

**Empanelment of Chartered Accountant firms and Retired Officers of IDBI Bank
as Concurrent Auditor**

For Chartered Accountant firms

- **IDBI Bank** invites online applications from practicing Partnership firms/Proprietorship firms of Chartered Accountants within India, in the prescribed format, who are willing to be empanelled as Concurrent Auditors of the IDBI Bank.
- The online system shall be available upto **May 04, 2026** for future allotments to be made by IDBI Bank. **As the Bank has moved to a new Audit Platform, submission of a fresh application is mandatory for all existing empanelled CA Firms.**
- **Kindly use latest version of Google Chrome Browser, as Chrome supports the site in the best manner. Please clear the browsing history and cookies for smooth uploading.**
- **Please check the eligibility criteria before applying and ensure the same.**
- The CA Firms who have completed 5 years of existence as on **February 28, 2026**.
- The status of the Firm as on **February 28, 2026** should be either Partnership Firm/LLP/ Proprietorship firms i.e. Establishment Date (as per Firm Registration Certificate downloaded from ICAI website) should be on or before **March 01, 2021**, are eligible to apply. If the Establishment Date (as per Firm Registration Certificate downloaded from ICAI website) is after **March 01, 2021**, such firms are not eligible to apply.
- **Please keep the scanned pdf documents/ information as mentioned below in readiness for uploading before filling the Application Form:**
 - Updated Profile of the firm (Size should be less than 4 MB)
 - Latest Firm Registration Certificate downloaded from ICAI Website (Size should be less than 4 MB) **(Firm card will not be accepted)**
 - Latest Multipurpose Empanelment Form for verification of RBI Category and UCN (Size should be less than 4 MB)
 - Attested PAN Card of the Partnership Firm/PAN Card of Proprietor (Size should be less than 4 MB)

- List of Partners & qualifications mentioning their membership number and signatures along with details of the authorized partner, in case of an audit assigned. (Size should be less than 4 MB)
- List of firm's branches with full address & contact details etc. (Size should be less than 4 MB)
- Latest Partnership Deed (Size should be less than 4 MB)
- Relevant previous Concurrent Audit Appointment Letters of the Banks (except Co-operative Banks & and should be of latest years) (Size should be less than 4 MB)
- Details of Partners like Membership number, PAN Card of the Partners
- Firm Constitution Date
- RBI Unique code
- GST Number (if any CA Firm does not have GST no., please mention 11AAAAA1111A1Z1/A as GST no.)
- RBI Category of 2025-26
- All the documents which are to be uploaded must be duly signed and stamped by the Authorized Partner/s.

Disclaimer: IDBI Bank reserves the right to call for any additional documents/information apart from the above mentioned, if required.

- On receipt of the above documents, the Bank shall scrutinize the same and verify the correctness of application / annexures. The application will be processed and the applicants selected for empanelment will be communicated in due course.
- *The applications not accompanied by all the required details and supporting documents would be liable for rejection.*
- An application number for each completed application will be generated and the same will be displayed in the website immediately after submitting the application and auto generated mail will be marked to your registered primary mail id, only. This shall serve as a future reference number for the Bank / applicant.
- Mere submission of an application for empanelment, or approval of such an application, does not in any way guarantee the allotment of a concurrent audit assignment. The allocation of any concurrent audit assignment to a CA firm is solely

at the discretion of the Bank, and no rights whatsoever accrue to the CA firm for such appointment.

- The applicant should not send the hardcopy of the application / annexures to the Bank / branches without being called for. **No correspondence / communication from the applying firms will be entertained by the Bank whatsoever.** Only the audit firm provisionally selected for empanelment will be communicated through e-mail.
- For any query regarding the filling of the Empanelment Form, please correspond to email id: concurrentaudit.ho@idbi.co.in
- If the query is not resolved through mail, please contact on any of the following numbers on working days & during office hours (i.e. 10.00 AM to 6.00 PM):

Tel. No.: 022 6655 2619/2965/ 3138/ 2495/2601

Please visit IDBI Bank Website-Announcements and Notices

P.S.: Please don't send mails to any individual email ids.

