

**Notification: APGVB/Per&HRD/Empanelment/2023-24/2****Date: 19.01.2024**

**EMPANELMENT OF RETIRED OFFICERS (SCALE-II TO SCALE-V) OF RRBs AND COMMERCIAL BANKS ON CONTRACT/ SHORT TERM ASSIGNMENT BASIS FOR CONDUCTING OF CONCURRENT AUDIT AS CONCURRENT AUDITOR AT ANDHRA PRADESH GRAMEENA VIKAS BANK**

1. Andhra Pradesh Grameena Vikas Bank invites applications on the enclosed application format from Retired Officials (Scale-II to Scale-V) from RRBs and Commercial Banks, who fulfill the eligibility criteria as mentioned hereunder and have honorably retired with satisfactory service record, for empanelment on merit on contract/ short term assignment basis for **25 vacancies** at the Base Branches for cluster of Branches as per the Annexure-II including one vacancy for overseeing the activities of concurrent auditors. Reservations applicable for the vacancies as under.

Category	SC	ST	OBC	EWS	UR	TOTAL	Out of which PWD (OC)
No of vacancies	3	1	6	2	13	25	1

2. The application cum Bio-data should be submitted in the **attached format (Annexure-I) along with required Documentary proofs & KYC (Self attested copies of ID proofs like Aadhar/PAN etc.)** to

“The General Manager (HR),  
Andhra Pradesh Grameena Vikas Bank ,  
Head Office, H.No.2-5-8/1, 1<sup>st</sup>, 2<sup>nd</sup> & 3<sup>rd</sup> Floor,  
Near Ambedkar Statue, Old Bus Depot Road, Ramnagar,  
Hanamkonda, Hanamkonda Dist,  
Pin: 506001, Telangana”.

**only by post/courier.**

3. Application for “Empanelment of Concurrent Auditors on merit on contract/ short term assignment basis” should be **mentioned on the envelope**, carrying Bio-data.
4. Mere submission of application for empanelment or approval of the name for empanelment does not, in any way, constitute guarantee for empanelment by the bank. The empanelment will purely be the prerogative of the Bank.
5. It is only a contractual work for a specific period and the Retired Official/s so assigned for the work would not be entitled to claim any regular employment or any other benefit in the bank in future.





## 6. Eligibility Criteria:

Concerned retired official must have:

- i) Retired from any RRB or Commercial Bank honorably in Scale II to Scale V cadre, only on attaining retirement on superannuation on or before 31<sup>st</sup> December-2023.
- ii) Good track record of performance and deep knowledge of systems and procedures.
- iii) A sound health to carry out the assignment (A Medical fitness certificate from a MBBS Doctor is to be submitted).
- iv) **There should not be a gap of more than three years between the date of retirement at the time of engaging the officer.**
- v) The applicant should be experienced in operations & credit and preferably be from audit background.
- vi) The officers who have retired in the cadre are eligible for the proportionate grade as concurrent auditor.
- vii) No punishment / penalty should have been inflicted on the official during last 5 years of his/her service in the Bank preceding his/her retirement and No Major penalty during his/her entire service in the Bank.
- viii) The Reservation Policy of the Government of India will be applicable to the selection of Retired Officials as Concurrent Auditors under contract/ short term assignment basis. However, the applicant shall produce documentary evidence to consider the same.

## 7. Remuneration payable :

Particulars	Category A (Non-difficult Clusters)		Category B (Difficult Clusters)	
	Retired officers in the grade Scale II & III - Concurrent Auditor	Retired officers in the grade Scale IV & V - Senior Concurrent Auditor	Retired officers in the grade Scale II & III - Concurrent Auditor	Retired officers in the grade Scale IV & V - Senior Concurrent Auditor
Remuneration	Rs. 20,000/-	Rs. 27,000/-	Rs. 22,000/-	Rs. 29,000/-
Travelling & Other Expenses*	Rs. 15,000/-	Rs. 15,000/-	Rs. 18,000/-	Rs. 18,000/-
<b>Total</b>	<b>Rs. 35,000/-</b>	<b>Rs. 42,000/-</b>	<b>Rs. 40,000/-</b>	<b>Rs. 47,000/-</b>

\* An additional amount of Rs. 2,000/- per month is also payable to Concurrent Auditors for distance of Branches from clusters which are beyond 50 kms. List of such clusters furnished in Annexure-III.





