

**APPLICATION FOR EMPANELMENT OF RETIRED STAFFS (SCALE III/ IV/ V/ VI) AS  
CONCURRENT AUDITORS \_ OTHER AUDIT ASSIGNMENT**

**(THROUGH PROPER CHANNEL)**

To,  
HIA/ General Manager- CA&ID  
Central Office, Mumbai

Sir,

In response to your advertisement I hereby apply for empanelment in the  
Bank as Concurrent Auditor.  
My Bio data is as under:

Latest  
Passport size  
Photo

**A. PERSONAL DETAILS**

1.	Name	
2.	Employee Number	
3.	Date of Birth (DD/MM/YYYY)	
4.	Date of Joining Bank (DD/MM/YYYY)	
5.	<b>Retirement Details</b>	
	a. Date of Retirement (DD/MM/YYYY)	
	b. Retired from Scale	
	c. Retired from (Branch/ Office/ RO/ ZO/ CO)	
	d. Name of ZO/ CO Dept.	
	e. Name of RO	
	f. Name of Branch/ Office	
	g. Retired through VRS/ Superannuation	
	h. Reason for VRS (if applicable)	
6.	PAN	
7.	AADHAR No.	
8.	Address for Correspondence	
9.	Permanent Address	
10.	E-mail Address	
11.	Mobile No.	
12.	Alternate Contact No., if any	

**B. Preferred Place to attend Interview (Name of ZO or RO):** \_\_\_\_\_

**C. EDUCATIONAL/ PROFESSIONAL QUALIFICATIONS:****1. Educational Qualification from Bachelor's Degree onwards:**

SN	Qualification	Year of Passing	Marks (%)	Grade/ Class	University/ College	Remarks, if any
1						
2						
3						

**2. PROFESSIONAL QUALIFICATION:**

SN	Qualification	Institute/ Professional Body	Date of Passing	Membership/ Enrolment No	Remarks, if any

**D. WORK EXPERIENCE:****1. Number of Years worked as a Branch Manager: \_\_\_\_\_ (Details are as under)**

SN	Place of Posting	From date	To date	Scale	Tenure	
					Years	Month
1						
2						
3						
4						
5						
			Total Tenure			

**2. Number of Years worked as an Internal Auditor: \_\_\_\_\_ (Details are as under)**

SN	Place of Posting	From date	To date	Scale	Tenure	
					Years	Month
1						
2						
3						
4						
5						
			Total Tenure			

3. Details of assignment handled during last 10 years prior to Retirement.

SN	From date	To date	Scale	Place of Posting	Placement as	Nature of Assignment	Additional information (if any)
1							
2							
3							
4							
5							

E. ADDITIONAL INFORMATION:

SN	Details	Yes / No
1.	Whether there is any <b>major punishment/ penalty</b> (Censure or higher) have been inflicted on you during last <b>five years</b> proceeding to your retirement. If yes, please give details	
2	Whether there is any <b>minor punishment/ penalty</b> (Censure or higher) have been inflicted on you during last <b>three years</b> proceeding to your retirement. If yes, please give details	
3	Any disciplinary action/ criminal action is under process/ pending or contemplated.	
4	Additional Information, if any	

F. ANY OUTSTANDING ACHIEVEMENTS DURING LAST 10 YEAS OF JOB/ SPECIAL WORK EXPERIENCE (IN THE BANK):

SN	From date	To date	Scale	Place of Posting	Placement as	Nature of Assignment	Additional information (if any)
1							
2							
3							
4							
5							

G. ANY OUTSTANDING PERFORMANCE OUTSIDE THE BANK (ASSIGNED BY THE BANK):

SN	From date	To date	Scale	Place of Posting	Placement as	Nature of Assignment	Additional information (if any)
1							
2							
3							
4							
5							

**H. MAJOR HEALTH ISSUE (IF ANY):**

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**I. ATTACHMENTS:** Self-attested copy of the followings is to be submitted:

1. Copy of Service Certificate received from Central Bank of India.
2. Copy of Pan Card.
3. Copy of Aadhar Card.
4. Copy of Certificate of JAIIB/CAIIB or it's equivalent

**J. AFFIRMATIONS:** I hereby undertake that:

1. I shall furnish any additional information as and when called for.
2. This application and the information furnished by me with this application is true and complete. If found false or misleading at any stage, my name may be removed from the panel without notice and take any other action as per law.
3. I hereby undertake to comply with the requirements of the Bank Policy, the rules, regulations and guidelines issued there under, from time to time.

