCT SUPPLEMENTARY AUDIT IN BRANCHES

Uttarakhand Gramin Bank, Dehradun (herein after referred to as 'the Bank') invites applications from retired officers from Scale –II to Scale –V from our UGB/SBI/Any other RRB sponsored by SBI/any Commercial Bank for appointment of Supplementary Auditors for a period of one year from the date of agreement (extendable on annual basis for one year, subject to satisfactory performance to be evaluated by the Bank). Interested candidates must send the application by post or deliver by hand to

The General Manager (Administration),
Uttarakhand Gramin Bank,
Head Office – 8A, IT Park,
Sahastradhara Road,
Dehradun - 248 013

The application can be downloaded from our bank website www.ukgb.bank.in. The last date for submission of applications at above-mentioned address is **10.11.2025.** Applications received after the last date will not be entertained. Reservation as per GOI guidelines.

The Bank shall have the right to cancel and/or extend the time line for submission of application if required. Further, the Bank reserves the right to accept or reject any application, or all the offers without assigning any reason thereof.

The appointment of the Supplementary Auditors (SAs) will initially stand for the period of one year. However, the appointment may be renewed for next 12 months on the same terms and conditions, subject to the satisfactory assessment in the annual review of the performance of the Supplementary Auditor.

The Bank reserves the right to alter the schedule reflected in this document or to change the process or procedure to be applied. The Bank also reserves the right to decline to discuss the matter further with any party expressing interest. No reimbursement of cost of any type will be paid to any person submitting their application.

On receipt of intimation from the Bank regarding acceptance of the application, the successful candidate shall be bound to implement the Contract from the date specified therein. The successful candidate shall sign an agreement in accordance with the extant provisions and shall be liable to pay the appropriate and required stamp duty amount on the said agreement in accordance with the Stamp laws in force in Uttarakhand. The original Agreement will be retained by the Bank and certified copy of Agreement will be retained by the successful candidate.

1. Allocation of Auditee units:

A pool of Auditors will be created for conducting the Supplementary Audit smoothly. The selected empanelled Auditors will be available with the Chief Inspector at Head Office, who will allocate the auditee units to the auditor from the pool with necessary instructions.

2. Types of activities to be covered.

1. The main role of empanelled Auditor is to supplement the efforts of the bank in carrying out internal check of the transactions and other verifications and compliance with the procedures laid down.

2. The scope of the Supplementary Audit would be to cover certain fraud prone areas like handling of Cash, Deposits, Safe custody of Securities, Investments, Exercise of Discretionary Powers, Sundry and Suspense accounts. Inter-branch reconciliation, Clearing Differences, Loans & Advances, Compliance of KYC-AML instructions (KYC, CTR, STR, NTR, CCR, e-KYC, c-KYC etc.), Income Leakage, Compliance of previous

Supplementary and RFIA report, frequent recurrence of deficiencies in successive Audits, Off-Balance Sheet items like letter of credit and bank-guarantee, treasury functions and debit & credit-card business and any other serious irregularities. Importance should be given to checking of high-risk transactions having large financial implications as compared to transactions involving small amounts.

3. The empanelled Auditors will submit the report on the prescribed format for Supplementary Audit.

3. Empanelment of Auditors:

The following selection process will be adopted by the Bank for empanelment of retired official for the purpose of Supplementary Audit of branches which are not subject to Concurrent Audit :---

Offer for Application will be displayed on Notice Board at Head Office and Regional Offices of the Bank along with website of the Bank and to be submitted to our bank's Head Office at the above address.

(a) Eligibility

1. The Official **should have Superannuated from Scale –II to Scale –V** from UGB/SBI/Any other RRB sponsored by SBI/any Commercial Bank.

2. The cut-off date for eligibility will be 1st April of that year.

3. There **should not be gap of more than 2 years** from the date of retirement on date of eligibility.

4. The ex-officers will be empanelled initially for a period of 1 year. If their performance is satisfactory and depending on their suitability and requirement of the Bank, the period of empanelment will be extended/renewed for a further period of 12 months in each instance till they attain the age of 70 years, keeping in view his/her good health appropriate for the work and level of expertise.

5. The retired official **should have completed minimum 2 years of Branch Manager/Regional Manager assignment** with satisfactory track record while in active service & also have well experience in operation preferably be from **Audit background**.

6. The retired official **should have never been penalised** through disciplinary proceeding while in active service, except punishment by way of censure.