8. Other Terms & Conditions:

- i) The initial period of engagement as a concurrent auditor is 3 years and may be further extended for a period of 7 years, subject to the following terms and conditions:
- Age should be below 70 years.
  - Satisfactory performance in the performance evaluations conducted annually to assess the auditor's effectiveness and adherence to professional standards.
  - Medical fitness issued by the doctor having qualification of M.B.B.S at the time of appointment and thereafter annually after completion of 3 years engagement as Concurrent Auditor.

However, the engagement of an official as a concurrent auditor may be terminated at any time by giving 30 days' notice on non-performance. Further, concurrent auditor shall not be more than 3 years on continuous basis with one cluster. After 3 years of engagement, allotment of cluster will be made subject to availability of vacant cluster.

- ii) The engagement of retired officers in the Bank shall not be considered as a case of re-employment in the Bank. The Bank may cancel/terminate the contract of the engagement/ empanelment at any time without assigning any reason whatsoever with an option of 30 days' notice period or payment/surrender of remuneration in lieu thereof. Whenever the ex-officer proposes to quit the assignment he has to give one month advance notice otherwise he has to forego the caution deposit.

Operational guidelines will be handed over to the selected Retired Officer, at the time of handing over the assignment.

9. The retired official will undertake that he / she will not sub contract / sub assign the allotted assignment.
10. The last date for receipt of application with Bio-data at office is **17<sup>th</sup> February 2024, up to 5.00 PM.**
11. Incomplete application or application without requisite enclosures will not be entertained.
12. The officers voluntarily retired/resigned/removed/ who have left the Bank otherwise before superannuation are not eligible for consideration for empanelment.
13. The integrity of the official should not have been doubtful.
14. In respect of retired officials from other Banks, **the details of DP cases (i.e., Certificate of No punishment / penalty should have been inflicted on the official during last 5 years of his/her service in the Bank preceding his retirement and No Major penalty during his/her entire service in the Bank) have to be produced by the candidate obtained from their ex-employer.**
15. Cases of CBI or other law enforcement agencies should not have been contemplated / pending against the official.





16. The retired officers should execute a stamped undertaking and declaration of Fidelity and Secrecy before taking up the assignment.
17. The retired officer has to deposit an amount of Rs.30,000/- as caution deposit and it will be refunded on termination of contract.
18. The Retired officers should have the working knowledge on computer.
19. **Working Hours:** The Retired officers shall follow the normal working hours as applicable to serving officials.
20. The Time frame fixed for completion of task is to be adhered and reports are to be submitted as per schedule.
21. **Leave:** 12 days leave (one leave per month) will be allowed for every financial year of engagement on an annual basis or on pro-rata basis or on part thereof. Accumulation of leave will be up to maximum of 3 days. Carrying forward of leave to next financial year or encashment of leave will not be permitted.
22. For Auditors, laptops will be provided and has to be returned at the time of termination of contract. The expenditure for normal repairs will be borne by the Bank, but for major repairs the concerned ex-officer has to bear the expenditure. The required stationery will be provided by the respective branches for submission of report.
23. Retired officers shall not be eligible for reimbursement of medical or any other benefits during the engagement period.
24. HRA or leased accommodation will not be paid.
25. The Retired officers engaged for the purpose of conducting the Concurrent Audit of the Branches are not eligible for halting allowance for visiting the branches.
26. The Retired officers will not exercise any administrative/ financial powers during the period of engagement.
27. The Retired officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.
28. **Income Tax:** Income Tax or any other tax liabilities will be deducted, as per prevailing rate (s) of Income Tax Rules.
29. The tentative date & venue for interviews will be intimated to all the eligible candidates through e-mail. (applicants are requested to furnish correct e-mail & mobile number)

*BDO*



**GENERAL MANAGER (HRD & OPERATIONS)**

Andhra Pradesh Grameena Bank

Head Office, Warangal.

