



THE NAINITAL BANK LIMITED

RECRUITMENT OF INFORMATION & TECHNOLOGY (IT) OFFICERS/MANAGERS

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 169 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 the post as per the details here under: -

DETAILS OF POST, GRADE/ SCALE, NATURE OF ENGAGEMENT, VACANCY, AGE, SELECTION PROCESS					
Sr. No.	Name of the Post	Grade/Scale	No. of Vacancies	Minimum Age as on 30.06.2024	Maximum Age as on 30.06.2024
1.	IT Officer (Cyber Security)	I	-02-	21	32
2	Manager-IT (Cyber Security)	II	-02-	25	35

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 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.
4. 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:

Officers' Grade/ Scale	Amount of Bond	Bond Period
I & II	Rs. 3 Lakhs	2 Years



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DETAILS OF POST, EDUCATIONAL QUALIFICATION, EXPERIENCE, JOB ROLE & SKILL SET				
Sr. No.	Name of the Post	Educational Qualifications	Post Qualification Experience	Job Roles & Skill Set
1.	IT Officer	Graduate in Computer Science/ Information Technology/Cyber Security/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation with minimum 60% marks. or Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications with minimum 60% marks.	Mandatory: NIL Desirable: Work Experience in Bank, FI's & FI related projects.	Preference shall be given to the candidates with work Knowledge and certification in Comp TIA CySA+ (Cyber Security Analyst), Certified Information System Auditor (CISA), GIAC Security Essentials (GSEC), GIAC Certified Incident Handler (GCIH), Offensive Security Certified Professional (OSCP), Diploma in Cyber Security/Cyber Forensics
2	Manager-IT (Cyber Security)	Age: Candidate should be in the age group of 25 -35 years. b) Qualification: a) 4-year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & Telecommunications/ Electronics & Communication/ Electronics & Instrumentation OR c) Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/	Mandatory: Two years as an IT officer in a Bank or Financial Institution. Desirable: Work Experience in Bank, FI's & FI related projects.	Preference shall be given to the candidates with work Knowledge and certification in Comp TIA CySA+ (Cyber Security Analyst), Certified Information System Auditor (CISA), GIAC Security Essentials (GSEC), GIAC Certified Incident Handler (GCIH), Offensive Security Certified Professional (OSCP), Diploma in Cyber Security/Cyber Forensics

REMUNERATION		
SR. NO.	Post Name	Pay Scale
1.	IT Officers Grade/ Scale- I	Pay Scale of Grade/ Scale- I Rs.48480-2000/7-62480-2340/2-67160-2680/7-85920 Plus Dearness Allowance & other applicable Allowances thereon.
2	Manager-IT Grade/ Scale-II	Pay Scale of Grade/ Scale- II Rs.64820-2340/1-67160-2680-10/93960 Plus Dearness Allowance & other applicable Allowances thereon.

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.



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GUIDELINES FOR FILLING THE APPLICATION:

- i. The candidates applying for the post/s mentioned above must submit their duly typed application by Registered/ Speed Post addressed to 'The Associate 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).
- ii. 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.
- 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.
- iv. The envelope containing the application should be super scribed with 'Application for Post of IT Officer Grade/Scale-I/II'
- v. The following documents should be submitted along with the application: -
 - Proof of age (copy of passing Secondary/High School/10th standard Certificate or HigherSecondary 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 qualification and post professional qualification experience.

SELECTION PROCESS:

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.

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.

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 scores 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).

GENERAL INFORMATION:

- 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.
- 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.



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- iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled.
- 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.
- v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/Interview date advices etc.
- vi. The Bank takes no responsibility for any delay in receipt or loss of any communication.
- 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.
- 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.
- 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.**
- 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.
- xi. **BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

CLOSING DATE:

The application, enclosing all prescribed documents should reach the Bank's Head Office on or before July 31, 2023 at the address mentioned (refer guidelines for filling the application) in the sealed envelope which should be superscripted "Application for the post of IT Officer Grade/Scale-I/ II" only through Registered/ speed post. The Bank takes no responsibility for any delay in receipt or loss of application/s in postal transit.

Associate Vice President-HRM
The Nainital Bank Limited
Head Office, Seven Oaks
Mallital, Nainital- 263001 (Uttarakhand)
Place- Nainital
Date- July 18, 2024