



**b. Corporate Strategy and Planning Department:**

- Formulation of policy relating to Provident Fund, Actuarial valuation of investments of various staff welfare funds in eligible Government Securities, preparation of notes to Board on the position of various funds and on PF interest rates.
- Policy work relating to Budget, including consolidation of budget for the Bank as a whole, notes to Board / Top Management, sanction of additional budget, review and amendment of Expenditure Rules.
- Prepare the policy and broad guidelines regarding Business Continuity Planning (BCP); however, the same would be implemented by departments concerned and strategy for BCP would be framed by Risk Monitoring Department.

**c. Department of Corporate Services:**

- Framing guidelines for award of rate contracts for activities such as floatation of tenders for printing, distribution of publications etc.
- Centralized procurement / arrangements of various stationery items, courier services etc.
- Document Management System – framing policies and broad guidelines in respect of the system and preservation period of documents.

**Any other relevant assignment to be made from time to time.**

**Eligibility Criteria as on 31.05.2020.**

- **Age:** The applicant should be between 35-50 years of age.
- **Qualifications:**
  - Essential:** He/she should be a qualified Chartered Accountant.
  - Desirable:** Additional Degrees viz. CFA / MBA (Finance)/Certificate in Financial Risk Management from internationally acclaimed University/Associations.
- **Experience:** He/she should be a qualified Chartered Accountant. Fifteen years in overseeing financial operations, preferably accounting and taxation matters, in banks/large corporates/PSUs/ FIs/financial services organizations, of which 10 years should be in Banks/FIs (of which five years should be at senior management level).
- **Desirable Experience:** The Candidate should be working as a full time Chief Financial Officer or in an equivalent position in a regular capacity-and not in a contractual /ad hoc capacity.

**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 criteria 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 place and date of interview will be advised to the short-listed candidates in due course through their notified e-mail ID.**

### **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 in this advertisement).
- 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 CHIEF FINANCIAL OFFICER**’.
- 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 acquired.
- Appropriate document(s) in support of experience.

### **2. General rules/instructions:**

- 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.
- 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 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](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 **07.07.2020**. 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- June 17, 2020





**Desirable Experience:** *The Candidate should be working as a full time Chief Financial Officer or in an equivalent position in a regular capacity-and not in a contractual /ad hoc capacity).*

Name of the Organization	Designation	Duration of Service	Key Responsibilities handled	Reasons for leaving	Last Drawn Salary

12. Give names of two references with their address, telephone numbers and email address.

Name of the Referee	Designation & Name of the Organization	Present Address	Mobile Number & e-mail Id

13. Any Other Additional Information: (Extracurricular activities including awards, achievements etc.)

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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, etc., and received after expiry of stipulated date shall be rejected at the sole responsibility of the candidate.