

महाराष्ट्र ग्रामीण बँक (मिहित संस्कार द्वारा स्थापित, जेडयुएच बँक) पुरस्कृत बँक: बँक ऑफ महाराष्ट्र	MAHARASHTRA GRAMIN BANK (A Scheduled Bank established by Government of India) Sponsor Bank: Bank of Maharashtra
Head Office: "Jeevanshree", Plot No. 35, Sector G, Town Centre, CIDCO, AURANGABAD-431 003.	
Phone No: 0240-2476139, 2476140, 2476142 (D) 0240-2489257 Fax No: 0240-2489257	Visit: www.mahagramin.in , Email : mgbhoinspd@gmail.com , mgbhonnd@gmail.com

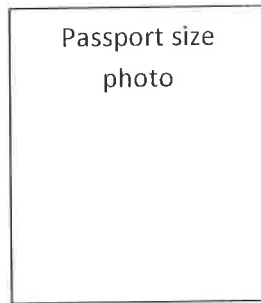
Website Advertisement

SUB: SCHEME FOR EMPANELMENT OF RETIRED OFFICIALS (EROS) - OFFICERS OF SCALE I TO IV OF MAHARASHTRA GRAMIN BANK FOR INSPECTION OF BRANCHES.

1. Format of application for empanelment.
2. Eligibility Criteria & Method of applying.
3. Short listing of applicants.
4. Selection Committee and interview.
5. Period of Engagement/Review of performance/Termination of engagement.
6. Remuneration / T A, H A.
7. Reporting structure / role and responsibilities of EROS.
8. Accountability / Terms & conditions.
9. Letter of acceptance of terms and conditions.
10. Methodology for conducting concurrent audit.
11. Undertaking by the applicant.



Format of application for Empanelment of retired-officers of Maharashtra Gramin Bank for Inspection of Branches.



1	Name of Applicant	
2	Staff No.	
3	Complete postal/ Communication address with city/ pin code.	
4	Landline/ Mobile No.	
5	E-mail address.	
6	Date of Birth	
7	Age as on 01.06.2018	
8	Date of appointment in the Bank	
9	Date of Promotion to officer cadre	
10	Date of Superannuation/ Resignation	
11	Total Service in years	
12	Designation at the time of Retirement	
13	PAN No. (Mandatory)	
14	Branch Experience (in years)	
a.	Experience as BM (in years)	
15	Experience as in charge of Credit Department in RO/HO if any (in years)	
16	Experience in Inspection Department in Bank if any (in years)	
17	Want to work in Region (3 Preferences)	1. 2. 3.

I undertake to work anywhere in the area of operation of bank, though opted to work in a particular region.

I undertake to deposit Rs.50,000/- as security deposit and assign in favor of the Bank.



I confirm that, I have read the terms and conditions of the appointment and abide by the same which is published in the Bank's website.

Date :

Place :

Signature



ELIGIBILITY CRITERIA & METHOD OF APPLYING:

- a) Ex-Officers of our bank retired on Superannuation in Scale **I to IV** for ~~RBIA/other~~ conducting/assisting RBIA/other Inspections are eligible to apply for the empanelment.
- b) The age of the applicant shall not be more than 63 years as on 01/06/2018.
- c) Shall have experience of minimum of 20 years of service in our bank and should have good knowledge about the bank's systems and procedures & Aptitude, analytical ability and flair to take up inspection assignment.
- d) Shall have fair knowledge of CBS and other software packages used by the bank and adequate computer knowledge including MS Office.
- e) The applicant shall have good track record and they should **NOT** have been imposed major penalty during the last 3 years prior to retirement.
- f) The candidate should **NOT** have been imposed with any punishment during their entire service for any misconduct which was treated as one attracting vigilance angle.
- g) Candidates should have physical fitness and should be able to travel to distant branches / places for Inspection and Security Verification. Physical fitness certificate from the Qualified Medical practitioner / Panel Doctor of the Bank / Government Doctor mentioned by the Bank should be submitted at the time of empanelment.
- h) The eligible candidates shall download the application from Bank's website www.mahagramin.in and submit the application through hard copy so as to reach The Chief Manager, Maharashtra Gramin Bank, Inspection Department, Head Office, Jeevanshree Plot no. 35, Sector G, Town center, CIDCO, Aurangabad - 431003 before the stipulated date i.e. 01/07/2018
- i) The application should be for a particular Regional office and the applicant should be ready to do the audit work in any of the branches attached to that Regional office.
- j) The candidate can apply for more than one Regional office, if they so desire duly indicating the order of preference.

