**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 |

1. **PERSONAL DETAILS**

|  |  |  |
| --- | --- | --- |
|  | Name |  |
|  | Employee Number |  |
|  | Date of Birth (DD/MM/YYYY) |  |
|  | Date of Joining Bank (DD/MM/YYYY) |  |
|  | **Retirement Details** |  |
|  | 1. Date of Retirement (DD/MM/YYYY) |  |
|  | 1. Retired from Scale |  |
|  | 1. Retired from (Branch/ Office/ RO/ ZO/ CO) |  |
|  | 1. Name of ZO/ CO Dept. |  |
|  | 1. Name of RO |  |
|  | 1. Name of Branch/ Office |  |
|  | 1. Retired through VRS/ Superannuation |  |
|  | 1. Reason for VRS (if applicable) |  |
|  | PAN No. |  |
|  | AADHAR No. |  |
|  | Address for Correspondence |  |
|  | Permanent Address |  |
|  | E-mail Address |  |
|  | Mobile No. |  |
|  | Alternate Contact No., if any |  |

1. **Preferred Place to attend Interview (Name of RO/ ZO): \_\_\_\_\_\_\_\_\_\_\_\_\_**
2. **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** |
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|  |  |  |  |  |  |
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1. **WORK EXPERIENCE:**
2. **Nos 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** | |  |  |

1. **Nos. 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** | |  |  |

1. **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 |  |  |  |  |  |  |  |

1. **ADDITIONAL INFORMATION:**

|  |  |  |
| --- | --- | --- |
| **SN** | **Details** | **Yes / No** |
| 1. | Whether there is any **major** **punishment/ penalty** (Censure or higher) have been inflicted on you during last **five** **years** proceeding to your retirement. If yes, please give details |  |
| 2 | Whether there is any **minor** **punishment/ penalty** (Censure or higher) have been inflicted on you during last **three** **years** 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 |  |

1. **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 |  |  |  |  |  |  |  |

1. **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 |  |  |  |  |  |  |  |

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

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| --- |
|  |

1. **ATTACHMENTS:** Self-attested copy of the followings is to be submitted:
2. Copy of Service Certificate received from Central Bank of India.
3. Copy of Pan Card.
4. Copy of Aadhar Card.

**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:** |