



## THE NAINITAL BANK LIMITED

(Regd. Office: G.B Pant Road, Nainital)

### RECRUITMENT OF SPECIALIST OFFICERS

The Nainital Bank Limited is 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 164 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

**Applications for appointment to the following posts are invited. The desirous and Eligible Candidates may apply for different positions as per the eligibility criteria mentioned here under:-**

A DETAILS OF POST, GRADE/ SCALE, VACANCY, AGE, PAY SCALE:-						
Sl No.	Name of the Post	Grade/ Scale	No of Vacancies	Age in years as on 31.12.2021		Pay/ Scale in respective Positions
				Min	Max.	
1	Associate Vice President - Credit Department	Officers' Grade/ Scale IV	5	38	48	76010-2220/4-84890-2500/2-89890
2	Associate Vice President - Inspection/ Audit Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
3	Associate Vice President - Recovery Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
4	Associate Vice President - Credit Monitoring Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
5	Associate Vice President - Human Resources Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
6	Associate Vice President - Planning Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
7	Associate Vice President - Vigilance Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
8	Associate Vice President - Investment/ Treasury Department	Officers' Grade/ Scale IV	1	38	48	76010-2220/4-84890-2500/2-89890
9	Manager- Marketing and WMS	Officers' Grade/ Scale II	1	30	40	48170-1740/1-49910-1990/10-69810
10	Law Officer	Officers' Grade/ Scale I	2	25	32	36000-1490/7-46430-1740/2-49910-1990/7-63840
11	Risk Officer	Officers' Grade/ Scale I	2	25	32	36000-1490/7-46430-1740/2-49910-1990/7-63840
12	Personnel Officer	Officers' Grade/ Scale I	4	25	32	36000-1490/7-46430-1740/2-49910-1990/7-63840



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**Note:**

1. The number of vacancies mentioned above is provisional and may vary according to the actual requirement of the Bank.
2. Bank reserves the right to cancel the recruitment process partly/ entirely at any time.
3. 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.
4. 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.
5. The candidates can be posted/ subsequently transferred to any of the existing/ proposed Branches/ Offices of the Bank as per banking exigencies.
6. **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:

Officers' Grade/ Scale	Amount of Bond	Bond Period
Grade/Scale-I /II/IV	Rs. 2.00 Lacs	02 Years

**B. ELIGIBILITY CRITERIA IN REFERENCE TO EDUCATIONAL QUALIFICATION AND EXPERIENCE**

SI No.	Post	Educational Qualification as on 31.12.2021	Mandatory Experience as on 31.12.2021
1	AVP In Officers' Grade/ Scale IV - Credit Department	CA / CFA OR Full time 2 years MBA (Finance) from a recognized university/ institute with relevant experience of 6 years OR B.Com/ M.Com with relevant experience of 8 years. Additional qualification preferably: JAIIB & CAIIB	6/ 8years of post qualification experience of working in the Credit/ Advances/ Loan Processing units of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent. The candidate should be proficient in MSME/ Retail/ Corporate lending/ processing of large proposals & process of sanctioning thereof.
2	AVP In Officers' Grade/ Scale IV – Inspection/ Audit Department	CA / CFA/ ICWA OR Full time 2 years MBA (Finance) from a recognized university/ institute OR B.Com/ M.Com/ Other Post Graduation Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Operations & Credit/ Advances/ Loan Processing units of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Inspection Department of a Bank/ Financial Institution. The candidate should be proficient in MSME/ Retail/ Corporate lending/ processing of large proposals & process of sanctioning thereof.



