

THE NAINITAL BANK LIMITED
(Regd. Office: G.B.Pant Road, Nainital)

NOTIFICATION FOR RECRUITMENT OF CLERKS- 30

In the Pay Scale of Rs.11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540

Eligibility Criteria

- (i) **Age-** Candidate should be in the age group of **18-27 years** as on **30.09.2015**.
- (ii) **Educational Qualification as on 30.09.2015-** Graduation/Post Graduation with minimum **45% marks**. Knowledge of Computer Operation is essential.

Application Fee:

- (i) **Non- Refundable Fee: Rs. 800.00 (Rupees eight hundred only).**
- (ii) **The required fee is to be remitted through NEFT as per details given below:**

Bank Name : The Nainital Bank Limited
Account : NTB Recruitment A/C Clerks-2015
Account Number : 0011000000000658
IFSC Code : NTBLONAI001

Note: Please ensure to obtain Transaction No. of NEFT from the remitting bank, which will be required while filling the on-line application form.

On- line submission of application will be started from October 15, 2015 to November 10, 2015, no application shall be entertained after last date i.e. November 10, 2015.

Candidates fulfilling eligibility criteria will be required to appear for **on- line written test** of Reasoning, English Language, Numerical Ability, Clerical Aptitude, Basic Computer Knowledge etc. at the centre allotted by the Bank/ Agency across many centres in Uttarakhand, U.P. & Delhi keeping in view of administrative/technical feasibility at their own expenses. Bank, however, reserves the right to cancel any of the examination centres/ and /or add some other centers, depending upon the response, administrative feasibility etc.

The test will be conducted only in English. The Candidates declared successful in the written test will be called for personal interview at the place and date notified by the Bank at their own expenses.

HOW TO APPLY:

Candidates can apply online from Recruitment Page of Bank's website www.nainitalbank.co.in or directly from Bank's Recruitment portal www.nainitalbankcareer.com and no other mode of submission of application will be accepted.

Pre-Requisites for Applying Online:

Before applying online, candidates should:

- Scan their photograph and signature ensuring that both the photograph (4.5cm × 3.5cm) and signature adhere to the required specifications as given hereunder in the notification.

- Signature in CAPITAL LETTERS will NOT be accepted.
- Keep all the necessary details/documents ready to fill the on- line Application Form and have a valid personal e-mail ID, which should be kept active till the completion of recruitment process.

Steps of online registration:

Step 1 - Open the recruitment/Results page in the Bank's website **www.nainitalbank.co.in**

Step 2 - Click on the **APPLY NOW** link of recruitment in the page.

Step 3 - Click on the **Registration** button in the top right corner of the page.

Step 4 - Fill your personal details in the page and click submit/next button.

Step 5 - In the next page fill all qualification details, professional details. Submit the data. A provisional registration number and password will be generated by the system and the same shall be sent to the candidate through e-mail of the concerned candidate.

Step 6 - Your Registration is completed.

Step 7 - After making payment of fee through NEFT (only mode of payment of fee), open the link <http://www.nainitalbankcareer.com/Login.aspx> .

Step 8 - Enter Registration Id, Password in the appropriate boxes, sent by the Bank to the candidates' e-mail Id and then login.

Step 9 - Enter details of payment of FEE (NEFT) in the payment page carefully such as Transaction No., bank name and date of payment. Then Click Next.

Step 10 - Browse and Select the location where the Scanned Photograph / Signature file has been saved. Select the file by clicking on it. Then Click the 'Upload' button. Ensure the Guidelines for scanning and uploading of Photograph & Signature.

Step 11 - After clicking submit, the process of submission of on-line application will be completed and preview of all details will be shown.

Save the page for further references.

Please note that: no data will be edited after clicking submit button.

Please do not refresh page or click back button while filling form.

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- ✓ Dimensions 200 x 230 pixels (preferred)
- ✓ Size of file should be between 20kb–50 kb
- ✓ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image.
- ✓ Photograph must be a recent passport style colour picture.
- ✓ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- ✓ If you have to use flash, ensure there's no "red-eye"
- ✓ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.

- ✓ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

Signature Image:

- ✓ Dimensions 140 x 60 pixels (preferred)
- ✓ Size of file should be between 10kb – 20kb
- ✓ Ensure that the size of the scanned image is not more than 20kb
- ✓ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image
- ✓ Signature in CAPITAL LETTERS shall NOT be accepted.
- ✓ The applicant has to sign on white paper with Black Ink pen.
- ✓ The signature must be signed only by the applicant and not by any other person.
- ✓ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature in record, the applicant will be disqualified.

In case the face in the photograph or signature is unclear the candidate's application liable to be rejected. After uploading the photograph/ signature in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

IMPORTANT NOTE BEFORE FILLING THE FORM:

1. Candidates are advised to carefully fill in the online application themselves as no change in any of the data filled in the online application will be entertained subsequently. Prior to submission/submit of any step of online application candidates are advised to check and verify the details mentioned by him/ her.
2. An online application which is incomplete in any respect such as without proper passport size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered.
3. Candidates are suggested to submit on-line application much before the closing date and not to wait till the last date to avoid the possibility of disconnection/ inability / failure to log on to the Bank's website due of heavy load on internet/website jam. The Bank does not have any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of the Bank.

Other Conditions:

- 1) Application Fee is non- refundable. This is the duty of the candidate to ensure that he/ she fulfills eligibility criteria in all respect. Reasons for rejection of application shall not be communicated by the Bank in writing. However, list of rejected applications shall be displayed on Bank's web-site. No correspondence will be entertained in this regard.
- 2) Mere eligibility does not confer any right upon the candidate to be called for on-line written test and or for interview.
- 3) Candidate will appear for on-line written examination at the allotted examination centre at his/ her own risks and expenses and Bank shall not be responsible for any injury or losses etc. of any nature.

- 4) No request for change of centre of examination shall be entertained.
- 5) It is duty of the candidate to visit his/ her e-mail, as all information connected with subject matter shall be sent by the Bank on e-mail ID only, provided by the candidate in the Application Form.
- 6) The candidates found successful in the written test will have to appear for personal interview.
- 7) While submitting application, candidate/s should ensure that he/she is fulfilling the eligibility criteria in all respect as stipulated in Bank's Notification. In case any information is found incorrect/ concealed by the candidate, his /her candidature shall be rejected, **at any stage**.
- 8) Selected candidates may be posted any of the Branch/ Office of the Bank, present or future at sole discretion and emerging exigencies of the Bank.
- 9) In case, any of the information provided by the candidate is found false subsequently, his/ her candidature and/or his/ her assignment as clerk shall be liable to be terminated/ dismissed immediately without any service benefit and without notice or reason therefor, subject to other consequential legal actions.
- 10) Date and venue of on-line written examination shall be communicated to the candidates in due course through their registered e-mail only.**

Chief Operating Officer
The Nainital Bank Limited,
Head Office, Seven Oaks Building,
Mallital, Nainital, Uttarakhand – 263 001
Contact No. 05942- 235834 (HRM Department)

Place- Nainital
Date- October 14, 2015