SHORTLISTING OF APPLICANTS

- a) Depending on the number of applications, Chief Manager Inspection Department shall decide about the short listing of applications for interview.
- b) Short listing shall be done by Committee which shall consist of CGM, GM, Chief Manager: Inspection Department & Chief Manager: Staff Department.
- c) The committee shall short list the candidates for interview based on the following criteria:
 1. Experience as Branch-in-charge or II line Manager for at least one term of 3 years.



2. Worked in Inspection, Special achievements during such assignments such as discovery of major income leakage, unearthing of frauds, whistle blowing of malpractices, etc.
3. Worked in Inspection follow up Section of Head office.
4. Worked in Advances/ Credit Department or related Departments in HO.
5. Exposure to Credit Appraisal / Risk Management.
6. Additional academic qualifications such as JAIIB / CAIIB, Certificate courses from IIBF on various topics, etc.
7. Geographical area & requirement of the Regional Office.
8. CM, Inspection Department will decide the number of shortlist candidates required for each empanelment and his decision shall be final.

SELECTION COMMITTEE AND INTERVIEW:

- a) The selection committee shall interview the shortlisted applicant personally.
- b) The committee for selection of ERO's shall consist of CGM, GM. Chief Manager Inspection Department and Chief Manager Staff Department.
- c) The decision of the selection Committee shall be final.
- d) Total marks for interview shall be 100 on the basis of the following traits;

Knowledge in the area of empanelment	40 marks
Knowledge of CBS / Computer systems and other packages	20 marks
Initiative / Analytical ability and innovation	15 marks
Communication and Team Spirit	15 marks
Leadership Quality	10 marks
Total	100 marks

- e) The minimum marks for selection shall be 50.

PERIOD OF ENGAGEMENT:

- a) The services of EROS shall be availed, initially~ for a period of one year which may be renewed for a further period of one year. twice, at the sole discretion of the bank, subject to suitability / satisfactory services / annual assessment and overall performance of the ERO. Chairman shall authorize such renewals/extensions.
- b) The period of engagement of the services of the ERO shall normally for 3 years. Subject to attaining 66 years of age, whichever is earlier?

REVIEW OF PERFORMANCE:

- a) The performance of all the EROS shall be evaluated / reviewed by CM inspection Department.



- b) Criteria for performance evaluation shall be (a) Quality of Reporting. (b) Mobility. (c) Promptness to accept assignments, (d) Timely completion of audit assignments. (e) Period of absence (f) satisfactory conduct. (g) Other grounds such as medical etc.

TERMINATION OF ENGAGEMENT:

- a) The engagement / assignment shall be terminated automatically when ERO's attains 66 years of age or on completion of 3 years of tenure, whichever is earlier.
- b) Chief Manager, Inspection Department shall be the authority for recommending of the discontinuation of the engagement or the termination of engagement of the services of EROs, if the performance is not satisfactory and the Chairman shall be the final authority to decide on the same.
- c) No further engagement/assignment of ERO's shall be made if Bank comes to the notice of any misconduct, work not being done with due diligence as expected or performance is not found to be satisfactory on the recommendations of Chief Manager, Inspection Department
- d) Bank reserves the right to de-panel any ERO at any time without notice and without assigning any reasons (a) in the event of getting any adverse reports / confidential opinion (b) any time when bank feels that its interest may be jeopardized, besides starting such appropriate action as bank deems fit.
- e) ERO may relinquish the assignment/ empanelment (a) by giving 30 days notice or (b) by paying 50% of monthly remuneration to the bank.

REMUNERATION:

- a) The ERO's shall be eligible for a consolidated monthly remuneration depending on the scale as given below

Scale from which the ERO has retired	Consolidated Monthly Remuneration
Scale I to III	Rs. 20,000/-
Scale IV	Rs. 25,000/-

- b) ERO's shall not be eligible for any leave, other benefits, allowances or perquisites.
- c) ERO's shall be eligible for remuneration for the intervening holidays provided they have worked on the preceding and succeeding working days.
- d) ERO's shall be eligible for only pro-rata payment of the monthly remuneration under the following circumstances: (a) When ERO's are not able to take up the assignments due to health grounds, etc. (b) When bank is not able to utilize the services of ERO for full calendar month due to administrative exigency.
- e) The remuneration shall be paid on monthly basis and shall be payable on the first working day of the succeeding month.