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3	AVP In Officers' Grade/ Scale IV - Recovery Department	CA / CFA/ ICWA OR Full time 2 years MBA(Finance) from a recognized university/ institute OR B.Com/ M.Com/ Other Post Graduation Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Operation and Credit/ Advances/ Loan Processing units of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Recovery Department of a Bank/ Financial Institution.  The candidate should be proficient in MSME/ Retail/ Corporate lending/ processing of large proposals & process of sanctioning thereof.
4	AVP In Officers' Grade/ Scale IV - Credit Monitoring Department	CA / CFA/ ICWA OR Full time 2 years MBA(Finance) from a recognized university/ institute OR B.Com/ M.Com/ Other Graduation Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Credit/ Advances/ Loan Processing units of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent.  The candidate should be proficient in MSME/ Retail/ Corporate lending/ processing of large proposals & process of sanctioning thereof.
5	AVP In Officers' Grade/ Scale IV - Human Resources Department	Graduate / Post Graduate from a recognized University and Master's Degree in Business Administration with specialization in Human Resource Management/ Personnel Management from a recognized University/Institute PG Diploma in Personnel Management/ Industrial laws/ Labours Laws  Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Human Resource Department of a Bank/ FIs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Human Resource Department of a Bank/ Financial Institution.
6	AVP In Officers' Grade/ Scale IV - Planning Department	Full time/ Regular degree of MBA (Finance) or MA (Economics) or MA (Statistics) with minimum 60% marks from a recognized University or AICTE approved Institute and Proficiency of working in Excel.	6 years of post-qualification experience of working in the Operations, Credit Department in a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Planning Department of a Bank/ Financial Institution.  The candidate having worked as economist



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			in a Bank/ FI will be given preference.
7	AVP - Vigilance Department	CA / CFA/ ICWA OR Full time 2 years MBA(Finance) from a recognized university/ institute OR B.Com/ M.Com/ Other Post Graduation Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Operations, Credit Department in a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Vigilance Department of a Bank/ Financial Institution.
8	AVP In Officers' Grade/ Scale IV - Investment/ Treasury Department	Bachelor/ Master Degree in Finance, Investment management from a recognized university.  Professional qualification of CFA or equivalent from a recognized university is preferable.  Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.	7 years of post-qualification experience of working in the Treasury/ Investment Department of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Treasury/ Investment Department of a Bank/ FI/ NBFC.
9	Manager in Officers' Grade/ Scale II - Marketing and WMS	Graduate/Post Graduate from a recognized University and MBA (Marketing) from a recognized University/Institute or Full time 2 years PGDBA/ PGDBM/ PGPM/ PGDM with specialization in Marketing.	Minimum 4 years' experience in the field of Marketing/ Third Party Products in a Bank/ Insurance Company or other Financial Institutions of which 2 years of experience should be of having worked as Officer/ Grade I or equivalent in the Marketing Department of a Bank/ FI/ Insurance Company.
10	Law Officer in Grade/ Scale I	Having passed 3/5 years professional degree in Law with minimum of 55% marks from a recognized University/Institute.	Preference will be given to candidates having 2 or more years of experience in the requisite field.
11	Risk Officer in Grade/ Scale I	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)	Preference will be given to candidates having 2 or more years of experience in the requisite field.



