THE NAINITAL BANK LIMITED

(Regd. Office: G.B. Pant Road, Nainital)

**Application for the post of \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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| AFFIXYOUR RECENT PASSPORT SIZE PHOTOGRAPH AND SIGN ACROSS |

To,

The Vice President (HRM)

The Nainital Bank Limited

Head Office

Seven Oaks, Mallital,

**Nainital- 263 001**

Dear Sir,

In response to your advertisement, I, hereby, submit my candidature for the post of **­­­­­­­­­­­­­­­­­­ \_\_\_\_\_\_\_**

**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

1. **FULL NAME** IN BLOCK LETTERS

 (Leave one Box blank between two parts of your name)-Mr./Ms./Mrs.

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2**. FATHER’S NAME**:

(Leave one Box blank between two parts)-Mr.

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3. **DATE OF BIRTH**: DD MM YY

(Proof to be submitted along with application i.e. Xth certificate)

**Age as on 31.12.2021:**

Years\_\_\_\_\_\_\_\_\_\_ Months\_\_\_\_\_\_\_\_\_\_\_ Days\_\_\_\_\_\_\_\_\_\_

4. **ADDRESS FOR CORRESPONDENCE**: (Leave one box blank between two parts of your address) IN CAPITAL LETTERS

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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| STATE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PINCODE |  |  |  |  |  |  |

5. **CONTACT INFORMATION**:

|  |  |  |  |
| --- | --- | --- | --- |
| STD CODE | TELEPHONE NO. | MOBILE NO. | **EMAIL ID\*** |
|  |  |  |  |

**\*legible valid e-mail ID is compulsory.**

6. **PERMANENT ADDRESS** (Leave one box blank between two parts of your address)

|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | STATE |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  | PINCODE |  |  |  |  |  |  |

7. **Details of Educational/Professional Qualifications**: **As on 31.12.2021**

[Please enclose self-attested photo copies of certificates in support of the claim]

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **Examination Passed** | **Name of Board/ University/Institute** | **Subjects studied** | **Year of Passing** | **Marks Obtained/ Out of** | **%of Marks**  |
| High School |  |  |  |  |  |
| Intermediate |  |  |  |  |  |
| Graduation (if any) |  |  |  |  |  |
| Post-Graduation (if any) |  |  |  |  |  |
| Professional Qualification, along with specialization |  |  |  |  |  |
| Certification |  |  |  |  |  |
| Others |  |  |  |  |  |

**8. Experience (Post Professional Qualification) Details as on 31.12.2021** (Please enclose copies of relevant Certificates)**:**

Give details/ attach documents of each assignment undertaken by you**.**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Name of the Organization/ nature of profession | Designation (if in service) | Duration of Profession/ Service  | Key Portfolios/ Responsibilities handled | Reasons for leaving  | Annual Income/ Salary (if in employment) |
|  |  |  |  |  |  |
|  |  |  |  |  |  |
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9. **Give names of two references** with their address, telephone numbers and email address.

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| --- | --- | --- | --- |
| **Name of the Referee** | **Designation & Name of the Organization** | **Present Address** | **Mobile Number & e-mail Id** |
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10. **Details of application Fee- Demand Draft payable at Nainital**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Name of issuing Bank/ Branch** | **Drawee Bank/ Branch** | **Demand Draft No.** | **Date of Issue** | **Amount (Rs.)** |
|  |  |  |  | **1,500.00** |

11. **ANY OTHER ADDITIONAL INFORMATION**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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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 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, 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 given by the Bank.

Place: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ **SIGNATURE OF APPLICANT**

**Important:**

**\*Please ensure to fill your valid e-mail ID at Point No. 5 which 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, application fee, etc., and received after expiry of stipulated date, the same shall be rejected at the sole responsibility of the candidate.