

**ENGAGEMENT/EMPANELMENT OF RETIRED OFFICERS IN GRADE SMGS-IV & V OF THE STATE BANK GROUP FOR CONCURRENT AUDIT ON CONTRACT / SHORT TERMS ASSIGNMENT BASIS IN STATE BANK OF PATIALA**

Last date for submission of the application (as per **Annexure-I**) to Dy. General Manager (HR), at Head Office, Patiala **12.12.2016**

**1.Scope of work:**

The empanelled/engaged officers will be assigned primarily for the Concurrent Auditors job in the Branches of State Bank of Patiala preferably in the State of Himachal Pradesh/Haryana/Punjab/Chandigarh/Delhi.

**2.Eligibility Criteria:**

(i).Only retired officers in the grade SMGS-IV to SMGS-V shall be considered for engagement for the above positions.

(ii).Preference will be given to those officers who have worked in (i) Inspection and Audit for 2 years (ii) Worked in branch as an Accountant,/ Branch Manager for 5 years.

(iii).Officer should have good track record of performance and deep knowledge of systems and procedures in all areas.

(iv).The officer should have retired from the Bank's service only on attaining superannuation at the age of 60 years.

(v). He/ she should be maintaining good health.

(vi)The officers voluntarily retired/ resigned/suspended/ who have left the Bank otherwise before superannuation are not eligible for consideration for appointment.

(vii).The integrity of the official should not have been doubtful.

(viii).No punishment/ penalty should have been inflicted on the officer during five years of his service in the Bank preceding his retirement.

(ix).Cases of CBI or other law enforcement agencies should not be pending against the official.

**3.Age:** The ex-officer should not be more than 64 years of the age at the time of submission of application.

**4. Period of Engagement:**

(i). The engagement of retired officer as concurrent auditor shall be made for an initial period of 6 months, subject to review thereafter. Two extensions of one year at a time may be allowed.

(ii).Two extension of one year at the time may be allowed, upto maximum age of 65 years.

(iii).Review of performance may be made after 6 months of initial engagement and if the performance is not found satisfactory, the engagement may be terminated.

(iv).The ex-officers will not take up any assignment with any other organization since the engagement/ empanelment is on full time basis.

### **5. Monthly Remuneration:**

(i).The compensation payable to the retirees in the SMGS-IV & V Grade will be a lump sum amount, not more than the last drawn gross salary, reduced by the uncommuted pension. The compensation so arrived at will be fixed and DA fluctuation during the period of engagement will not be taken into account. If extension of contract is required, the remuneration shall be reviewed considering revised gross emoluments for the retired grade taking into account interim wage revision, if any, less by un-commuted pension prevalent at the time of granting extension to that grade.

(ii).The retired officers in the SMGS IV & V grade will not be eligible for any other perquisites from the Bank during the period of engagement, except reimbursement of mobile call expenses up to Rs 1,000/- per month.

(iii).Travelling Expenses: For official travel, they will be entitled to facilities and allowances as applicable to the grade at the time of retirement.

**6.Leave:** The ex-officers shall be entitled to leave of 15 days during the each block of 6 months from the date of engagement which they may avail during the six month block with the approval of Bank/ authority to whom they report. For the purpose of computation of leave, intervening Sundays/ Holidays shall not be included. The Bank shall have absolute right in its discretion to either grant or reject the application for leave taking into consideration the administrative exigencies. The leave not availed during the engagement period will normally lapse. However, if it has been on account of the Bank declining the leave, it may be encashed @ of monetary compensation package component.

Ex-officers shall not be eligible for reimbursement of medical or any other benefit during the engagement period. However, they can avail the facilities under extant REMBS of the Bank.

The ex-officers will not exercise any administrative/ financial powers during the period of engagement. The ex-officers will not accept any assignment with any other organization during the period of their contractual service in the Bank.

**7. PF/ Bonus/ Pension Arrears:** The contractual period will not be reckoned as service for the purpose of superannuation benefits/ PF/ Bonus etc.

**8. Income Tax:** Tax or any other tax liabilities on remuneration will be deducted, as per prevailing rate(s) mentioned in the Income Tax Rules.

**9. Working Hours:** The ex-officers shall follow the normal working hours as applicable to serving officials.

## **10. Execution of Agreement for Contractual Engagement:**

The retired officers if selected for engagement as Concurrent Auditor will execute a stamped undertaking before taking up the assignment and in case of lapses, provisions of pension regulation will be invoked.

## **11. Termination of Contract:**

Review of performance may be made after 6 months of initial engagement and if the performance is not found satisfactory, the engagement may be terminated. Besides, 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.

**12. Calling the application:** All willing retirees will have option to mention their choice of centre(s) in application form (up to three centers) in our core area of operation (i.e. Punjab, Haryana, Himachal Pradesh, Chandigarh and Delhi). However, the Bank will have unfettered rights to offer engagement anywhere even other than the preferred centers.

Please note that no TA/DA will be paid to candidate who will be called for personal interview.

**Application for engagement/empanelment of retired officers of the State Bank Group on Short Terms contract/Assignment basis in State Bank of Patiala**



1	Proposal for engagement as	<b>Concurrent Auditor</b>	
2	Name, address and contact details of the applicant	Mobile No.	Land line No.
3	Place of domicile		
4	Grade / Scale and place of posting at the time of retirement.		
5	Age, Date of birth and Date of retirement		
6	a. Whether the applicant has undergone any disciplinary proceedings during the service and if so the details.		
	b. Is there any case pending with CBI/ Other Law Enforcement Agencies.		
7	Brief Background (Performance highlights also be given)		
8	Details of five assignments held prior to retirement.		

9	Assignments in other organizations if any.	
10	Whether the applicant fulfils the eligibility criteria for contractual engagement as defined by the Bank?	Yes/No
11	Last drawn salary of the applicant and the amount of Basic pay before commutation with last salary slip and copy of pension book.	
12	Health conditions	
13	<p>Preference of Centres</p> <p>(Preferably in the States of Punjab, Haryana, HP, Delhi &amp; Chandigarh)</p> <p><b>Bank will have unfettered rights to offer engagement anywhere even other than the preferred centers</b></p>	<p>1.</p> <p>2.</p> <p>3.</p>

I undertake that the information given above is true to the best of my knowledge and belief.

Place:

Date:

Name & Signature  
PF No.

The Deputy General Manager (HR)  
State Bank of Patiala  
Head Office, The Mall  
Patiala-147001