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12	Personnel Officer in Officers' Grade/ Scale I	Graduate / Post Graduate from a recognized University and Master's Degree in Business Administration with specialization in Human Resource Management/ Personnel Management from a recognized University/Institute with minimum 60% marks/ PG Diploma in Personnel Management/ Industrial laws	Preference will be given to candidates having 2 or more years of experience in the requisite field.
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<b>C.</b>	<p><b>HOW TO APPLY:</b></p> <p>Candidates should have valid email ID which should be kept active till the declaration of result. It will help them in getting call letter/Interview advices etc. through email.</p>
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	<p><b><u>GUIDELINES FOR FILLING THE APPLICATION</u></b></p> <ol style="list-style-type: none"> <li>i. The candidates applying for the post/s mentioned above must submit their duly <b>typed application in the enclosed Application format through</b> Registered/ Speed Post addressed to '<b>The Vice President (HRM), The Nainital Bank Limited, Head Office, 7 Oaks Building, Mallital, Nainital-263001 (Uttarakhand)</b>'</li> <li>ii. <b>Application fees: Rs. 1500.00 (Rupees one thousand five hundred 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.</b></li> <li>iii. The recent photograph is to be pasted at the appropriate place and application should be signed by the candidate. Incomplete and illegible applications will be rejected.</li> <li>iv. The envelope containing the application should be super scribed with 'Application for Post of _____ (Mention name of the post for which applied)</li> <li>v. The following documents should be submitted along with the application:- <ul style="list-style-type: none"> <li>• <b>Proof of age</b> (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).</li> <li>• Copy of Certificates and Mark sheets in respect of essential and desirable educational/ professional qualifications acquired.</li> <li>• Appropriate document(s) in support of essential as well as desirable and post professional qualification experience.</li> <li>• NOC from the present employer for applying and appearing in the recruitment exercise of The Nainital Bank.</li> </ul> </li> <li>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.</li> </ol>
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<b>D.</b>	<p><b>SELECTION PROCESS:</b></p>
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	<p>(i) The selection will be based on shortlisting and interview however, Bank may also conduct written examination of the applicants to shortlist the candidates for Personal Interview, depending upon the number of applications. Mere fulfilling minimum qualification, experience and other eligibility criteria will not vest any right in candidate for being called for Personal Interview.</p>
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	<p>(ii) 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. The initiation of shortlisting and Personal Interview will be made on the registered Email IDs of the candidates.</p> <p>(iii) Merit list of selected candidates 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> <p>iv) The candidates finally selected will be intimated/ informed through email on their registered email IDs</p>
<b>E</b>	<b>NATURE OF EMPLOYMENT AND PROBATION PERIOD</b>
	<p>The nature of employment will be regular in all Grades/ Scales IV, II and I, in the fields of Credit, Credit Monitoring, Recovery, Audit, Risk, Personnel, Vigilance, Law, Investment/ Treasury, Planning, Marketing/ WMS, as the case may be.</p> <p>The candidates will be initially in a probation period of 2 years with the <b>half yearly performance evaluation/ review</b> particularly on objective and measurable parameters. Thereafter, after successful completion of probation period of two years the concerned candidates may be regularized in the Bank's services.</p> <p>If in case any candidate's performance is found to be unsatisfactory or he/she fails to perform to the expected level, the probation period of the concerned candidates, at the sole discretion of the management, may be extended or the services may be terminated by giving one months' notice or one months' compensation in lieu thereof for such nonperformance/ for other negative parameters as may be decided by the Bank.</p> <p>Alternatively, if in case any such employee intends to resign from Bank's service he/she shall have to give three months' notice or deposit three months' salary in lieu thereof, acceptance of which will be at the sole discretion of the Bank.</p>
<b>F</b>	<b>GENERAL INFORMATION</b>
	<ol style="list-style-type: none"> <li><b>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.</b></li> <li><b>ii.</b> In case a candidate is called for interview and is found not satisfying the eligibility criteria (Age, Educational Qualification and Experience etc.) he/ she will not be allowed to appear for the interview.</li> <li><b>iii.</b> 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.</li> <li><b>iv.</b> The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.</li> <li><b>v.</b> 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.</li> <li><b>vi.</b> Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc.</li> </ol>



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	<p>vii. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p> <p>viii. In case of selection, candidates will be required to produce proper discharge certificate, Vigilance Certificate from the employer at the time of taking up the appointment, if he/she is already employed.</p> <p>ix. <b>The candidates will not be reimbursed any Travelling/ Boarding/ Lodging/ other expenses by the Bank for attending Interview process/ written test (if conducted).</b></p> <p>x. 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>xi. 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>xii. 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>xiii. <b><u>ALL REVISIONS/ CORRIGENDUM (IF ANY) WILL BE HOSTED ON THE BANK'S WEBSITE ONLY IN RECRUITMENT SECTION.</u></b></p> <p>xiv. <b><u>BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE</u></b></p>
<b>G</b>	<b>CLOSING DATE</b>
	<p>The application, enclosing all prescribed documents should reach the Bank's Head Office <b>on or before February 7 , 2022</b> at the address mentioned (refer guidelines for filling the application) in the sealed envelope which should be superscripted "<b>Application for the post of _____</b>" (Mention name of the post applied for) only through <b>registered/ speed post</b>. 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- January 15, 2022



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