



THE NAINITAL BANK LIMITED

RECRUITMENT OF SPECIALIST OFFICERS

The Nainital Bank Limited is around a century old Private Sector Scheduled Commercial Bank established in the year 1922 by Bharat Ratna Late Pt. Govind Ballabh Pant and few other prominent personalities of Nainital.

With a glorious track record since 1973, Nainital Bank Limited is the only Scheduled Commercial Bank of Uttarakhand with 98.57% of its shareholding with Bank of Baroda, operating its Head Office from Nainital. At present the Bank has 03 Regional Offices one each at Haldwani, Dehradun and Noida with a network of 141 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

The Nainital Bank Limited invites Applications for Appointment to the following posts. Accordingly desirous Candidates are requested to apply for different positions as per the details here under:-

A DETAILS OF POST, GRADE/ SCALE, NATURE OF ENGAGEMENT, VACANCY, AGE, SELECTION PROCESS					
Post Sr. No.	Name of the Post	Grade/ Scale	No. of Vacancies	Age in Years as on 30.06.2020	
				Minimum	Maximum
1.	Chartered Accountants	Officers' Grade/ Scale I	-03-	22	32
2.	Credit Officers	Officers' Grade/ Scale I	-20-	22	32
3.	Risk Officer	Officers' Grade/ Scale I or II	-01-	22	32
4.	Marketing Officers	Officers' Grade/ Scale I	-04-	22	32
5.	Law Officer	Officers' Grade/ Scale I	-01-	22	32
6.	Planning Officer	Officers' Grade/ Scale I	-01-	22	32
Note: <ol style="list-style-type: none"> The number of vacancies mentioned above is provisional and may vary according to the actual requirement of the Bank. Bank reserves the right to cancel the recruitment process partly/ entirely at any time. In cases where experience in a specific field is required, the relevant experience certificate must contain specifically that the candidate has experience in that specific field. In cases where the certificate of degree / diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned University / College/ Institute specifically mentioning the specialization. The candidates can be posted/ subsequently transferred to any of the existing/ proposed Branches/ Offices of the Bank as per banking exigencies. Important- Candidates are advised to carefully note that, they will be required to execute an Indemnity Bond for prescribed amount with surety for serving the Bank for a specified period. In case the candidate resigns from or leaves/ abandons the service before completion of the specified period, he/ she will indemnify the Bank for amount of the Bond, for all losses, costs, charges and expenses incurred by the Bank. Selected candidates shall execute the Indemnity Bond before joining Bank's service as below: 					



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		<table border="1"> <tr> <th>Offices Grade/ Scale</th> <th>Amount of Bond</th> <th>Bond Period</th> </tr> <tr> <td>Grade/Scale-I /II</td> <td>Rs. 2.00 Lacs</td> <td>02 Years</td> </tr> </table>	Offices Grade/ Scale	Amount of Bond	Bond Period	Grade/Scale-I /II	Rs. 2.00 Lacs	02 Years
Offices Grade/ Scale	Amount of Bond	Bond Period						
Grade/Scale-I /II	Rs. 2.00 Lacs	02 Years						
B DETAILS OF EDUCATIONAL QUALIFICATION/ EXPERIENCE								
Post Sr. No.	Post Name	Essential Qualification as on 30.06.2020.	Post qualification Experience as on 30.06.2020					
1.	Chartered Accountant	Associate Chartered Accountant (ACA)/ Fellow Chartered Accountant (FCA) from Institute of Chartered Accountants of India (ICAI).	Desired Experience: Minimum -2- years' in profession/ service.					
2.	Credit Officers	Full time/ Regular degree of B.Com/ M.Com with minimum 60% marks from a recognized University. Preference will be given to the candidates having qualification of MBA (Finance/ Banking)/ Post Graduate Diploma in Business Administration (Finance/ Banking) with min. 60% marks from a recognized University or AICTE approved Institute.	Essential Experience: Minimum -2- years' experience with Banks/ NBFCs/ FIs in credit appraisal and processing.					
3.	Risk Officer	Full time/ Regular degree of MBA (Finance)/ Master Degree in (Mathematics/ Statistics/ Econometrics) with min. 60% marks from a recognized University or AICTE approved Institute Preference will be given to candidates having Certification in 'Risk in Financial Services' from IIBF/ 'Integrated Risk Management' from NIBM/ GARP- FRM-I or II/ Chartered Financial Analyst (CFA)	Desirable Experience: Candidates having experience in Risk Management Department/ Financial Service of Bank/ FIs.					
4.	Marketing Officers	Full time/ Regular degree of MBA (Marketing) with min. 60% marks from a recognized University or AICTE approved Institute.	Essential Experience: Minimum -2- years' experience with Banks in marketing of Banking Products.					
5.	Law Officer	Full time/ Regular 3/5 years Professional Degree in Law with minimum 60% marks from a recognized University/Institute.	Desired Experience: Preference will be given to those candidates who are handling legal matters at corporate/ controlling offices of Banks/ Financial Institutions.					
6.	Planning Officer	Full time/ Regular degree of MBA (Finance) or MA (Economics) with min. 60% marks from a recognized University or AICTE approved Institute.	Desirable Experience: Candidates having experience in Planning Department of Bank/ FIs.					