For Retired Officers of IDBI Bank

- **IDBI Bank** invites online applications from Officer retired from IDBI bank Ltd, in the prescribed format, who are willing to be empanelled as Concurrent Auditors of the IDBI Bank.
- The online system shall be available upto **May 04, 2026** for future allotments to be made by IDBI Bank. **As the Bank has moved to a new Audit Platform, submission of a fresh application is mandatory for all existing empanelled Retired Officers.**
- **Kindly use latest version of Google Chrome Browser, as Chrome supports the site in the best manner. Please clear the browsing history and cookies for smooth uploading.**
- **Please check the eligibility criteria before applying and ensure the same.**
- The retired officer should be less than 69 years as on June 30, 2026.
- The retired officer should have an experience of more than 10 years' service in our bank [with Minimum experience of 5 years in Grade 'C' (AGM) or above] and a satisfactory track record.
- The officer should have retired on or before June 30, 2025.
- The Retired Official desirous of concurrent audit assignments should maintain good health., i.e. he/she must be medically fit to carry out the assignment of concurrent audit including Branch visit, Customer Unit visit etc.
- **Please keep the scanned pdf documents/ information as mentioned below in readiness for uploading before filling the Application Form:**
 - Copy of PAN Card (Size should be less than 4 MB).
 - Copy of Aadhaar Number (Size should be less than 4 MB).
 - Copy of Education Qualification (Graduation & above) (Size should be less than 4 MB).
 - Latest Address Proof (Size should be less than 4 MB).
 - PPO Number/ Letter Reference of Relieving on Superannuation (Size should be less than 4 MB).

- A Fitness certificate from a registered Medical Practitioner (Allopath) (Size should be less than 4 MB).
- All the documents which are to be uploaded must be self-attested.

Disclaimer: IDBI Bank reserves the right to call for any additional documents/ information apart from the above mentioned, if required.

- On receipt of the above documents, the Bank shall scrutinize the same and verify the correctness of application / annexures. The application will be processed and the applicants selected for empanelment will be communicated in due course.
- *The applications not accompanied by all the required details and supporting documents would be liable for rejection.*
- An application number for each completed application will be generated and the same will be displayed in the website immediately after submitting the application and auto generated mail will be marked to your registered primary mail id, only. This shall serve as a future reference number for the Bank / applicant.
- Mere submission of an application for empanelment, or approval of such an application, does not in any way guarantee the allotment of a concurrent audit assignment. The allocation of any concurrent audit assignment to a retired officer is solely at the discretion of the Bank, and no rights whatsoever accrue to the retired officer for such appointment.
- The applicant should not send the hardcopy of the application / annexures to the Bank / branches without being called for. **No correspondence / communication from the applying Retired Officers will be entertained by the Bank whatsoever.** Only the Retired Officers provisionally selected for empanelment will be communicated through e-mail.
- The selected candidates will be issued letter of appointment to report for duty at the branch / unit assigned by IDBI Bank Ltd, if any.
- The assignment allotted if any would be on contractual basis. The tenure of the Concurrent Audit would be initially for one year and would be extended for a further period of two years (overall three years) as per the age of the Officer as on 30 June of each year. The age limit for retired staff engaged as concurrent auditors will be capped at 70 years.

- The Remuneration to be paid as per the Bank's approved guidelines. No out of pocket expenses or travelling allowance / halting allowance would be paid for carrying out the assignment. However, the taxes applicable would be paid as applicable from time to time in addition to the basic fees. The payment to the Concurrent Auditors would be subject to deduction of tax at source at appropriate rates. Travel allowance shall be paid, for the Borrower's/ Customer's units visited by the auditors in a month as per the scope of Concurrent Audit supported by Visit Report uploaded in i-Netra.
- For any query regarding the filling of the Empanelment Form, please correspond to email id: concurrentaudit.ho@idbi.co.in.
- If the query is not resolved through mail, please contact on any of the following numbers on working days & during office hours (i.e. 10.00 AM to 6.00 PM):
Tel. No.: 022 6655 2619/2965/ 3138/ 2495/2601
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P.S.: Please don't send mails to any individual email ids.