



# बड़ौदा राजस्थान क्षेत्रीय ग्रामीण बैंक Baroda Rajasthan Kshetriya Gramin Bank

(भारत सरकार, राजस्थान सरकार तथा बैंक ऑफ बड़ौदा का संयुक्त उपक्रम)  
(Joint Venture of Govt of India, Govt of Rajasthan & Bank of Baroda)

## UTILISATION OF SERVICES OF RETIRED OFFICERS AS "SUPPORT OFFICERS FOR RISK BASED INTERNAL AUDIT (RBIA)"

### NOTICE OF ENGAGEMENT

The bank has decided to engage Retired Officers to work as Support Officers for Risk based Internal Audit (RBIA).

Accordingly, we invite application from eligible Retired Officers for the purpose of engagement as Support Officers for Risk Based Internal Audit (RBIA).

### **SCOPE**

The engagement involves Retired Officers of Baroda Rajasthan Kshetriya Gramin Bank (BRKGB) to work as "Support Officers for RBIA".

### **ELIGIBILITY**

#### Mandatory

- Should have retired as an officer from Baroda Rajasthan Kshetriya Gramin Bank.
- Should not have completed 65 years of age at the time of engagement/review.
- Should have working knowledge/Skill on MS Word and MS Excel and adaptability of computer environment.
- Preference may be given to those who had experience of working as Internal Auditor.
- Should be physically fit to travel for RBIA of various branches.

### **ENGAGEMENT**

The selected Retired Officers shall be engaged for initial period of 1 year from the date of selection which may be reviewed and continued further if services are found satisfactory. Those not performing satisfactorily may be discontinued even before completion of one year.

It is only a contractual work for a specific period and the Retired Officers so assigned the work are not entitled to claim any regular employment or any other benefit in the Bank in future.

### **INVITING APPLICATION**

We invite application from eligible Retired Officers of BRKGB for engagement. The specimen application form is given in **Annexure-I**. Interested and Eligible Retired Officers should submit their application in the format attached.

प्रधान कार्यालय : प्लॉट नं. 2343, द्वितीय तल, वैशाली नगर, अजमेर — 305 004

Head Office : Plot No. 2343, IIInd Floor, Vaishali Nagar, Ajmer - 305 004

फोन /Phone : 0145-2642621, 2642580, 2641893

ई-मेल /e-mail - ho@barodarajasthanrrb.co.in



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**Baroda Rajasthan Kshetriya Gramin Bank**

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The eligible Retired Officers shall submit the application in original (in person or through post/courier):

At the heading of the cover please mention  
**ENGAGEMENT OF RETIRED OFFICERS FOR RBIA**

Addressed to - **The General Manager, Baroda Rajasthan Kshetriya Gramin Bank, Head Office, Plot No. 2343, IInd Floor, Vaishali Nagar, Ajmer - 305 004**

Advance copy of application can be submitted through e-mail on  
[hrm.ho@barodarajasthanrrb.co.in](mailto:hrm.ho@barodarajasthanrrb.co.in)

**POST ENGAGEMENT**

a. Orientation / training

The shortlisted retired officers would be given training to orient themselves in the inspection process / procedure as per guidelines by the Bank.

b. Review of Performance

Engagement may be for One year, may be reviewed and continued further if services are found satisfactory. Those not performing satisfactorily may be discontinued even before completion of one year.

c. Reporting structure

The overall supervision of functioning of Retired Officers shall be done by Inspection Department, Head Office Ajmer.

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## TERMINATION

In case of adverse feedback/remarks over the quality of Audit conducted by Retired Officer, Inspection Department, Head Office, Ajmer scrutinizing the same may recommend for termination, to GM - Inspection.

GM — Inspection shall evaluate and if necessary shall issue de-engagement letter to the Retired Officers.

## Remuneration

Emoluments shall be- Rs.1500/ per working day plus Halting (Hotel) charges as entitled to Scale-II officers and actual bus/ train fare for moving from one branch to another. **(No other Diem allowance will be paid).**

## OTHER ALLOWANCE

No other allowance shall be payable.

## TERMS AND CONDITIONS

The following documents are to be submitted on engagement:

- Acceptance Letter
- Agreement letter for maintaining fidelity and secrecy

The application filled in all respects shall only be accepted.

The last date for submission of application is 30.12.2023 at 5 PM.

(V.C.Jain)

General Manger

19.12.2023

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**Annexure-I**

**ENGAGEMENT OF RETIRED OFFICERS AS "SUPPORT OFFICERS FOR RISK BASED INTERNAL AUDIT (RBIA)"**

**BIO DATA CUM APPLICATION FORMAT**

(should be written legibly in blue colour pen or typed at appropriate places)

**(Last date for submission is 30.12.2023)**

NAME OF THE APPLICANT		
E.C.NO. (While in service)		
PERMANENT ADDRESS (Certified by Branch Manager on copy of Pass Book, where staff is maintaining SB account) - ANNEXURE		
CONTACT DETAILS	Landline	
	Mobile	
	Email id	
DATE OF BIRTH		
AGE AS ON 01.01.2024 (YEAR/MONTH)		
QUALIFICATION		
Academic		
Professional		
Any other qualification		
DATE OF APPOINTMENT IN THE BANK		
DATE OF SUPERANNUATION / VOLUNTARY RETIREMENT (Prefix SA / VR accordingly)		
OFFICE/ UNIT- last worked		
Total No. of years service in our Bank		
SCALE , DESIGNATION and BRANCH/UNIT attached at the time of retirement		SCALE DESIGNATION BRANCH ATTACHED
Is there any case pending against you at present?		
Working knowledge of MS Office word and MS Office Excel		Yes / No

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WORK EXPERIENCE			
As a BRANCH HEAD	Years	From	To
As an INSPECTOR (AUDITOR)	Years	From	To
Proficiency in computer operations			
Training in Credit/Advance/Inspection			

Date:

Place:

Signature of the Applicant

Attested by Branch Manager

(Where the retired officer is drawing pension If  
not drawing pension, where the retired staff  
maintaining the SB account)

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