



INSPECTION DEPARTMENT - HEAD OFFICE: MANIPAL

Engaging/ Empanelling Retired Officers of SyndicateBank for assisting in Internal Audit

Applications are invited from eligible Retired Officers of Syndicate Bank for engaging/ empanelling them for assisting in Internal Audit Work viz., Risk Based Internal Audit (RBIA), Credit Audit and Other Audits. The eligibility criteria and terms and conditions are given hereunder.

PARTICULARS	CRITERIA
Eligibility for empanelment	<ol style="list-style-type: none"> 1) Retired Officers/ Executives of Syndicate Bank in Scale II/ III/ IV can apply for empanelment. 2) The Officers/ Executives should have worked as branch heads and/ or should have work experience in Inspection Department/ Zonal Inspection Centre (ZIC) for a period of not less than three years. 3) Officers/ Executives who have retired/ are retiring from service during the previous two years as on the date of application only are eligible for empanelment. 4) Retired Officers/ Executives who are under disciplinary proceedings or who have been awarded major penalty during the past 5 Years are not eligible to apply. 5) Applicants should have high sense of involvement and should have the ability to motivate others. 6) Applicants should have good exposure to Credit in Branches or Administrative Offices. 7) Applicants should possess adequate Computer Knowledge and should be able to handle computers independently as the inspection report has to be punched online. 8) Applicants should have worked in CBS environment and should be familiar with CBS Package and related Reports. 9) Applicants should possess the requisite aptitude, analytical ability and flair to take the Inspection assignment 10) Applicants should have sound health and ability to travel.
Period of Empanelment	Once empanelled, the retired Officer/ Executive will continue to be in the panel for three years i.e., the current Financial Year in which the appointment is made and the next two Financial Years.
Remuneration and other allowances	1) Rs.1000/- (Rupees One Thousand only) (all inclusive) per day, for actual number of days worked including intervening Sundays and other Bank Holidays. However, prefixing and suffixing holidays for remuneration will not be permitted.

	<p>2) Lodging expenses incurred, if any, in connection with the audit will be reimbursed up to a maximum amount as eligible to Scale II officers of the Bank.</p> <p>3) For Scale II Retired Officers, during the period of stay in the lodge, Boarding Expenses incurred will be reimbursed up to the eligible amount of halting allowance as applicable to Scale II Officers of the Bank.</p> <p>4) For Scale III and Scale IV Retired Officers Boarding Expenses incurred will be reimbursed up to the eligible amount of halting allowance as applicable to Scale III Officers of the Bank.</p> <p>5) Boarding Expenses will not be reimbursed, if the Retired Officers do not have to stay in the lodge during the period of inspection.</p> <p>6) Travelling Expenses reimbursed will be the actual amount incurred by the eligible travel mode. However air travel is not permitted.</p> <p>7) Wherever the audit do not involve stay in a lodge and reimbursement of lodging and boarding expenses are not made, the actual expenses incurred for local conveyance shall be reimbursed subject to a cap of Rs.250 per day.</p> <p>8) The Retired Officers are not eligible for Halting Allowance.</p> <p>9) Remuneration and Boarding Expenses shall be paid against declaration and Travelling and Lodging Expenses shall be paid against production of Bills/ receipts/ tickets, which can be claimed on monthly basis. No Sundry Advance will be paid in this regard.</p> <p>10) Applicable TDS will be deducted.</p> <p>11) The empaneled Officers will not be eligible for any leave facility, medical reimbursement etc.</p> <p>12) The assigned audit job should be completed within the allotted man-days and no remuneration/ allowances will be paid if the given man-days are exceeded.</p>
Other Terms and Conditions	<p>1) The retired Officer has to work as a team member irrespective of his scale at the time of his retirement and has to work under the Team Leader, who may be of lower scale.</p> <p>2) Application shall be submitted to the respective Zonal Inspection Centre (ZIC) where the Retired Officer/ Executive desires to work. The selection of retired officers for empanelment will be area wise as per need.</p> <p>3) In case of need, the retired Officers/ Executives may have to work under a ZIC, other than the ZIC which sourced the application.</p> <p>4) The engaged Official shall be ready to travel to any place for conducting Stock Verification Audit/ Security Verification Audit etc., at short notice.</p>

	5) Mere empanelment does not confer any right for entrustment of Audit Work by the Bank.
	6) Bank reserves the right to alter, modify and change any of the terms and conditions as per the Policy of the Bank.
	7) Allotment of Branches for Internal Audit work shall be the prerogative of the Bank and the selected candidates shall not have any say in the matter.
	8) Review of performance of the empanelled officer will be carried out every year.
	9) The selected candidates can be removed from the panel at any time without assigning any reason.
	10) All the selected candidates shall sign a contract containing the Terms and conditions of empanelment.

The application form duly filled in (as per Annexure) should be sent to the respective ZIC where the officer intends to be empaneled.

The Last Date for Receipt of Application is 15.11.2017

Please note that, incomplete/ belated applications will not be entertained.

ANNEXURE – I

PHOTOGRAPH

Application for engagement/ empanelment of Retired Officers of SyndicateBank on Contract Basis for Internal Audit

SI No	Particulars	
01	Name of the Applicant	
02	Address and Contact details of the Applicant (Please provide Land Line and Mobile number separately)	
03	Place of Domicile	
04	Emp No./ Grade/ Scale and place of posting at the time of Retirement	
05	Age as on the date of application: Date of birth: Date of retirement:	
06	Whether the applicant has undergone any disciplinary proceedings during the Service in the Bank and if so, furnish details	
07	Is there any case pending with CBI/	

	other Law Enforcement Agencies, if so furnish details	
08	Brief Back ground (Performance highlights)	
09	Details of past Five Assignments in the Bank prior to retirement	
10	Furnish details of assignments in other Organisations/ Institutions, if any	
11	Whether the applicant fulfils the eligibility criteria for contractual engagement as defined by the Bank?	
12	Present Health Conditions/ suitability to undertake journey/ Tour	

I have gone through the terms and conditions of empanelment and I am willing to work as an Internal Auditor under Zonal Inspection Centre, (name of ZIC).

Place:
Date:

Signature of the Applicant