

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

Requires Specialist Officers in Officers Grade/Scale-II

Sl. No	Stream	Vacancies	Pay Scale
1	Law Officer	02	Rs. 31705-1145/1-32850-1310/10-45950 Plus Special Allowance @ 7.75% of Basic Pay and applicable Dearness Allowance thereon.
2	Credit Officer	10	
3	Risk Management Officer	01	
4	Personnel Officer	01	

Eligibility Criteria

[1] Law Officer in Officers' Grade/Scale-II

1. **Age-** Not more than -35 years as on 30.09.2016.
2. **Qualification-** Candidate should have passed 3/5 years Professional Degree in Law with minimum 55% marks from recognized University/ Institute.
3. **Experience-** Minimum one year experience in the Law Department of a Bank/ Financial Institution. Candidate should be able to handle legal matters at corporate Office.
4. **Application Fee-** Rs. 1,000.00 (Non- refundable)

[2] Credit Officer in Officers' Grade/Scale-II

1. **Age:** Candidate should be in the age group of 25 - 35 years as on 30.09.2016.
2. **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 be full time (i.e. **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.
4. **Experience:** Having minimum -2- years' experience in the field of credit in Scheduled Commercial Banks/ Financial Institutions as on 30.09.2016.
5. **Application Fee:** Rs. 1000.00 (Non- refundable).

[3] Risk Management Officer in Officers' Grade/Scale-II

1. **Age-** Not more than -35- years as on 30.09.2016.
2. **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 (**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/ Institute.
4. **Experience-** Candidate having minimum one year experience in the related field will be given preference.
5. **Application Fee-** Rs. 1,000.00 (Non- refundable).

[4] Personnel Officer in Officers Grade/Scale-II

1. **Age-** Not more than -35- 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. **Professional Qualification-** The candidate should have full time (**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 should have minimum -2- years' experience preferably in Banking/ Financial Institution in handling HR &/ or IR &/ or Vigilance &/ or Staff Administration cases.
5. **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 – Law Officer in Officers' Grade/Scale-II, Credit Officer in Officers' Grade/Scale-II, Risk Management Officer in Officers' Grade/Scale-II and Personnel Officer in Officers' Grade/Scale-II**, 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.