



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

Notification for Appointment of Advisor-HR 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 174 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

The Nainital Bank Limited invites applications for the post of Advisor- HR on Contract Basis.

1. Eligibility Criteria / Job Profile:

1	Post Name	Advisor-HR (On Contract)
2	No. of Post and Location	<ul style="list-style-type: none">One (1) at Bank's Head Office, Nainital, however the Bank reserves the right to post the selected candidate as per Bank's requirement.
3	Nature of Employment	<ul style="list-style-type: none">On contract for 1 year extendable up to 3 years. The contract shall be terminable by the Bank by one months' notice or compensation in lieu thereof.
4	Age As on 31.07.2025	<ul style="list-style-type: none">Min 60 years and Max 70 years of age.
5	Qualification & Experience	<p>Desired Qualification:</p> <ul style="list-style-type: none">Bachelor's/ Post Graduate degree in Human Resources, Business Administration, or related field. <p>Preference</p> <ul style="list-style-type: none">LLB Degree & Prior experience in a Bank or financial institution preferred. <p>Experience:</p> <ul style="list-style-type: none">The Candidate should have preferably 20 years of experience as a Banker out of which he should have 10 years' experience in Human Resources. Asst General Manager/ Chief Manager cadre in Public Sector Banks or in equivalent posts in other Banking or Financial institutions, or financial services.Strong understanding of labour laws, organizational policies, and people management.Excellent communication and advisory skills.
6	Selection Process	<ul style="list-style-type: none">The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience.The requisite number of shortlisted candidates will be called for interview for final selection.The final selection will be made on the basis of eligibility, experience, qualification and performance during Personal Interview.

		<ul style="list-style-type: none"> • The Personal interview will be conducted by a committee constituted for the purpose. • Mere satisfying the eligibility norms do not entitle a candidate to be called for interview. • 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.
7	Job Profile	<ul style="list-style-type: none"> • Advise management on HR policies and compliance • Training assessment, HR Technology and Analytics • Advise in disciplinary, legal, and employee relations matters • Guiding the Department in enhancing employee engagement and development initiatives • Employee relations and policy interpretation • Support in recruitment, performance management, and training • Advise on IR Issues, Deployment, Employee engagement and welfare. • Interpret and enforce HR policies and procedures. • Advise in drafting and updating HR policies and employee handbooks • Advising in managing performance review cycles • Advise managers on performance improvement plans and goal setting. • Advise and Support succession planning and talent management initiatives. • Any other HR Matters related to Bank assigned from time to time
8	Remuneration	<ul style="list-style-type: none"> • In case of Retired Chief Manager Lumpsum Payment shall be Rs. 60,000/-month & In case of retired Assistant General Manager Remuneration shall be Lumpsum Payment of - Rs. 75,000/- month.
9	Other Conditions	<ul style="list-style-type: none"> • 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 “**Head-HRM, 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 THE POST OF ADVISOR-HR ON CONTRACT**’.
- 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 (essential and desirable) acquired.

- Appropriate document(s) in support of experience.
- Medical Fitness certificate.

2. **General rules:**

- Decision of the Bank in all matters regarding eligibility of the applicant, the stages at which such scrutiny of eligibility is to be undertaken, documents to be produced, Personal Interview, selection and any other matter relating to recruitment will be final and binding on the applicant. While applying for the post, the applicant should ensure that he / she fulfills the eligibility and other criteria mentioned above and that the particulars furnished are correct in all respects. In case it is detected at any stage of recruitment that applicant does not fulfill the eligibility norms and / or that he / she has furnished any incorrect / false information/document or has suppressed any material fact(s), his / her candidature will automatically stand cancelled. If any of the above shortcoming(s) is / are detected even after recruitment, his/her contract is liable to be terminated without any notice.
- Candidates will have to appear for the Interview/Selection Process/Remuneration Negotiation at their own expenses.
- Candidates serving in Govt./Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered.
- In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.
- Before appointment in the Bank, a proper unconditional discharge certificate from the previous/present employer(s) will have to be produced by the applicant
- The staff on contract shall not be entitled to any superannuation benefits viz., Provident Fund, Pension, Gratuity, etc
- Intimations, wherever required will be sent by email registered in the online application form. Bank shall not be responsible if the information/ intimations do not reach candidates in case of change in the mobile number, email address, technical fault or otherwise, beyond the control of Bank. Candidates are advised to keep a close watch on the authorized Bank's website www.nainitalbank.co.in for latest updates.
- All further announcements/Addendum or Corrigendum (if any)/details pertaining to this process will only be published/ provided on authorized Bank's website www.nainitalbank.co.in from time to time under "Recruitments" link. No separate communication/intimation will be sent to the candidates who are not shortlisted/not selected in the process. All notification/communication placed on the Banks' website shall be treated as initiation to all the candidates who have applied for the said project.
- Candidate should apply strictly in conformity with the format as prescribed. The format for various posts can be downloaded from the Bank's Website www.nainitalbank.co.in.
- **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.
 - 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.
 - BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE
3. **Closing date:** The application, enclosing all prescribed documents should reach the Bank's Head Office, Nainital on or before 25.08.2025. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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