



ELLAQUAI DEHATI BANK,
HEAD OFFICE
Nirman complex, Barzulla
Srinagar (J&K)

NO:EDB/HO/HRD/2020-21/724

Date: 29.12.2020

ENGAGEMENT OF CONCURRENT AUDITORS

Applications on prescribed format are invited from retired bank officers of commercial Banks, Regional Rural Banks of Scale-III , IV and V for engagement as Concurrent Auditors for branches of Ellaquai Dehati Bank located in thirteen districts of J&K .The engagement shall be purely on contractual basis and the engaged auditors shall be paid lump sum amount of Rs 25000/ per month (Inclusive of all) .Officers of above scale whose gap from date of retirement is not more than two years as on 01.12.2020 shall be eligible to apply.

The prescribed form, eligibility norms, and terms of engagement are available on Bank's website www.edb.org.in .Applications with requisite documents must reach to Chairman Ellaquai Dehati Bank ,Head office ,Nirman Complex Barzulla Srinagar on or before 9th January 2021.

Candidates found eligible after verification of their documents shall be called for interview.

Mir Mohammad Akbar

General Manager



ELLAQUAI DEHATI BANK

Terms and conditions for engagement as concurrent auditor in Ellaquai Dehati Bank .

- **The candidate should have retired from any commercial Bank or RRB as Scale 3 ,4 or 5.**
- **There should not be gap of more than two years from the date of retirement up to 30.11.2020.**
- **The period of engagement shall be for a period of three years only subject to annual review and renewal of arrangement on the basis of satisfactory performance. However the engagement of the concurrent auditor shall be terminated without notice on account of unsatisfactory conduct or performance and on attaining 65 years of age .**
- **The applicant should be well experienced in operations and must be conversant with audit procedure in Banks.**
- **15 days leave shall be allowed to engaged concurrent auditor during the financial year and leave shall be granted on pro rata basis as per available earned leave. Accumulated earned leave up to maximum of six days shall be carried over to next year ,how ever no leave encashment shall be provided. Leave without sanction shall be treated un authorized absence from duty and no payment shall be made for the period of absence.**
- **HRA or leased accommodation rent shall not be payable under this engagement.**
- **No conveyance allowance or traveling allowance shall be paid for attending local branches. However if the branch falls beyond 40 Kms radius ,Bus or sumo fare on actual basis shall be reimbursed but no DA or boarding allowance shall be paid.**
- **Monthly consolidated remuneration of Rs 25000/ shall be paid to the engaged concurrent auditor.**
- **Working days and working hours shall be as applicable to Bank's regular staff.**
- **The candidate should be resident of local area / Region and should be conversant with local language .**
- **Engaged concurrent auditor shall be allotted one or more branches at a time with a maximum of six at the Bank's discretion.**
- **The authority to sanction leave to the concurrent auditor shall be General Manager under whom HR Department functions. Concurrent Auditor shall be required to apply formally for leave to the competent authority through Manager HR.**
- **The monthly remuneration shall be paid only after receipt of tour dairy & Audit reports.**
- **Bank reserves to itself the right to terminate the services of the engaged concurrent auditor at any time without assigning any reason.**

General Manager



ELLAQUAI DEHATI BANK

Application form for engagement as concurrent Auditor in Ellaquai Dehati Bank on contract basis

The Chairman
Ellaquai Dehati Bank
Head office, 3rd Floor, Nirman Complex
Barzulla Srinagar.

Affix Recent
Photograph Here

Dear Sir,

With reference to your advertisement dated 29.12.2020 regarding engagement of concurrent auditors I hereby apply for the said engagement. I possess the required qualification /experience and enclose herewith the relevant documents for your information.

Name			
Parentage			
Date of Birth			
Permanent Address			
Address for correspondence			
Email Id			
Telephone No	Land line:	Mobile Phone No:	
Alternate Mobile No			
Name of the Bank & last Branch / Office from which retired			
PF / Employee ID No	PF NO:	Employee ID No:	
Date of joining the Bank		Joined as	
Date of retirement		Retired as	
Nature of retirement	Normal / VRS / CRS	Last Grade / Scale	
Details of DPD / Vigilance cases if any during service period			
Last three assignment held in the Bank			
Name of the Branch / Office	Designation	Scale	From To
Name of the pension paying Bank/ Branch		Account No	
Present Employment details if any			

I certify that the above particulars are correct to the best of my knowledge and belief and I confirm having read and understood the terms of engagement

Signature

Place:

Date:

Enclosures: 1.Date of Birth certificate . 2.Relieving / Experience certificate from the respective Bank
3.Qualification certificate 4.Any other professional qualification certificate. 5.Two photographs.