

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

HRM Department
October 23, 2015

MODIFIED NOTIFICATION FOR RECRUITMENT OF CLERKS (30 VACANCIES)

In the Pay Scale of Rs.11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540

Reference is requested to Bank's earlier Notification dated October 14, 2015 and subsequent modification conveyed vide Notification dated October 20, 2015, thereby, interalia informing relaxation of age and fee to the candidates belonging to SC/ST categories.

In view of above, we elucidate below the fresh eligibility criteria, Fee and steps for submission of On-line Application for the instant vacancies.

It is clarified that the candidates, who have already submitted their On-line Application for the post of clerk in furtherance to earlier Notification dated October 14, 2015, shall now be required to submit their application afresh on upgraded software, however, they shall not be required to pay any further fee, if already paid. Such candidates have to mention Final Transaction Number (TRN No.) in fresh application form, as provided by the remitting Bank.

The present Notification shall forms part of earlier Notification dated October 14, 2015 and dated October 20, 2015.

Eligibility Criteria

- (i) **Age-** Candidate should be in the age group of **18-27 years** as on **30.09.2015**.
Upper age limit relaxable by -3 Years in case of SC/ST candidates.
- (ii) **Educational Qualification as on 30.09.2015-** Graduation/Post Graduation with minimum **45% marks**. Knowledge of Computer Operation is essential.

Application Fee:

- (i) **Non- Refundable Fee: Rs. 800.00 (Rupees eight hundred only).**
FEE exempted for SC/ST Candidates.
- (ii) **The required fee is to be remitted through NEFT as per details given below:**

| | |
|-----------------|--|
| Bank Name | : The Nainital Bank Limited |
| Branch | : Nainital Branch (G.B. Pant Road, Nainital) |
| Account | : NTB Recruitment A/C Clerks-2015 |
| Type of Account | : Current Account |
| Account Number | : 0011000000000658 |
| IFSC Code | : NTBL0NAI001 |

Note: Please ensure to obtain **Final- Transaction No. of NEFT** from the remitting Bank, which will be required while filling the on-line application form.

On- line submission of application will be started from October 26, 2015 to November 26, 2015.

Please note that no application shall be entertained after last date i.e. November 26, 2015.

Candidates fulfilling eligibility criteria will be required to appear at their own expenses for **on- line written test** of Reasoning, English Language, Numerical Ability, Clerical Aptitude, Basic Computer Knowledge etc., at the centre notified by the Bank/ Agency within the States of Uttarakhand, U.P. and Delhi, as per administrative/technical feasibility. The Bank reserves the right to cancel any of the examination centres/ and /or add some other centers, depending upon the response, administrative feasibility etc. The **on- line written test** will be conducted only in English. The Candidates declared successful in the written test will be called for personal interview at the place and date notified by the Bank at their own expenses.

HOW TO APPLY:

Candidates can submit online application from Recruitment Page of Bank's website **www.nainitalbank.co.in** or directly from Bank's Recruitment Portal **www.nainitalbankcareer.com**.

Please note carefully that no other mode of submission of application will be accepted.

Pre-Requisites for Applying Online:

Before applying online, candidates should:

- Scan their photograph and signature ensuring that both the photograph (4.5 cm × 3.5 cm) and signature adhere to the required specifications as given hereunder in the notification.
- Signature in CAPITAL LETTERS will not be accepted.
- Keep all the necessary information/documents readily available before filling on-line Application Form. The Candidate should have a valid and active personal e-mail ID, which should be kept active till the completion of recruitment process.

Steps of online registration:

Step 1- Open the Recruitment/Results page in the Bank's website **www.nainitalbank.co.in**

Step 2 - Click on the **APPLY NOW** link of recruitment in the page.

Step 3 - Click on the **Registration** button in the top right corner of the page.

Step 4 - Fill your personal details in the page and click submit/next button.

Step 5 - In the next page fill all qualification details, professional details. Submit the data. A provisional registration number and password will be generated by the system. Ensure to copy the Registration ID, Password displayed in the page for future reference. Information relating to Registration ID and Password shall also be sent on e-mail of the concerned candidate, as filled in form.

Step 6 - Your Registration is completed.

Step 7 - After making payment of fee through NEFT (only mode of payment of fee), open the link <http://www.nainitalbankcareer.com/Login.aspx>.

