



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

**Notification for Appointment of Advisor -Staff Training Centre (STC) 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-STC on Contract Basis.**

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

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| 1 | <b>Post Name</b>                      | <ul style="list-style-type: none"><li>• Advisor - STC (On Contract)</li></ul>  |
| 2 | <b>No. of Post and Location</b>       | <ul style="list-style-type: none"><li>• One (1) at Bank's Staff Training Centre, Haldwani, however the Bank reserves the right to post the selected candidate as per Bank's requirement.</li></ul>   |
| 3 | <b>Nature of Employment</b>           | <ul style="list-style-type: none"><li>• 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.</li></ul>   |
| 4 | <b>Age As on 31.07.2025</b>           | <ul style="list-style-type: none"><li>• Min 60 years and Max 70 years of age.</li></ul>  |
| 5 | <b>Qualification &amp; Experience</b> | <p><b><u>Essential Qualification, Preferable experience &amp; Other Requirement:</u></b></p> <ul style="list-style-type: none"><li>• Should be a Post Graduate (Any Discipline)</li><li>• Candidates with Specialized qualifications like CAIIB, CA MBA, ICWA, Ph.D., PG Diploma (Banking) will be given preference.</li><li>• Should have a flair for teaching and possess sound Computer Knowledge.</li><li>• Should have excellent communication skills, fluency in English and Hindi (writing, listening&amp; speaking skills)</li><li>• Previous experience as Faculty in Banks/ Financial Institutions/ Corporates/ Training Institutes/ Educational Institutes will be preferred.</li><li>• Candidate having experience in the field of operations, Credit, Risk Management and other Banking aspects will be given preference.</li><li>• Retired Bank Employees not below the rank of Chief Manager having versatile Banking skills along with teaching abilities and strong communication skills will be given preference</li></ul> |

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| 6 | <b>Selection Process</b> | <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 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> <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 | <b>Job Profile</b>       | <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 imparting training on various Banking aspects at least once in a year.</li> <li>• Developing Training material in the form of handouts, case studies, exercises, PPTs, visuals, videos, e-learning module 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 and provide onsite/field</li> </ul> |

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|          |                         | <p>trainings.</p> <ul style="list-style-type: none"> <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 and other centers as required by the Bank.</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>• Setting in place training evaluation methods, seeking feedback and initiating appropriate corrective measures wherever necessary on an ongoing basis.</li> </ul> |
| <b>8</b> | <b>Remuneration</b>     | <ul style="list-style-type: none"> <li>• In case of Retired Chief Manager Lumpsum Payment shall be Rs. 60,000/-month &amp; In case of retired Assistant General Manager Remuneration shall be Lumpsum Payment of - Rs. 75,000/- month.</li> </ul>   |
| <b>9</b> | <b>Other Conditions</b> | <ul style="list-style-type: none"> <li>• 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.</li> </ul>  |

## **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- STC 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 /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:**

- 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](http://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](http://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](http://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**