Date: 19-01-2024



**Annexure-I**

**APPLICATION CUM BIO-DATA FORMAT FOR EMPANELMENT OF RETIRED OFFICERS (SCALE-II TO SCALE-V) OF RRBs AND COMMERCIAL BANKS ON CONTRACT/ SHORT TERM ASSIGNMENT BASIS FOR CONDUCTING OF CONCURRENT AUDIT**

Date:

The General Manager (HR)  
Andhra Pradesh Grameena Vikas Bank,  
Head Office,  
H.No.2-5-8/1, 3<sup>rd</sup> Floor,  
Near Ambedkar Statue, Old Bus Depot Road,  
Ramnagar, Hanamkonda, Warangal Dist,  
Pin: 506001, Telangana.

Latest Photo

Sir,

I hereby offer my services for Empanelment of Retired Officers (Scale-II to Scale-V) of RRBs and Commercial Banks on Contract/Short Term Assignment Basis for conducting of Concurrent Audit in the grade:

- a) Retired officer in the grade Scale V/IV – Senior Concurrent Auditor.
- b) Retired offices in the grade Scale II/III- Concurrent Auditor.

My bio-data is as under for your consideration:

S.No.	Particulars	Details
1	Name of Applicant (IN CAPITAL LETTERS)	
2	Name of the Father/Husband	
3	Address of the applicant-Permanent	
4	Landline No/s (with STD code)	
5	Mobile No*	
6	E-mail address*	
7	Date of Birth (Documentary proof to be enclosed)	
8	Age as on <b>31.12.2023</b>	
9	Category (SC/ST/OBC/ EWS etc.) (Documentary proof to be enclosed)	
10	Persons with Disabilities (PWD) : (Y/N)	

11	If Yes, specify the category(VI/Hi/OC/ID) (Documentary proof to be enclosed)	
12	Name of the Bank from where retired	
13	Staff Identity Number (ID No.) in the Bank (Documentary proof to be enclosed)	
14	Date of Appointment in the Bank	
15	Date since when in <b>officer</b> cadre	
16	Period of service (From Scale-II to V)	
	Scale-II	From to
	Scale-III	From to
	Scale-IV	From to
16	Scale-V	From to
17	Date of Superannuation (Documentary proof to be enclosed)	
18	Designation/Grade at the time of Retirement on superannuation	
19	Qualification – Academic (Documentary proof to be enclosed)	
20	Qualification – Professional (Documentary proof to be enclosed)	
21	Any other Qualification	
22	Experience in handling Credit (or) experience as Credit Auditor/RFIA Auditor/Concurrent Auditor in the Bank. (Applicants can provide details as a separate attachment; in case the space is not adequate.)	
23	Whether Medical Certificate from the MBBS Doctor is attached (Y/N)	
24	Whether any Major Penalty was imposed during the entire tenure of the service (Y/N)	
25	Whether any punishment / penalty should have been inflicted on the official during last 5 years of service (Y/N)	
26	Certificate on <ul style="list-style-type: none"> <li>• No Major Penalty was imposed during the entire tenure</li> <li>• No punishment / penalty inflicted during last 5 years of service</li> </ul> from the Bank is attached (Y/N)	
27	Whether CBI /Court has initiated proceedings against the applicant or applicant has been convicted by court, if yes, details thereof.	
28	Choice of Clusters (List of Clusters are furnished in Annexure-II)  *- If no option, "Nil" to be reported.	1.  2.  3.

