

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

Requires

Associate Vice President- HRM in Officers' Grade/Scale-IV

The Nainital Bank Limited intends to recruit one Associate Vice President- HRM in Officers' Grade/Scale-IV.

1. Compensation for the post: The Bank will absorb the eligible and deserving candidate in Grade/Scale IV of Nainital Bank Limited after evaluating qualification and experience and his/her fitment shall accordingly be made in Grade IV. The Grade Scales of the Nainital Bank Limited are as follows:

- **Scale IV** - 76010 - $\frac{2220}{4}$ - 84890 - $\frac{2500}{2}$ - 89890

2. Nature of appointment: Regular and Whole Time Employment on Pay Scales of Nainital Bank Limited.

3. Career Progression: As per Bank's Promotion Policy.

Place of Posting: The position/place of posting of candidate will ordinarily be at any of Bank's Head Office, Nainital , Regional Offices at Noida, Haldwani & Dehradun, at the sole discretion of the Bank.

4. The Job Responsibility of Associate Vice President- HRM will be as under:

1.	Monitoring and overseeing smooth implementation of various guidelines	JOB-ROTATION - Compilation of Job Rotation Data and monitoring of rotational transfers in all Regions/Branches.
		OFFICIATING ARRANGMENTS - Compilation and maintenance thereof for all Regions/Branches.
2.	Processing of proposals, papers, etc. under various regulations, schemes, etc.	Staff Loans process and related Policies.
		Compilation of data of Special Assistants working in Branches and processing for Branch-wise assignment of duties of Special Assistants.
3.	Clarifying on issues pertaining to service conditions and processing for bringing about required amendments in the same	Providing clarifications to Regions on various issues regarding service conditions of officers and award staff.
		Implementation of rules / guidelines.
		Preparation of circulars, various Master Circulars [For HRM Department]
		Wage Revision Proposals, Gazettes' Publications.
		Providing guidance to the Regions on Industrial Relations matters.
4.	Process Owner for Intimations and Permission module.	Revision of various schemes for employees.
		Monitoring and providing help / guidelines to the regions on matters covering Intimation and Permission.
5.		To release annual Increments.

	Process owner for Pay Fixation Module.	Monitoring and providing help / guidelines to the regions on matters covering Pay fixation.
		Approval of fitment accorded to sub-staff, clerical cadre, and officers on promotion to higher cadre/higher scale.
		Clarifications to Regions & Branches regarding Anomaly in Fitment of Officers, clerks and sub-staff cadre.
6.	Maintenance of executives' profiles	Maintaining executives' personal files
		Ensuring timely updation of executives' data i.e. promotions, change in assignments etc. by following up with the concerned Regional / Admn. offices.
7.	Timely handling and carrying out of all activities related to smooth conduct and administration of Promotion Exercises	To provide basic data before commencement of promotion exercises in all cadres and in officers' scales upto V
		Preparation of draft of circulars, letters, etc. for initiation of various exercises
		To arrange printing of blank application forms and its distribution amongst all ROs/Administrative Offices/Branches.
		To liaise with ROs for timely submission of application / data, Timely scrutiny of Applications with respect to eligibility criteria and resolving discrepancies observed in application forms during scrutiny, to convey roll numbers and instructions for smooth conduct of the Written Test.
		To co-ordinate with IBPS for conveying overall list of Venues, CBOs, Roll Numbers, Dispatch of Test Material and confirming of dispatch of attendance sheets and answer sheets by CBOs to IBPS.
		To monitor conduct of all promotion exercises and provide data / information as required from time to time
		To monitor and supervise evaluation of answer sheets, preparation of merit lists and other data sheets as required.
		To keep track about acceptance/refusal of promotion letter, process requests for reversion
		To follow-up with Regions and process the cases of Result Kept in Abeyance / Sealed Cover Procedure for submitting note to Competent Authorities and to convey the Final decisions to respective employee.