TA/ HA

- a) RO's shall not be eligible for any conveyance allowance / reimbursements if they are taking up assignment in the head quarters/ units for which they are selected.



- b) ERO's will be paid TA/HA applicable to serving officials of the same grade in which ERO's have attained superannuation.
- c) No advance shall be permitted.
- d) Claims to be made on monthly basis to the Inspection Department.
- e) Sanctioning authority for TA/HA claims shall be Chief Manager, Inspection Department.

REPORTING STRUCTURE / ROLE AND RESPONSIBILITIES:

- a) The ERO's shall not be utilized for administrative work such as processing, assessing, gradation etc.
- b) ERO's shall work under the close supervision of Management (Team leader/ Higher authorities) and the final sign off the RBIA reports would be responsibility of serving bank official.

ROLE AND RESPONSIBILITY OF ERO'S:

- a) ERO's assigned with RBIA/ any other audits shall assist in the regular Inspecting officials during RBIA of branches.
- b) Shall assist in verification/ inspection of Godowns/ securities/ other Assets during RBIA.
- c) Shall assist in inspection, security of loans (from pre-sanction stage to monitoring and follow up) during RBIA of Branches.
- d) Shall assist in informing Inspection department immediately in the event of any serious irregularities / frauds observed during inspection.
- e) Shall assist in any other inspection assignments entrusted by Inspection Department.
- f) Shall assist in conduct of KYC/AML snap audit etc in branches.
- g) Shall assist in conduct of Income Audit.
- h) Shall assist in off-site audit in RO/ HO.

ACCOUNTABILITY

- a) The EROS shall be accountable for any act/s of omissions and commissions in their work during the course of any type of Inspection.
- b) The EROS empanelment contract may be terminated in the event of such omissions and commissions apart from lodging complaints with appropriate law enforcement agencies depending on the action of criminality / fraud / Breach of trust, etc.

TERMS AND CONDITIONS:

- a) The applicants shall appear for a personal interview at Head Office at their own cost.
- b) Selection of candidates for empanelment will be at the sole discretion of the management.
- c) The engagement of retired officials in the Bank shall be on contract basis.
- d) All the selected candidates shall sign a contract containing terms and conditions of empanelment and make a security deposit of Rs.50,000/- (Rupees Fifty Thousand



Only) in the form of term deposit assigned in favour of the Bank The amount of deposit is refundable at the time of their leaving/discharge from their services Bank shall have right to forfeit the deposit in case of any laxities/ irregularities found during discharge of duties which likely to cause loss to the Bank or considered as committed with the malafide intention.

- e) The engaged retired officials shall not be eligible for reimbursement of medical or any other benefits / perquisites, festival advance, etc during the engagement period.
- f) The ERO's are required to update their knowledge by going through the Circulars / Communications and instructions of the Bank.
- g) They shall not exercise any administrative/ financial powers during the period of engagement.
- h) The engaged officials shall not accept any assignment with any other organization during the period of their contractual service in the Bank.
- i) The contractual period shall not be reckoned as service for the purpose of superannuation benefits/PF/Bonus etc.
- j) Income Tax or any other tax liabilities on remuneration shall be deducted as per prevailing rate(s) mentioned in the Income Tax Rules.
- k) The engaged officials shall follow the normal working hours as applicable to serving officials.
- l) In order to avoid conflict of interest, the retired personnel so engaged shall not be assigned branches / Offices where they had worked while in active service with bank.
- m) The candidate should be prepared to undertake inspection work of any branch coming under the jurisdiction of Regional Office to which they have applied or any other branch considering the administrative needs.
- n) The allotted job should be completed within the allotted man days and no remuneration / allowance shall be paid for the exceeded man-days unless permitted by Chief Manager, Inspection Department.
- o) Empanelled officers shall not be eligible for any leave facility as available to the serving officers.

Yours faithfully,


Chief General Manager.