29. Other details if any:

30. Certificate/s:

a) I confirm that the details/ information furnished above are / is true and correct. I am willing to work as concurrent auditor for APGVB. In case, any details furnished above is found to be incorrect later on, the Bank has right to terminate the assignment given, without giving any notice.

b) I also undertake that I will not sub contract / sub assign the audit assignment.

c) I also hereby declare that if my name is included in the bank's approved list, I will undertake to do the tasks entrusted to me in the best interest of the Bank.

d) I shall also abide by the rules and regulations of the Bank in force from time to time and will always keep the bank's interest foremost in my mind.

e) I confirm that the following documents are enclosed along with application cum bio data form.

<b>S.No.</b>	<b>Particulars</b>	<b>Enclosed (Yes / Not Applicable)</b>
1	Date of Birth Proof (Self attested Copies of SSC/PAN/ Aadhar card etc.)	
2	Caste/Community Certificate (SC/ST/OBC/EWS etc.)	
3	PWD Certificate (VI/HI/OC/ID)	
4	Proof of Bank from where retired (ID Card/ Relieving letter/Service Certificate issued by the Bank etc.)	
5	Qualification – Academic & Professional certificates	
6	Medical Certificate from the MBBS Doctor	
7	Certificate on “No Major Penalty was imposed during the entire tenure” from the Bank	
8	Certificate on “No punishment / penalty inflicted during last 5 years of service” from the Bank	
9	Self-attested copies of ID proofs like Aadhar/PAN etc.	

I understand & agree that the assignment will be on the terms & conditions as contained in the offer letter at the time of giving the assignment / contract for work.

Date:  
Place:

Signature  
Name:

**Annexure – II**
**Category A (Non-difficult Clusters):**

Sl. No.	Regional Office	Cluster Name
1	Nagarkurnool	Amangal
2	Warangal	Budharaopet
3	Nagarkurnool	Gadwal
4	Mahabubnagar	Shadnagar
5	Nagarkurnool	Kalwakurthy
6	Srikakulam	Kasibugga (Skl)
7	Khammam	Kodad
8	Nalgonda	Miryalaguda
9	Warangal	Mulugu
10	Warangal	Parkal
11	Nalgonda	Suryapet
12	Nagarkurnool	Wanaparthi
13	Bhongir	Bhongir

**Category B (Difficult Clusters):**

Sl. No.	Regional Office	Cluster Name
1	Nagarkurnool	Achampet
2	Bhadrachalam	Bhadrachalam
3	Bhadrachalam	Kothagudem
4	Nagarkurnool	Nagarkurnool
5	Mahabubnagar	Narayanpeta
6	Parvathipuram	Palakonda
7	Bhadrachalam	Sathupally
8	Bhadrachalam	Thallada
9	Nalgonda	Thripuraram
10	Khammam	Madhira
11	Sangareddy	Narayankhed



**Annexure – III**

**Cluster Branches eligible for an additional amount of Rs. 2,000/- per month  
(Distance of Branches from clusters which are beyond 50 kms)**

<b>Sl. No.</b>	<b>Regional Office</b>	<b>Cluster Name</b>
1	Nagarkurnool	Gadwal
2	Mahabubnagar	Narayanpet
3	Parvathipuram	Palakonda



