

**NOTIFICATION**

Date: 19.09.2023

**Notification for Engagement of Retired Officers/Executives of our Bank for Concurrent Audit of S/M/L branches out of the list enclosed (Annexure – I) for the Audit period 01.10.2023 to 30.09.2024**

**Online application portal will remain open from  
19.09.2023 to 25.09.2023 (16:59:59 hrs)**

UCO Bank invites online application from **Retired Officers/Executives** of our Bank in India for engagement as Concurrent Auditors to conduct Concurrent Audit in designated identified branches in computerized environment through eTHIC package.

Retired Officers/Executives who are willing to conduct audit in computerized environment through eTHIC package have to apply for Concurrent Audit through online application portal.

**Guidelines :**

Sl. No.	Parameters/ Attributes	Particulars/Remarks
1.	Scope of work:	Concurrent Audit of Branches in computerized environment through eTHIC package.
2.	Eligibility:	<p><b>Retired Officers/ Executives not under cooling period ( i.e. no continuous audit for last three consecutive years) are eligible for applying as per list of branches mentioned in Annexure – I. For Retired Officers/Executives already engaged with us and not under cooling and their branch is listed in Annexure – II (Branches which are not identified for 2023-24) are also eligible for applying for branches listed in Annexure – I.</b></p> <p>1. The Retired Officers in scale – II / III and Executives in Scale-IV/V/VI can apply for engagement (Hereafter will be termed as Applicant).</p> <p>2. Age of the Applicant Retired Officer/ Executive on the date of application should not be more than 70 years.</p> <p>3. iii) Applicant should have unblemished track record and</p>

		<p>have minimum 20 years of continuous service in our Bank.</p> <ol style="list-style-type: none"> <li>4. As regards to unblemished track record, the Audit &amp; Inspection Department will seek clearance from Personnel Services Department, Head Office before final selection.</li> <li>5. Applicant should have good exposure to credit dispensation either by working in credit department of Branches and/or Administrative Offices.</li> <li>6. Applicant should have adequate expertise and working knowledge in computerized environment and should be able to handle computers independently.</li> <li>7. Applicant should have capability to operate Finacle system independently coupled with requisite investigative/inspection aptitude and analytical ability.</li> <li>8. Applicants having working experience in Inspection Department will be given preference.</li> <li>9. <b>The applicant should not have worked as an Officer for last 10 years in branches for which application is made.</b></li> </ol>
<p>3.</p>	<p><b>Terms &amp; Conditions:</b></p>	<ol style="list-style-type: none"> <li>1. Initially the contract will be for a period of One Year. The contract may be renewed for subsequent years based on performance review done annually. In any case an auditor should not continue for more than 3 years consecutively.</li> <li>2. If any Retired Officers/Executives who has engaged for Audit, wants to exit from the Concurrent Audit in audit period, he will submit 2 (two) months prior notice to the Bank otherwise his fees of 2 (two) months will be recovered/adjusted.</li> <li>3. The Concurrent Auditor has to carry out Compliance Audit (Test checking of at least 10% of irregularities) of RBIA (Risk Based Internal Audit) and issue a certificate of satisfactory compliance of reported irregularities in the RBIA report.</li> <li>4. Only online application is to be made.</li> </ol> <p><b>To apply online for Engagement of Concurrent Auditors, Please visit the link</b></p> <p><a href="https://apps.ucoonline.in/EXEMP_AUDIT/">https://apps.ucoonline.in/EXEMP_AUDIT/</a></p> <p>It is also provided in Banks website: <a href="http://www.ucobank.com">www.ucobank.com</a> under <b><u>Tenders/Notices.</u></b></p>



		<p>5. Applicant should be ready to travel to any place for Stock Inspection/ Security Inspection etc of the branch concerned.</p> <p>6. Bank reserves the right to cancel the selection process or engagement at any time without giving prior notice to the applicants.</p> <p>7. Retired Officers/Executives should not be related to any of the present Directors of UCO Bank.</p> <p>8. The Monthly Audit Report has to be released on or before 10<sup>th</sup> day of succeeding month. Branches/Offices under manual Concurrent Audit are required to be submitted in an approved structured format, provided by the Bank within 10<sup>th</sup> day of succeeding month. The Quarterly reports should be submitted within 10<sup>th</sup> day of succeeding quarter. Suitable penal provisions would be applicable for delayed submission of audit reports. The firms should strictly adhere to the format/ Online module and the time limit.</p>
4.	<b>Remuneration</b> :	<p>1. Remunerations to the Concurrent Auditors to be paid as per existing policy on engagement of Concurrent Auditors.</p> <p>2. No local conveyance shall be paid at Head Quarters.</p> <p>3. Remuneration will be subject to TDS as applicable.</p>
5.	<b>Other General Conditions</b>	<p>1. Short listing of Applicants for the purpose of interview will be done by a Committee of Executives. The decision of Committee to accept or reject any application shall be final.</p> <p>2. The short listed applicants will appear for personal interview in person/through VC at selected centres at their own cost/through telephonic interview.</p> <p>3. Selected applicants for engagement shall sign a contract as devised by Bank.</p> <p>4. <b>Post selection of applicant as Concurrent Auditors, the Retired Officers/Executives has to deposit Rs. 25,000/- (Rs. Twenty five thousand only) in the form of FDR. The same shall be refunded after satisfactory completion of his/her tenure.</b></p> <p>5. <b>Application is to be made Online. Retired Officers/Executives have to submit a preference of five branches from the enclosed list of branches identified for audit during the year 01.10.2023 to 30.09.2024.</b></p>



		<p><b>The online application portal will remain open from 19.09.2023 to 25.09.2023 (16:59:59 hrs).</b></p> <p>6. Please note that while filling up online application, the system will display the APPLICATION ID and PASSWORD Please note the same immediately for your future reference.</p> <p><b>There is no need to send the application by Post/Mail.</b></p>
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**Engaged Executives/Officers shall not be eligible for any other perquisites other than audit fee as below.**

SI	Range of Advance level of the Branch	Audit Fee (Rs.)
<b>Monthly Concurrent Audit Branches/ Office:</b>		
1.	Advance up to Rs 25 Crores	Rs.15000/-
2.	Advance above Rs 25 Crores	Rs.18000/-

For any query on submission of online application email to [hodit.conaudit@ucobank.co.in](mailto:hodit.conaudit@ucobank.co.in)

**Helpline numbers : 033-4455 7873/7373/7849/7967/7506**

Please furnish your Mobile No. in the query request for resolution of issue.

