

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

Requires Specialist Officers

- (1) Law
- (2) Risk Management
- (3) Company Secretary
- (4) Information Technology
- (5) Personnel

(1) Law Officer in Officers' Grade/Scale-I - Two

Pay scale of Rs.14,500-600/7-18,700-700/2-20,100-800/7-25,700 which is under revision at Industry Level.

Eligibility Criteria:-

1. **Age-** Between 21-30 years on 30.09.2014. Upper age limit relaxable by -5- years in case of SC/ST candidates.
2. **Educational/ Professional Qualification-** Having passed 3/5 years professional degree in Law with minimum of 55% marks from a recognized University/Institute.
3. **Experience-** Preference will be given to those candidates who are handling legal matters at corporate offices of Banks/ Financial Institutes.

(2) Officer (Risk Management) in Officers' Grade/Scale-I – (One)

Pay scale of Rs. 14,500-600/7-18,700-700/2-20,100-800/7-25,700 which is under revision at Industry Level.

Eligibility Criteria:-

1. **Age-** Between 21-30 years on 30.09.2014. Upper age limit relaxable by -5- years in case of SC/ST candidates.
2. **Educational Qualification-** The candidate should be Graduate/ Post graduate with minimum of 60% marks from recognized University/Institute.
3. **Professional Qualification-** The candidate should have Master's Degree in Business Administration/Post Graduate Diploma in Business Management with specialization in Risk Management/Finance from a recognized University/ Institute.
4. **Experience-** Candidate having experience in the field of Risk Management/ Treasury Operations will be given preference.

(3) Company Secretary in Officers' Grade/Scale-I – (One)

Pay scale of Rs. 14,500-600/7-18,700-700/2-20,100-800/7-25,700 which is under revision at Industry Level.

Eligibility Criteria:-

1. **Age-** Between 21-30 years on 30.09.2014. Upper age limit relaxable by -5- years in case of SC/ST candidates.
2. **Educational Qualification-** The candidate should be Graduate/ Post graduate from a recognized University.

3. **Professional Qualification-** The candidate should be an Associate Member of "The Institute of Company Secretaries of India".
4. **Experience-** Candidate having experience in the related field will be given preference.

(4) Information Technology Officer in Officers' Grade/Scale -I- (Twelve)

Pay scale of Rs. 14,500-600/7-18,700-700/2-20,100-800/7-25,700 which is under revision at Industry Level.

Eligibility Criteria:-

1. **Age-** Between 21-30 years on 30.09.2014. Upper age limit relaxable by -5- years in case of SC/ST candidates.
2. **Professional Qualification-** The candidate should be B.E. / B. Tech. (with Computer Science/ IT) / MCA from a recognized University/Institute with minimum 60% marks.
3. **Experience-** Candidate having 1-2 years experience in any IT Company/ institute will be given preference.

(5) Personnel Officer in Officers Grade/Scale-I- (Two)

Pay scale of Rs. 14,500-600/7-18,700-700/2-20,100-800/7-25,700 which is under revision at Industry Level.

1. **Age-** Between 21-30 years on 30.09.2014. Upper age limit relaxable by -5- years in case of SC/ST candidates.
2. **Educational Qualification-** The candidate should be Graduate/Post Graduate with minimum 60% marks from a recognized University.
3. **Professional Qualification-** The candidate should have Master's Degree in Business Administration with specialization in Human Resource Management from a recognized University/Institute with minimum 60% marks.
4. **Experience-** Candidate having 1-2 years experience in the related field will be given preference.

Desirous candidates, fulfilling the eligibility criteria as on 30.09.2014, may apply in the appended format along with Demand Draft of Rs. 1,000.00 [(Rupees one thousand only) non- refundable] in favour of "The Nainital Bank Limited" payable at Nainital and the required self attested photo copies of proof of age, qualification, caste & experience in a closed envelope, marked with "**Application for the post of - Law Officer in Officers' Grade/Scale-I, Officer (Risk Management) in Officers' Grade/Scale-I, Company Secretary in Officers' Grade/Scale-I, Information Technology Officer in Officers' Grade/Scale-I, Personnel Officer in Officers Grade/Scale-I** as the case may be.

Please note that incomplete application in any respect and/or lacking any of the required information/ documents, shall be liable to be rejected summarily and no correspondence in respect thereto shall be entertained by the Bank. The Bank reserves the right to amend/ cancel the recruitment process at any stage.

Please further note that mere fulfilling eligibility criteria shall not confer the right to call for interview. Only short listed candidates shall be called for interview at their own cost. The date, time & venue for interview shall be communicated to the short listed candidates through their e-mail.

Applications for notified posts, complete in all respect should reach **on or before 31.12.2014** at the following address:-

**The Vice President, HRM,
The Nainital Bank Ltd.
Head Office, Seven Oaks Building,
Mallital ,Nainital-263 001(Uttarakhand).**

**Vice President
(Law &HRM)**

Place- Nainital
Date- December 13, 2014