7. The retired official **should be medically fit** which should be certified by our sponsored Bank's Doctor with all normal pathological test.

8. The retired official **should be fluent in both Hindi & English languages**.

9. Those retiring **within next 6 months** may also apply.

10. Those remained on medical leave **exceeding four months in final year of their service** shall not be eligible to apply.

(b)Process of Selection

Initial Screening

The concerned retired officer shall apply to the General Manager (Administration), Head office Dehradun. He/ She has to indicate his place of residence i.e., home-center.

The Bank shall award marks out of 50 to each officer on following criteria: ----

Parameters	Max	Criteria of Marks Awarded

	Marks				
Parent Organization	10	**UGB**	**SBI/SBI sponsored RRB**	**Other RRB**	**Other PSB**
		10	**5**	**2**	**1**
1] Experience as BM/RM	10	More than 5 Years	4 Years	3 Years	2 Years
		10	**8**	**6**	**4**
2] Audit Background	10	More than 5 Years	4 Years	3 Years	1 Year
		10	**8**	**6**	**4**
3] Education Qualification	10	Post Graduate	Graduate		Non-graduate
		10	**6**		**2**
4] CAIIB/ JAIIB	5	Both parts	JAIIB		No JAIIB/CAIIB
		5	**2**		**0**
5] Domicile	5	Resident of Uttarakhand	Resident of out of Uttarakhand		
		5	**0**		
Total	**50**				

(c) Interview Process

Those scoring 50% marks in above parameters shall be considered for interview.

Interview shall be of 50 marks out of which officers scoring min 50% marks (i.e. 25 marks) shall be considered for inclusion in Merit-list. Final offer for empanelment shall be in the order of rank of combined merit.

The validity of the penal of shortlisted candidates shall be for 1 year.

Other Terms and Conditions of Empanelment:-

1. The Bank may cancel/terminate the contract of the empanelment at any time without assigning any reason whatsoever. However, following indicative performance parameter may be used for termination of empanelled officer :

(i) The empanelled officer is unable to address the assigned works as expected by the Bank.
(ii) Quality of the assigned work is not up to the satisfaction of the Bank.
(iii) The empanelled Officer fails to timely completion of Supplementary audit as finally decided by the bank.
(iv) The empanelled auditor is found lacking in honesty, integrity and confidentiality.
(v) An agreement shall be entered into with each empanelled Auditor specifying the penalty clauses as may be decided by the appointing authority.

2. If in the opinion of Chief Inspector/GM, if the work/conduct of officer is not found up to the mark, then he may recommend to the General Manager (Admin) for the **termination of services** after giving notice of 15-days to the officer. General Manager (Admin) shall be the authority for his/her termination.

3. Service Level Agreement (SLA), duly stamped, will be taken from the officials selected for empanelment.

4. Accountability:

Empanelled officers who are not performing as per job profile may be terminated after giving 15 days' notice. The authority for finalizing the accountability/financial penalty/termination is vested with the appointing authority of the concerned Empanelled Auditors.

5. Remuneration: The remuneration of the auditor is fixed with the approval of the Board as under:-

1. A **lump-sum amount @ Rs. 1,500/-per day (inclusive of local conveyance up to 10 Kilometer radius from place of resident of the auditor) without prejudice to pension** shall be payable. Maximum number of working days to conduct the Supplementary Audit at any particular branch (including journey period) will be decided by the Chief Inspector at Head Office.

2. Conveyance & transportation for outstation audit work, empanelled Auditors may use public transport plying in the area of visit and claim reimbursement of travelling expenses accordingly. In case public transport is not available, he/she may use private vehicles on seat basis and claim accordingly. He/She may also use own vehicle, with prior permission from Audit Head at Head Office and claim reimbursement @Rs 7/- per kilometer.

3. Payment for the holiday falling between the period of the Audit will be paid except holidays on II & IV Saturday & all Sundays.

4. For outstation audit work, the empanelled Auditors shall be eligible for maximum **reimbursement of lodging expenses @ (Rs. 960/- + GST) per day on submission of original bills having Bank's GSTN No.05AAAAU4857G1ZF on it. In addition to lodging expenses, the empaneled Auditor shall also be paid Halting Allowance @ of scale from which he has retired.**

5. No advance shall be paid to any Auditor. Bill for monthly remuneration raised by the Auditor on a monthly basis and the same shall be settled after deducting all applicable taxes.

