

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

**Requires**

**Consultant on Contractual basis for strengthening of Inspection & Audit Department of the Bank**

To strengthen control system and to make Inspection & Audit Department of the Bank more effective, the Bank requires a Consultant on contractual basis having sufficient exposure in Inspection and Audit in the Inspection Department of Public/ Private Sector Bank.

1. **Eligibility-** Desirous candidate should be retired Assistant General Manager (SMG/S-V) in Public Sector Bank or retired after holding equivalent post in Private Sector Bank.
2. **Contractual Period-** Initially for 06 months.
3. **Selection Procedure-** Engagement will be through direct interview. A preliminary screening of the applications will be carried out to (if necessary) short list eligible candidates to be called for interview. While shortlisting candidates the Bank may consider exposure of candidate in Inspection & Audit in Inspection Department of Public/ Private Sector Bank, responsibilities handled and additional qualification/s.
4. **Assignment-** The consultant shall make a study of working of Inspection & Audit Department of the Bank in totality and shall submit his/her detailed recommendations for improvement in the working of the Department through exhaustive report within a period of 6 months to the Bank.
5. **Relationship with the Bank-** Such engagement of consultant shall be purely on contractual basis and shall not confer any Employee- Employer relationship with the Bank.
6. **Remuneration-** A lump sum amount of Rs. 75,000.00 (Rupees seventy five thousand only) per month shall be paid during the period of engagement, subject to deduction of tax.
7. **Leave-** Such engaged consultant shall be required to work on all working days in the Bank and will be eligible for total leave of -15- days in 06 months, avilment of such leave shall not exceed 04 days in a calendar month subject to maximum limit of 15 days in the span of 06 months.

**How to apply:**

- The candidates applying for engagement as consultant must submit their application by post to “ **The Chief Operating Officer, The Nainital Bank Limited, Head Office, 7 Oaks Building, Nainital-263001**” in the prescribed format (as given below in this advertisement).
- 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.
- The cover containing the application should be super scribed with ‘**Application for Consultant on Contractual Basis**’.
- The following documents should be submitted along with the application.

- Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12<sup>th</sup> Standard Certificate mentioning the DOB).
- Copy of Certificates and Mark sheets in respect of qualifications acquired.
- Appropriate document(s) in support of position held in Public Sector/ Private Sector Bank, showing experience for handling Inspection & Audit Department.

**General rules/instructions:**

- Application format is appended below. Candidate should apply strictly in conformity with the format as prescribed. The application should be typed only. No hand written application will be accepted.
- **Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification/s) and appropriate documents in support of the experience, with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted/ enclosed therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/her candidature is liable to be cancelled/terminated immediately.
- Canvassing in any form will be a disqualification.
- In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, communication of result, the Bank's decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.
- Candidate will have to produce a copy of relieving certificate issued at the time of retirement from the employer before taking assignment in The Nainital Bank Limited.
- Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Nainital only.
- Mention of e-mail ID of candidate, applying for the vacancy is compulsory (Please refer Serial No. 5 of application). Application without e-mail Id shall be rejected as all communication in this regard to all eligible candidates shall be made by the Bank through e-mail only.
- Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.nainitalbank.co.in](http://www.nainitalbank.co.in).

**Closing date:**

The application, enclosing all prescribed documents should reach the Bank's Head Office on or before **5.00 P.M. on June 29, 2018**. The Bank takes no responsibility for any delay in receipt of application/s or loss thereof in postal transit.

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

Place- Nainital  
Date- May 30, 2018





**14. Details of Relative who is serving with The Nainital Bank Ltd., if any:**

If yes, mention his Name, Designation and Place of Posting:

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**15. Give names of two references**with their address, telephone numbers and email address.

<b>Name of the Referee</b>	<b>Designation &amp; Name of the Organization</b>	<b>Present Address</b>	<b>Mobile Number &amp; e-mail Id</b>

**18. Any OtherAdditionalInformation:** (Extracurricular activities including awards, achievements etc.)

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**DECLARATION**

I hereby certify that the information furnished heretofore are correct to the best of my knowledge and belief. Nothing material has been concealed or anything contained heretofore is false in any manner. I am aware, that in case, any of the information is found false subsequently, my engagement as consultant on contractual basis shall be liable to be terminated immediately from Bank's assignment as consultant on contractual basis 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 for engagement as consultant on contractual basis 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. 9which 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 by the Bank at the sole responsibility of the candidate.