**Category A (Non-difficult Clusters with Branch Names)**

Sl. No	Br. Code	Br. Name	Region	Cluster Name
1	7106	Talkondapalli	Nagarkurnool	Amangal
2	7179	Kadthal	Nagarkurnool	
3	7180	Kothapeta	Mahabubnagar	
4	7117	Akuthotapally	Nagarkurnool	
5	7127	Kolkulapally	Nagarkurnool	
6	7143	Amangal	Nagarkurnool	
1	5107	Budharaopet	Warangal	Budharaopet
2	5148	Khanapur	Warangal	
3	5171	Machapur	Warangal	
4	5125	Mandapalli	Warangal	
5	5129	Nallabelli	Warangal	
6	AMH	AMH Budharaopet	Warangal	
1	7120	Dharur	Nagarkurnool	Gadwal
2	7165	Sasanool	Nagarkurnool	
3	7168	Gadwal	Nagarkurnool	
4	7133	Alampur	Nagarkurnool	
5	7177	leeja	Nagarkurnool	
6	AMH	AMH Gadwal	Nagarkurnool	
1	7103	Rajapoor	Mahabubnagar	Shadnagar
2	7108	Gangapur	Mahabubnagar	
3	AMH	AMH Shadnagar	Mahabubnagar	
4	7132	Jadcherla	Mahabubnagar	
5	7138	Shadnagar	Mahabubnagar	
6	7184	Balanagar	Mahabubnagar	
1	7118	Midgil	Mahabubnagar	Kalwakurthy
2	7125	Irvin	Nagarkurnool	
3	7146	Urukondapet	Nagarkurnool	
4	7157	Jupalli	Nagarkurnool	
5	7167	Kalwakurthy	Nagarkurnool	
6	AMH	AMH Kalwakurthy	Nagarkurnool	
1	1115	Kasibugga	Srikakulam	Kasibugga (Skl)
2	1120	Pundi	Srikakulam	
3	1136	Haripuram	Srikakulam	
4	1144	Vajrapukotturu	Srikakulam	
5	1111	Mandasa	Srikakulam	
6	AMH	AMH Kasibugga	Srikakulam	



Sl. No	Br. Code	Br. Name	Region	Cluster Name
1	6224	Kodad	Khammam	Kodad
2	6280	Kmm X Road Kodad	Khammam	
3	6219	Mellachiruva	Khammam	
4	6246	Huzurnagar	Khammam	
5	AMH	AMH Kodad	Khammam	
6	6323	Suryapeta (Thallagadda)	Nalgonda	
1	6232	Nereducherla	Nalgonda	Miryalaguda
2	6282	H.B.Colony Mlg	Nalgonda	
3	6303	Hanumanpeta, Miryalaguda	Nalgonda	
4	6214	Damarcherla	Nalgonda	
5	6243	Miryalaguda	Nalgonda	
6	AMH	AMH Miryalaguda	Nalgonda	
1	5120	Kothapally Gori	Warangal	Mulugu
2	5123	Mallampalli	Warangal	
3	5128	Mulugu	Warangal	
4	5135	Pasara	Warangal	
5	5140	Venkatapur	Warangal	
6	AMH	AMH Mulugu	Warangal	
1	5106	Bhupalapally	Warangal	Parkal
2	5108	Challagarige	Warangal	
3	5136	Regonda	Warangal	
4	5101	Aknepally	Warangal	
5	5138	Tekumatla	Warangal	
6	AMH	AMH Parkal	Warangal	
1	6201	Thungathurthi	Nalgonda	Suryapeta
2	6222	Nutanakal	Khammam	
3	6223	Nakrekal	Nalgonda	
4	6231	Suryapet	Nalgonda	
5	6281	P.S.R.Centre Suryapeta	Nalgonda	
6	AMH	AMH Suryapet	Nalgonda	
1	7121	Gopalpet	Nagarkurnool	Wanaparthy
2	7124	Peddmandadi	Nagarkurnool	
3	7126	Remaddula	Nagarkurnool	
4	7140	Kothakota	Nagarkurnool	
5	7169	Wanaparthy	Nagarkurnool	
6	AMH	AMH Wanaparthy	Nagarkurnool	
1	6203	Mothukur	Bhongir	Bhongir
2	6216	Yadagirigutta	Bhongir	
3	6225	Athmakur	Bhongir	
4	6250	Motakondur	Bhongir	
5	6269	Bhonagiri	Bhongir	
6	AMH	AMH Bhongir	Bhongir	