8.	Carrying out of all activities related to smooth conduct and administration of various selection / identification exercises	Scrutinizing applications received for postings for various positions as per the stipulated eligibility criteria and providing the duly verified data and applications for further process.
		Scrutinizing applications received for position of Faculty in Training Centers as per stipulated eligibility criteria and providing the duly verified data and applications for further process.
9.	Process Owner for Selection Module in HRMS	Monitoring and providing support/ guidelines for Selection Module.
10.	Processing of transfer requests and ensuring timely monitoring / implementation.	To maintain the data / information of Inter Regional Transfer request applications of Award Staff and Officers.
		Processing of transfer requests and submitting to higher authorities for approval; conveying the decisions to regions.
		Follow-up with regions about relieving of officers in time and submitting status on the same from time to time.
		Any other work related to Transfer requests.
11.	Timely and smooth handling of all activities related to exit management	To process the requests for voluntary retirement and resignations of Award Staff and Officers under Pension Regulations.
		Obtaining vigilance clearance, follow-up for relevant documents / papers from Regions and preparation of notes to Competent Authorities, conveying approval of Competent Authority to Regions and follow-up for relieving
		Collection, recording and maintenance of data, submission of data / reporting, etc.
12.	Reporting and compliance	To co-ordinate and prepare notes to Board / other authorities for reporting on various HR activities being undertaken on a periodical basis.
13.	Timely completion of all activities pertaining to Performance management of individual employees	To ensure timely printing and dispatching of adequate stationery forms to all Regional / Admn. Offices for distribution to officers / employees.

		To follow up with all Regional / Admn. offices for completion of performance review process of all officers.
		Safe keeping of EPR reports received from various Regions/ offices for all officers.
		Providing performance ratings/ reports for various purposes including promotion/selection exercises.
		To facilitate implementation of Performance Management System.
		Prepare MIS on performance for various HR decisions.
14.	Maintenance of External Training records and timely reporting;	Reporting to various authorities / office on external trainings for its onward submission to Board and RBI.
15.	Improving training utilization and effectiveness.	Analyze training effectiveness and report post training utilization. To follow up for proper utilization of training.
		To analyze feedback on training.

5. **Eligibility Criteria as on 30.04.2023:**

➤ **Age:** The applicant should be between 35-48 years of age.

➤ **Qualifications:**

Essential: Graduate / Post Graduate from a recognized University and Master's Degree in Business Administration with specialization in Human Resource Management/ Personnel Management from a recognized University/Institute PG Diploma in Personnel Management/ Industrial laws/ Labour Laws with minimum 60%.

Desirable: JAIIB & CAIIB, LLB/LLM & Certification in the relevant field i.e. Labour Laws & Industrial Relations.

Experience: 8 years of post-qualification experience of working in the Human Resource Department of a Bank/ Financial Institution.

Selection Procedure:

Selection will be through direct interview. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the bank may apply a criterion which may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. **The date, time and venue of interview will be advised to the short-listed candidates in due course through their notified e-mail ID.**

6. **How to apply:**

- The candidates applying for the post must submit their application by post to “**The Vice President-HRM, The Nainital Bank Limited, 7 Oaks Building, Head Office, Nainital- 263001**” in the prescribed format (to be given in the advertisement in Bank’s website).
- 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 the name of the post applied for i.e. ‘**APPLICATION FOR THE POST OF ASSOCIATE VICE PRESIDENT- HRM.**
- 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 /12th Standard Certificate mentioning the DoB).
- Copy of Certificates and Mark sheets in respect of qualifications acquired.
- Appropriate document(s) in support of experience.

7. General rules/instructions:

- Application format is given at the end. Candidate should apply strictly in conformity with the format as prescribed.
- Candidates **should enclose copies of the relevant certificate/s (in support of age, educational qualification) 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 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/appointment is liable to be cancelled/terminated.
- 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 discharge certificate from the existing/previous employer at the time of joining 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.
- Corrigendum, if any, issued on the above advertisement, will be published only on the Bank’s website www.nainitalbank.co.in.

8. Closing Date:

The application, enclosing all prescribed documents should reach the bank’s Head Office **on or before 23.06.2023**. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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

Place- Nainital
Date- 01.06.2023