



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

## Notification for Appointment of Faculty for Bank's Training Centre on Contract Basis

The Nainital Bank Limited is around a century old Private Sector Scheduled Commercial Bank established in the year 1922 by Bharat Ratna Late Pt. Govind Ballabh Pant and few other prominent personalities of Nainital.

With a glorious track record since 1973, Nainital Bank Limited is the only Scheduled Commercial Bank of Uttarakhand with 98.57% of its shareholding with Bank of Baroda, operating its Head Office from Nainital. At present the Bank has 03 Regional Offices one each at Haldwani, Dehradun and Noida with a network of 169 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

### The Nainital Bank Limited invites applications for the appointment of Faculty for Bank's Training Centre on Contract Basis

#### 1. Eligibility Criteria / Job Profile:

1	Post Name	:	<b>Training Faculty</b>
2	No. of Post and Location	:	ONE (1) at Haldwani
3	Nature of Employment		On contract basis for a period 2 years' subject to half yearly review, extendable by one year at a time, subject to a maximum term of 3 years. The contract shall be terminable by the Bank by one months' notice or compensation in lieu thereof.
4	Age As on 31.07.2023	:	Minimum – 40 Years Maximum- 65 Years
5	Qualification	:	<b><u>Essential Qualification, Preferable experience &amp; Other Requirement:</u></b> 1. Should be a Post Graduate (Any Discipline) 2. Candidates with Specialized qualifications like CAIIB, CA MBA, ICWA, Ph.D, PG Diploma (Banking) will be given preference. 3. Should have a flair for teaching and possess sound Computer Knowledge. 4. Should have excellent communication skills, fluency in English and Hindi (writing, listening & speaking skills) 5. Previous experience as Faculty in Banks/ Financial Institutions/ Corporates/ Training Institutes/ Educational Institutes will be preferred. 6. Candidate having experience in the field of operations, Credit, Risk Management and other Banking aspects will be given preference. 7. Retired Bank Employees not below the rank of Senior Manager having versatile Banking skills along with teaching abilities and strong communication skills will be given preference.
6	Selection Process		<ul style="list-style-type: none"><li>• The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.</li><li>• The requisite number of shortlisted candidates will be called for personal interview for final selection.</li><li>• The final selection will be made on the basis of eligibility, experience, qualification and performance during Personal Interview.</li><li>• The Personal interview will be conducted by a committee constituted for the purpose.</li></ul>

			<ul style="list-style-type: none"> <li>• Mere satisfying the eligibility norms do not entitle a candidate to be called for interview.</li> <li>• The Bank reserves the right to reject any application not suitable to the Bank's requirement without assigning any reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as required for the post.</li> </ul>
7	Job Profile	:	<p><b>Role Expectation:</b></p> <p>The Selected faculty member is expected to perform the role of facilitator and mentor. The faculty will have to develop, design and impart training in various functional areas like Credit &amp; Risk Management, Corporate Banking, Treasury, FI &amp; Agriculture, Operations &amp; Services, Leadership (Behavioral Sciences), Sales &amp; Marketing, Wealth Management, Audit, Vigilance &amp; Compliance, Digital Banking, IT (CBS- Finacle Operations) and other such Bank related areas as required from time to time.</p> <p><b>Brief Job Description:</b></p> <p>The selected candidate will actively participate in and contribute to training activity at the Bank's Training Centre, Haldwani, as under:</p> <ul style="list-style-type: none"> <li>• Assessing the training need gaps at all levels and all cadres of the Bank and co-designing and fulfilling training requirements.</li> <li>• Developing Training calendar on monthly/ quarterly basis and confirm all employees are imparted training on various Banking aspects atleast once in a year.</li> <li>• Developing Training material in the form of handouts, case studies, exercises, PPTs, visuals, videos, nuggets etc.</li> <li>• Whenever required, visit to Branches for undertaking studies in respect of operational problems, improvement of operational efficiency and customer service, analysis of the same for suggesting alternative measures/solutions.</li> <li>• Providing administrative support to Training system and its activities.</li> <li>• Working as Team member along with other faculty members and creating a climate of learning in the Training Centre.</li> <li>• Ensuring upgradation of competence levels of participants by constantly bringing about improvements in the contents and methodology of training programmes.</li> <li>• To bring about customer focused orientation amongst the participants in order to prepare them to face the emerging challenges.</li> <li>• Developing and imparting training programme/ workshops in various areas of leadership development.</li> <li>• Effectively Imparting Motivational Training programmes so as to rejuvenate the energies of the employees to achieve Bank's goals/ targets to the fullest.</li> <li>• Ensuring smooth conduct of various workshops, conclaves and programmes at the Training Centre.</li> <li>• Ensuring that the right types of training are imparted with continuous updation and best practices in the area of their domain.</li> <li>• To conduct cutting edge research on topics of relevance to Banking sector including operations, credit, Wealth Management, Leadership, Human Resources, Marketing, Information Technology etc. and present them in prestigious seminars.</li> <li>• Conducting specialized Marketing related training programmes wherein thorough knowledge of the Bank's product is imparted and skills for mobilizing Business and Bank's Visibility is promoted. Setting in place training evaluation methods, seeking feedback and initiating appropriate corrective measures where</li> </ul>

			necessary on an ongoing basis.
8	<b>Remuneration</b>		Consolidated lump sum payment of Rs. 50,000.00 (Rupees fifty thousand only) per month.
9	<b>Other Conditions</b>		The contract will be subject to satisfactory completion of all Pre-employment formalities including Medical examination, Reference checks, Police Verification and verification of testimonials etc., as prescribed by the Bank.

**Important Instructions:**

**1. How to apply:**

- The candidates applying for the post must submit their application by post to “**Chief Operating Officer, The Nainital Bank Limited, Head Office, 7 Oaks Building, Nainital-263001**” in the prescribed format (as given below this notification).
- 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 FACULTY POSITION’**.
- 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 /12<sup>th</sup> Standard Certificate mentioning the DOB).
  - Copy of Certificates and Mark sheets in respect of qualifications (essential and desirable) acquired.
  - Appropriate document(s) in support of experience.
  - Medical Fitness certificate.

**2. General rules:**

- Application format is appended below. 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 at Bank’s sole discretion.
- 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 present employer, if any 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](http://www.nainitalbank.co.in).
- Mention of e-mail ID of candidate, applying for the vacancy is compulsory (Please refer Serial No. 5 of application). Application without e-mail Id shall be rejected as all communication in this regard to all eligible candidates shall be made by the Bank through e-mail only.

- 3. Closing date:** The application, enclosing all prescribed documents should reach the Bank’s Head Office, Nainital on or before **19.08.2023**. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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