Place:

Signature of the Applicant.

Date:

**Recommendation of Zonal Office**

We certify that we have checked the application details and verified all information given by applicants, which are found true & Correct. The candidate is found eligible/ ineligible for interview as per Terms of this process. Therefore we recommend/ don't recommend for considering application of applicant for empanelment on Banks panel for further deployment as a concurrent auditor.

**Signature of Zonal Head/ Dy. Zonal Head**

**Name:**

**Date:**

**Reason(s) for ineligibility (if any)**

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## Eligibility Criteria and Terms & Conditions

1. **Eligibility Criterion:** The eligibility Criteria is as under;
  - a. Retired vide Superannuation or voluntarily from scale III, IV, V & VI from the Bank up to 30.11.2025.
  - b. Having experience of minimum 5 years as Branch Manager **OR** Internal Auditor **OR** Branch Manager + Internal Auditor
  - c. Work experience: Must have worked on CBS Environment.
  - d. Professional Qualification –JAIIB/ CAIIB-I or higher
  - e. Academic Qualification: Graduate and above.
  - f. Age should be less than 63 years at time of empanelment.
  - g. Applicants must have a satisfactory service record. Applicant should not be in Agreed List of officers and/or list of Officers of Doubtful integrity during preceding 3 years and after retirement too.
  - h. Applicant should not be inflicted any major punishment/ penalty preceding last five years to retirement and after retirement too.
  - i. Applicant should not be inflicted any minor punishment/ penalty (Censure or higher), preceding last Three years to retirement and after retirement too.
2. **Terms and conditions of empanelment:** Following terms and conditions are to be fulfilled for empanelment.
  - a. Merely meeting the eligibility criteria shall not automatically entitle the Ex-Staff for Empanelment. After empanelment, the work will be allotted as and when need arises at the sole discretion of the Bank. The empanelment will not give any right to the empaneled Ex-Staffs for carrying out the Concurrent Audit assignment. The Bank reserves it's right to cancel any or all the offers without assigning any reason whatsoever.
  - b. The Empanelment of Ex-staff selected for concurrent audit will be valid for 5 years subject to satisfactory performance.
  - c. An empaneled Ex- Staff of our bank will be utilized as concurrent auditor in a Branch upto the age of 65 years or till the completion of audit assignment, whichever is later.
  - d. Assignment of Concurrent Audit work to Ex-Staff will be carried out along with annual exercise of allotment of Concurrent Audit and empaneled Ex-staffs have to apply for the same separately.
  - e. The fee shall be paid only on allotment of concurrent audit assignment of a Branch/ Office.
  - f. Name of Ex Staff may be depanelled and be struck off from the Bank's panel & will not be considered for any Audit assignment during the empaneled period in following cases;



### Eligibility Criteria and Terms & Conditions

- (i) On attaining the age of 65 years, the Ex-Staff will get de-paneled automatically but the Ex-staff has to complete the work assigned.
  - (ii) If Ex-Staff found indulged in other activities, financial / intermediary activities with the Bank during their period of audit assignment.
  - (iii) In case of Ex-staff expresses his/ her inability to continue on the panel even before attaining the age of 65 years due to any reason whatsoever.
  - (iv) Any empaneled Ex-staff refuses to accept the assignment of Branch/ Office for which he/ she applied due to any reason whatsoever.
  - (v) Any empaneled Ex-staff resigns from audit assignment prior to completion of the same due to any reason whatsoever.
  - (vi) Any Ex-staff Concurrent Auditor who has been removed from concurrent audit work by the Bank during the audit period due to any reason whatsoever.
- g. **Remuneration:** On allotment of any Branch/ Office for concurrent audit, Fee/ Remuneration will be payable as per extant policy guidelines.
- h. **Scope of Work:** On allotment of any Branch/ Office for concurrent audit, Scope of work of audit will be provided along with assignment letter which will be based on type of allotted Branch/ Office.
- i. Bank reserves the right to modify/ alter any terms of empanelment process at any point of time. Empanelment process will be at Bank's absolute and sole discretion. No representations /claims whatsoever will be entertained.

### **3. Important Notes:**

- i. The successful candidates for empanelment on Bank panel will be eligible for applying for concurrent audit assignment of Branches/ Offices separately.
- ii. The concurrent audit assignment to Ex Staffs empanelled with Bank will be allotted for available vacancies based on merits.
- iii. Helpline numbers at CA&ID: 022-61648644 & 022-61648642

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