**Category B (Difficult Clusters with Branch Names)**

Sl. No	Br. Code	Br. Name	Region	Cluster Name
1	7102	Telkapally	Nagarkurnool	Achampet
2	7104	Tummanapet	Nagarkurnool	
3	7110	Padra	Nagarkurnool	
4	7123	Uppunuthala	Nagarkurnool	
5	7145	Kondanagula	Nagarkurnool	
6	7150	Achampet	Nagarkurnool	
1	4115	Paloncha	Bhadrachalam	Bhadrachalam
2	4119	Burgampahad	Bhadrachalam	
3	4144	Bandarugudem	Bhadrachalam	
4	4117	Bhadrachalam	Bhadrachalam	
5	4139	Pinapaka	Bhadrachalam	
6	4166	Upperu	Bhadrachalam	
1	4124	Chandragonda	Bhadrachalam	Kothagudem
2	4142	Mulakalapalli	Bhadrachalam	
3	4160	Yellandu	Bhadrachalam	
4	4158	Sujathanagar	Bhadrachalam	
5	4168	Kothagudem	Bhadrachalam	
6	AMH	AMH Kothagudem	Bhadrachalam	
1	7161	Karvanga	Nagarkurnool	Nagarkurnool
2	7186	Bijinapally	Nagarkurnool	
3	7109	Tadoor	Nagarkurnool	
4	7112	Peddakothpalli	Nagarkurnool	
5	7170	Nagarkurnool	Nagarkurnool	
6	AMH	AMH Nagarkurnool	Nagarkurnool	
1	7105	Gundumal	Mahabubnagar	Narayanpet
2	7147	Chinnaporla	Mahabubnagar	
3	7171	Narayanpeta	Mahabubnagar	
4	7136	Kodangal	Mahabubnagar	
5	7151	Maganoor	Mahabubnagar	
6	AMH	AMH Narayanpet	Mahabubnagar	
1	1112	Rajam	Parvathipuram	Palakonda
2	1116	Santhakaviti	Parvathipuram	
3	1141	Vandrangi	Parvathipuram	
4	1138	Korasavada	Parvathipuram	
5	1145	Korada	Parvathipuram	
6	1146	Palakonda	Parvathipuram	

Sl. No	Br. Code	Br. Name	Region	Cluster Name
1	4103	Penuballi	Khammam	Sathupally
2	4107	Sathupally	Bhadrachalam	
3	4129	Aswaraopet	Bhadrachalam	
4	4113	A.R.Pally	Bhadrachalam	
5	4154	Khankhanpet	Khammam	
6	4159	Dammamet	Bhadrachalam	
1	4120	Enkoor	Bhadrachalam	Thallada
2	4134	Chennoor	Khammam	
3	4126	Rebbaram	Khammam	
4	4157	Julurpadu	Bhadrachalam	
5	4135	Tallada	Bhadrachalam	
6	4163	Bp Agraharam (Wyra)	Khammam	
1	6204	A.D.Pally	Nalgonda	Thripuraram
2	6205	Pedavoora	Nalgonda	
3	6236	Nidamanura	Nalgonda	
4	6242	Anjanapally	Nalgonda	
5	6261	Haliya	Nalgonda	
6	6263	Tripuraram	Nalgonda	
1	4102	Bonekal	Khammam	Madhira
2	4105	Yerrupalem	Khammam	
3	4121	Madhira	Khammam	
4	4104	Nagulvancha	KHAMMAM	
5	4149	Chintakani	Khammam	
6	AMH	Amh Madhira	Khammam	
1	8114	Raikode	Sangareddy	Narayankhed
2	8122	Kangti	Sangareddy	
3	8135	Regode	Siddipet	
4	8144	Watpalle	Sangareddy	
5	8157	Narayankhed	Sangareddy	
6	AMH	AMH Narayankhed	Sangareddy	

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