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C. REMUNERATION		
Post Sr. No.	Post Name	Pay Scale/ CTC
1.	Chartered Accountant	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
2.	Credit Officer	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
3.	Risk Officer G/S-I	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
	Risk Officer G/S-II	Rs. 31705-1145/1-32850-1310/10-45950 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 9.00 lacs per annum.
4.	Marketing Officer	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
5.	Law Officer	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
6.	Planning Officer	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.
D. HOW TO APPLY:		
Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email		
<u>GUIDELINES FOR FILLING THE APPLICATION</u> <ol style="list-style-type: none"> The candidates applying for the post/s mentioned above must submit their duly typed application by Registered/ Speed Post addressed to 'The Vice President (HRM), The Nainital Bank Limited, Head Office, 7 Oaks Building, Mallital, Nainital-263001 (Uttarakhand)' in the prescribed format (as given below in this notification). Application fees: Rs. 1000.00 (Rupees one thousand only) including GST which should be remitted through Demand Draft in favour of the Nainital Bank Limited payable at Nainital (Uttarakhand) and the same should be attached with the application. The recent photograph is to be pasted at the appropriate place and application should be signed by 		



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	<p>the candidate. Incomplete and illegible applications will be rejected.</p> <p>iv. The envelop containing the application should be super scribed with 'Application for Post of _____ (Mention name of the post for which applied)</p> <p>v. The following documents should be submitted along with the application:-</p> <ul style="list-style-type: none"> • Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB). • Copy of Certificates and Mark sheets in respect of essential and desirable educational/ professional qualifications acquired. • Appropriate document(s) in support of essential as well as desirable and post professional qualification experience. <p>vi. Any candidate applying for more than one post should fill separate application/s, with the requisite fee amount, separately for each application and required documents / certificates.</p>
E.	SELECTION PROCESS:
	<p>The selection will be based on shortlisting and Personal Interview, however, Bank may also conduct written examination of the applicants to shortlist the candidates for Personal Interview, depending upon the number of applications.</p> <p>Interview: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. The Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.</p> <p>Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. The marks obtained in the written examination will also be reckoned for arriving at the final merit list (only if a written test is conducted by the Bank).</p>
F.	GENERAL INFORMATION
	<p>i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars being furnished by him/ her are correct in all respects.</p> <p>ii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS' IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE/ WILL BE LIABLE TO BE TERMINATED.</p> <p>iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</p> <p>iv. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of Officers' the Bank for such post in the Bank, in force at the time of joining the Bank.</p> <p>v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.</p> <p>vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p>



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	<p>vii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment, if he/she is already employed.</p> <p>viii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/her application is found to be false at a later stage.</p> <p>ix. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN TEST (IF CONDUCTED), INTERVIEW, OTHER VERIFICATION AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD.</p> <p>x. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Nainital and courts/tribunals/forums at Nainital only shall have sole and exclusive jurisdiction to try any cause/dispute.</p> <p>xi. <u>BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE</u></p>
G	CLOSING DATE
	<p>The application, enclosing all prescribed documents should reach the Bank's Head Office on or before July 21, 2020 at the address mentioned (refer guidelines for filling the application) in the sealed envelope which should be superscripted "Application for the post of _____" (Mention name of the post applied for) only through registered/ speed post. The Bank takes no responsibility for any delay in receipt or loss of application/s in postal transit.</p>

Vice President (HRM)
The Nainital Bank Limited
Head Office, Seven Oaks,
Mallital, Nainital- 263001 (Uttarakhand)

Place- Nainital
Date- July 6, 2020

Application for the post of _____ In Officers' Grade/ Scale - I or II

AFFIX
YOUR
PASSPORT
PHOTOGRAPH
SIGN ACROSS

In response to your advertisement, I, hereby, submit my candidature application for the post of -
Officers' Grade/Scale-I or II:

[illegible]

A horizontal number line with 20 equal intervals, labeled from 0 to 19. The line is divided into 20 segments by vertical tick marks. The numbers 0, 1, 2, 3, 4, 5, 6, 7, 8, 9, 10, 11, 12, 13, 14, 15, 16, 17, 18, and 19 are written below the corresponding tick marks.

Years Months Days

[illegible]

STD CODE	TELEPHONE NO.	MOBILE NO.	EMAIL ID*

1

10. Details of application Fee- Demand Draft payable at Nainital

Name of issuing Bank/ Branch	Drawee Bank/ Branch	Demand Draft No.	Date of Issue	Amount (Rs.)
				1,000.00

11. ANY OTHER ADDITIONAL INFORMATION:

DECLARATION

I hereby certify that the information furnished heretofore are correct to the best of my knowledge and belief. Nothing material has been concealed nor any thing contained heretofore is false in any manner. I am aware, that in case, any of the information is found false subsequently, I shall be liable to be terminated / dismissed immediately from Bank's service without any service benefit and without notice or reason therefor, subject to other consequential legal actions.

I also understand that if I do not fulfill the eligibility criteria as stipulated in the advertisement, Bank shall be at liberty to reject my application, without any written communication in this regard.

I have read and understood terms & conditions in the advertisement given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

Important:

***Please ensure to fill your valid e-mail ID at Point No. 5 which is compulsory, failing which application shall be rejected straightway.**

Incomplete application in any manner that is to say- application not filled properly, without Photograph, Signature, Proofs of Date of Birth and Educational Qualification/ Professional Qualification, Experience, without valid e-mail ID, Phone/ mobile number, etc., and received after expiry of stipulated date shall be rejected at the sole responsibility of the candidate.