

SCHEME OF ENTRUSTING CREDIT AUDIT WORK TO RETIRED EXECUTIVES/OFFICIALS OF OUR BANK.

ELEGIBILITY CRITERIA:

- ▶ Retired Executives of our bank (Scale IV and above) with Credit Exposure of minimum period of 3 years.

AND/OR

Retired Executives who had worked as Branch Head in our Bank while they were in scale III and above for a minimum period of 3 years

AND/OR

Retired Executives who have worked in our Zonal Inspection Centre/CIAD for a minimum period of 3 years.

Provision:-

- ▶ Retired executives will be eligible for such work only during first 5 years from the date of retirement / superannuation and up to age of 65 years.
- ▶ Services of Retired Officers in Middle Management Grade III with similar Qualification / experience may be utilized at the places where Retired Executives are not available (Power to be vested with GM, CIAD).

Disqualification:-

- ▶ Retired personnel against whom punishment/penalty was imposed by the bank with a punishment of compulsory retirement, removal from service & dismissal.

Role Expectations:-

The selected Credit Auditors will be required to carry out the credit audit of the allotted account/s within the purview of Bank's extant guidelines as amended from time to time.

SELECTION PROCESS:

- (1) Applications received from retired executives after verification by RO/ZONE/ZIC/CIAD to be recommended to General Manager, CIAD for final approval.
- (2) Selected candidates will be assigned credit audit of accounts at their local stations as far as possible.
- (3) Each Credit Auditor would be assigned credit audit of maximum 3 accounts per quarter (i.e. 12 accounts per annum). Assignment beyond permissible limit would be subject to prior permission of General Manager (CIAD).
- (4) Performance of Credit Auditors is to be reviewed on annual basis.
- (5) Selected Auditors may be given required training for credit audit work.

OTHER TERMS & CONDITIONS:

- ▶ Selected executives have to accept the terms & conditions for conducting credit audit and execute undertakings as required by the Bank in consultation with Bank's Legal Deptt.
- ▶ Selected executives will not be allowed to conduct credit audit of accounts processed/recommended /sanctioned by them in the past.

Application for empanelment for Credit audit work of the Bank

FORM:

Mr. / Mrs. / Ms. _____

Date: _____

To:
The General manager
(Inspection & Audit)
Bank of Baroda
Central Insp & Audit Division
Head Office
10th Floor, Suraj plaza-1
Sayajigunj
BARODA 390 005

Paste Passport size
Photogeaph

Please Sign across the
Photogeaph

Dear Sir,

Re : Application for empanelment for Credit audit work of the Bank

With reference to your advertisement on Bank's Website dated _____ , |
Submit my application in prescribeb format for empaneiment for Credit Audit work of
the Bank preferably for following Centres : (City / Region)

- [1]
- [2]
- [3]

| enclose herewith my Profile for your Perusal

Thanking you,

Yours Faithfully,
[_____]

Encl. As Above

PROFILE OF MR./MRS./MS _____ FOR EMPANELMENT

[A] PERSONAL BIO-DATA:

Sr. No.	Particulars	Details
1	Name of Applicant (Sur Name first)	
2	Birth Date:	(Age : Years as on 01.07.2014) —
3	Gender:	
4	Whether SC/ST/OBC/General:	
5	Father's / Husband's Name	
6	Educational Qualification	
7	Professional Qualification,if any	
8	local Postal Address/Address for correspondence	
9	E-mail Address	
10	Contact No.: [1] Landline (with STD): _____ [2] Mobile : _____ (if any) [3] FAX No.:_____	
11	PAN No.	
12	[a] Date of Joining the Bank : [b] Date of super annuation form Bank's service [c] Management Grade IV / V / VI / VII on superannuation.	

[B] PAST EXPERIENCE IN OUR BANK :

(I) PREVIOUS ASSIGNMENTS COVERING PRECEDING 5 YEARS :

Sr. No.	Position	Scale	Br./Office	Responsibility/ Worked in area	Duration (From - to)	
1						
2						
3						
4						
5						

(ii) OTHER IMPORTANT ASSIGNMENTS HELD PRIOR TO THE ABOVE (relevant to eligibility)

Sr. No.	Position	Scale	Br./Office with Address	Responsibility/ Worked in area	Duration (From - to)	
1						
2						
3						

[C] DETAILS OF PRESENT EMPLOYMENT:

Sr. No.	Particulars	
1.	Name & Address of Organisation	
3.	Position	
6.	Present Assignment / Responsibilities	

[D] DECLARATION:

I hereby declare that : (pl. put _/ in given below box

	[a] I am retired Executive / Official of bank of Baroda. I was in Scale : IV / V / VI / VII when I retired form the Bank.
	[b] I have not completed age of 65 years as on date.
	[c] I have credit exposure of minimum 3 years period in Bank of Baroda.
	[d] I have worked as Branch head in Scale III and above for a minimum period of 3 years.
	[e] I have worked in zonal inspection Centre / CIAD for a minimum period of 3 years.
	[f] No punishment / penalty way imposed by the Bank with a punishment of compulsory retirement, removal from service AND/OR dismissal was imposed upon me.
	[g] I have read all terms and conditions applicable for selection of my candidature as credit Auditor in the Bank and the same are accepted to me.

Place: _____

(SIGNATURE OF APPLICANT)

Date: _____