

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

Requires Specialist Officers in Officers' Grade/Scale-I

Sl. No	Stream	Vacancy/ies	Pay Scale
1	Rajbhasha Adhikari	01	Rs. 23700-980/7-30560-1145/2-32850-1310/7-42020 Plus Special Allowance @ 7.75% of Basic Pay and applicable Dearness Allowance thereon.
2	Law Officer	03	
3	Personnel Officer	01	
4	Risk Management Officer	03	
5	Information Technology Officer	10	
6	Credit Officer	11	

Eligibility Criteria

[1] Rajbhasha Adhikari in Officers' Grade/Scale-I

1. **Age:** Candidates should be in the age group of 21-30 years as on September 30, 2016.
2. **Educational Qualification:** The candidate should have Bachelor's Degree in **Hindi** with **English** as one of the subject from recognized University with **60%** marks.

Or

Post Graduate Degree in **Hindi** with **English** as one of the subject at graduation level from a recognized University with **55%** marks. Preference shall be given to the candidates having experience of translation from English to Hindi and vice versa.

3. **Application Fee:** Rs. 1,000.00 (**Non- Refundable**).

[2] Law Officers in Officers' Grade/Scale-I

1. **Age-** Candidates should be in the age group of 21-30 years as on September 30, 2016.
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 Institutions.
4. **Application Fee:** Rs. 1,000.00 (Non- Refundable).

[3] Personnel Officer in Officers' Grade/Scale-I

1. **Age-** Candidates should be in the age group of 21-30 years as on September 30, 2016.
2. **Educational Qualification-** The candidate should have secured minimum 60% marks in Graduation/ Post Graduation along with following professional qualification.
3. **Professional Qualification-** The candidate should have full time (**i.e. Correspondence/ distance learning programme shall not be considered**) Master's Degree in Business Management/ Administration/ Post Graduate Diploma in Business Management with minimum 60% marks with specialization in Human Resource Management. Degree in Law (Professional/ Academic) would have preference.

4. **Experience-** Candidate having experience 1-2 years' experience will be given preference.
5. **Application Fee:** Rs. 1,000.00 (**Non- Refundable**).

[4] Risk Management Officers in Officers' Grade/Scale-I

1. **Age-** Candidates should be in the age group of 21-30 years as on September 30, 2016.
2. **Educational Qualification-** The candidate should be Graduate/ Post Graduate with minimum of 60% marks from recognized University/Institute along with following professional qualification.
3. **Professional Qualification-** The candidate should have full time (**i.e. correspondence/ distance learning programme shall not be considered**) Master's Degree in Business Administration/ Post Graduate Diploma in Business Management with **specialization in Risk Management/ Finance** with minimum 60 % marks from a recognized University/ Institutions.
4. **Experience-** Candidate having experience in the field of Risk management/ Treasury Operations will be given preference.
5. **Application Fee:** Rs.1,000.00 (**Non- Refundable**).

[5] Information Technology Officers in Officers' Grade/Scale -I

1. **Age-** Candidates should be in the age group of 21-30 years as on 30.09.2016.
2. **Qualification-** The candidate should be B.E. / B.Tech. (with Computer Science/ IT) / Graduate/ Post Graduate in Computer Science/ Information Technology/ B.C.A / MCA from a recognized University/ Institute with minimum 60% marks.
3. **Experience-** Candidate having 1-2 years' experience in any IT Company/ institutions will be given preference.
4. **Application Fee:** Rs.1,000.00 (**Non- Refundable**).

[6] Credit Officers in Officers Grade/Scale-I

1. **Age-** Candidates should be in the age group of 21-30 years as on 30.09.2016.
2. **Educational Qualification-** The candidate should have secured minimum 60% marks in Graduation/ Post Graduation along with following professional qualification.
3. **Profession Qualification-** The candidate should be full time (correspondence/ distance learning programme shall not be considered) Master of Business Administration (Finance)/ Post Graduate Diploma in Business Administration (Finance) with minimum 60% marks from a recognized University or AICTE approved Institute/ C.A. from Institute of Chartered Accountants of India. Preference will be given to the candidate having post qualification experience in the related field.
4. **Application Fee-** Rs.1,000.00 (**Non- Refundable**).

Desirous candidates, fulfilling the eligibility criteria as on **30.09.2016**, 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 & experience in a closed envelope, marked with "**Application for the post of – Rajbhasha Adhikari in Officers' Grade/Scale-I, Law Officer in Officers' Grade/Scale-I, Personnel Officer in Officers' Grade/Scale-I, Risk Management Officer in Officers' Grade/Scale-I, Information Technology Officers in Officers' Grade/Scale –I, Credit 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 address only.**

Applications for notified posts, complete in all respect should reach **on or before October 31, 2016** at the following address by post/ courier only:-

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

Vice President (Law &HRM)

Place- Nainital

Date- October 15, 2016

14. ARE YOU A PERMANENT EMPLOYEE OF THE NAINITAL BANK LIMITED

(Indicate by ✓ mark in appropriate box) YES NO

If yes, indicate your Name and Place of Posting: _____

15. **DETAILS OF RELATIVE WHO IS SERVING WITH THE NAINITAL BANK LIMITED**

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

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

Name of the Referee	Designation & Name of the Organization	Present Address	Mobile Number & e-mail Id

17. **ANY OTHER ADDITIONAL INFORMATION:** (Extracurricular activities including awards, achievements etc.)

DECLARATION

I hereby certify that the information furnished heretofore are correct to the best of my knowledge and belief. Nothing material has been concealed nor any thing contained heretofore is false in any manner. I am aware, that in case, any of the information is found false subsequently, I shall be liable to be terminated / dismissed immediately from Bank's service without any service benefit and 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/ notification, Bank shall be at liberty to reject my application, without any written communication in this regard.

I have read and understood terms & conditions in the advertisement/ notification given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

Important:

***Please ensure to fill your valid e-mail ID at Point No. 8 which is compulsory, failing which application shall be rejected straightway. The date, time & venue for interview shall be communicated to the short listed candidates through their e-mail address only.**

Incomplete application in any manner that is - application not filled properly, without Photograph, Signature, Fee details, Proofs of Date of Birth and Educational Qualification, Experience, without valid e-mail ID, Phone/ mobile number, etc., and received after expiry of stipulated date shall be rejected at the sole responsibility of the candidate.