6. No other payment will be made to them in the form of salary/allowance/out-of-pocket expenses/conveyance etc., except those mentioned above.

7. **No TA/DA & Leave shall be granted** to either working/retired official for the purpose of appearing in interview.

6. Functionality:

The empanelled Auditor will be assigned branches by Chief Inspector, Head Office and auditor will adhere to the tour plan advised by Chief Inspector.

The empanelled Auditor will peruse the system/books of the unit and prepare an audit report of his observations and will send it to the Regional office of that area.

The minor irregularities pointed out by the Auditors are to be rectified on the spot. Serious irregularities should be straightaway reported to the controlling office (Regional Office) & Head Office General Manager of the Network through separate letters for immediate action.

Whenever fraudulent transactions are detected, these should immediately be reported to General Manager of the Network (Head Office) and also to General Manager (Vigilance) through separate letters and Branch Manager concerned (unless the Branch Manager is involved).

The Supplementary Auditor shall not disclose directly or indirectly any information, materials and details of the Bank's infrastructure/systems/equipment, etc., which may come to the possession or knowledge of the Supplementary Auditor during the course of discharging contractual obligations in connection with this agreement, to any third party and shall at all times hold the same in strict confidence. The Supplementary Auditor shall treat the details of the contract as private and confidential. The Supplementary Auditor shall not publish, permit to be published, or disclose any particulars of the works in any trade or technical paper or elsewhere without the prior written consent of the Bank. The Bank shall take all appropriate actions with respect to Supplementary Auditor to ensure that the obligations of non-disclosure of confidential information under this agreement are fully satisfied.

For more details refer to our bank's website www.ukgb.bank.in

At the bottom under 'careers' head.

स्वप्रमाणित फोटो

सेवा में,
महाप्रबन्धक (प्रशासन)
उत्तराखण्ड ग्रामीण बैंक
प्रधान कार्यालय, 8A, IT Park
Sahastradhara Road,
देहरादून – 248013

महोदय,

Supplementary Audit (पूरक लेखा परीक्षण) कार्य हेतु सूचीबद्ध करने हेतु आवेदन पत्र

विवरण :

1	नाम	
2	पिता का नाम	
3	जन्म तिथि	
4	क– बैंक का नाम जहां से सेवानिवृत्त हुए हैं	
	ख– शाखा कार्यालय जहां से सेवानिवृत्ति हुए	
	ग– सेवानिवृत्ति के समय पद / स्केल	
	घ– सेवानिवृत्ति यदि उत्तराखण्ड ग्रामीण बैंक से नही तो प्रमाण पत्र Annexure – A पर	
5	सेवानिवृत्ति की तिथि	
6	पी.एफ.सं० / कर्मी सं०	
7	वर्तमान निवास स्थान व पत्र व्यवहार का पूर्ण पता	
8	स्थाई पता	
9	मोबाइल / लैण्डलाइन नं०	
10	ई–मेल आईडी	
11	क–शैक्षणिक योग्यता	
	ख– JAIIB/CAIIB की स्थिति	

12	सेवानिवृत्ति के पूर्व 3 नियुक्तियों का विवरण तिथि सहित	1. 2. 3.
13	ऋण/आडिट/एनपीए अनुवर्तन के अनुभव का विवरण–	
14	वर्तमान में यदि कोई कार्य कर रहे हो तो उस का विवरण–	
15	सेवा कार्यकाल के दौरान अनुशासनात्मक कार्यवाही कोई हुई हो तो उसका विवरण	
16	संलग्न किये गये केवाईसी का विवरण	Aadhar No. PAN No.
17	सेवानिवृत होने से पूर्व के एक वर्ष में लिए गए चिकित्सा अवकाश की अवधि	
18	बैंक द्वारा सूचीबद्ध किये जाने की दशा में आपका सामान्य निवास स्थल का पूर्ण पता	
19	क्षेत्रीय प्रबन्धक / शाखा प्रबन्धक के रूप में अनुभव	वर्ष .... माह ....
20	अन्य विवरण	

मैं वचन देता हूं कि बैंक के कार्य क्षेत्र में कहीं भी कार्य करने के लिए सहमत हूं।

मैं घोषणा करता हूं कि मेरे द्वारा प्रस्तुत उपरोक्त जानकारी सत्य है। असत्य पाये जाने पर मेरी पात्रता निरस्त कर दी जाए।

स्थान :

दिनांक :

आवेदक के हस्ताक्षर
नाम –
संलग्नक – यथोपरि