Step 8 - Enter Registration ID, Password in the appropriate boxes [sent on candidates' e-mail ID / copied from registration page during registration] and then login.

Step 9 - Enter details of payment of FEE (NEFT) in the payment page carefully such as **Final Transaction No., Bank name and date of payment**. Then Click Next. Candidates belong to SC/ST category will be redirected to photo upload page directly after login.

Step 10 - Browse and Select the location where the Scanned Photograph / Signature file has been saved. Select the file by clicking on it. Then Click the 'Upload' button. Ensure compliance of the Guidelines for scanning and uploading of Photograph & Signature, as stated heretofore.

Step 11 - After clicking submit, the process of submission of on-line application will be completed and preview of all details will be shown.

Save the page for future references.

Please copy and save the Registration ID and Password generated in the online form after registration.

Please note that data/ information, filled in Application form, will not be permitted to edit after clicking Submit Button. It is duty of Candidate to ensure that correct information is filled and before proceeding to next page read and ensure correctness of information submitted before clicking Submit Button.

Please do not refresh page or click back button while filling form.

Guidelines for scanning and Upload of Photograph (4.5cm × 3.5cm) & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

Photograph Image:

- ✓ Dimensions 200 x 230 pixels (preferred)
- ✓ Size of file should be between 20kb–50 kb
- ✓ Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning. The image file

should be JPG or JPEG format. An example file name is: image01.jpg or image01.jpeg Image.

- ✓ Photograph must be a recent passport style colour picture.
- ✓ Make sure that the picture is in colour, taken against a light-coloured, preferably white, background.
- ✓ If you have to use flash, ensure there's no "red-eye"
- ✓ If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
- ✓ Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.

Signature Image:

- ✓ Dimensions 140 x 60 pixels (preferred)
- ✓ Size of file should be between 10kb – 20kb
- ✓ Ensure that the size of the scanned image is not more than 20kb
- ✓ The image file should be JPG or JPEG format. An example file name is : image01.jpg or image01.jpeg Image
- ✓ Signature in CAPITAL LETTERS shall not be accepted.
- ✓ The applicant has to sign on white paper with Black Ink pen.
- ✓ The signature must be signed only by the applicant and not by any other person.
- ✓ If the Applicant's signature on the answer script, at the time of the examination, does not match the signature in record, the applicant will be disqualified.

In case the face in the photograph or signature is unclear the candidate's application is liable to be rejected.

IMPORTANT INSTRUCTIONS:

1. Candidates are advised to carefully fill in the online application as no change, in any of the data/ information once filled in the online application, will be entertained/ permitted subsequently. Prior to submission/submit of any step of online application candidates are advised to check and verify the details mentioned by him/ her, before proceeding to next page.
2. An online application which is incomplete in any respect including without proper passport size photograph and/or signature uploaded in the online application form/ unsuccessful fee payment shall be liable to be rejected.
3. Candidates are advised to submit on-line application well before the closing date and not to wait till the last date to avoid the possibility of technical snag eg. Disconnection/ inability / failure to log on to the Bank's website due of heavy load on internet/website jam etc. The Bank shall not be liable for the candidates not being able to submit their applications within the last date on account of the any of the aforesaid reasons or for any other reason beyond the control of the Bank.
4. The candidates belonging to SC/ST Category shall be liable to furnish proof in this regard in original, as and when Bank shall demand.

Other Conditions:

- 1) Application Fee is non- refundable. This is the duty of the candidate to ensure that he/ she fulfills eligibility criteria in all respect. Reasons for rejection of application shall not be communicated by the Bank to individual candidates in writing. However, list of rejected applications shall be displayed on Bank's web-site. No correspondence in this regard shall be entertained by the Bank.
- 2) Mere eligibility does not confer any right upon the candidate to be called for on-line written test and or for interview.
- 3) Candidate will have to appear for on-line written examination at the allotted examination centre at his/ her own risks and expenses. The Bank shall not be liable for any injury or losses etc. of any nature.
- 4) Request for change of centre of examination shall not be entertained in any circumstances.
- 5) It is obligatory on the part of candidate to regularly visit his/ her e-mail, as all information connected with subject matter shall be sent by the Bank on e-mail ID only, provided by the candidate in the Application Form.
- 6) The candidates declared successful in the written test will have to appear for personal interview at own costs.
- 7) While submitting application, candidate/s should ensure that he/she is fulfilling the eligibility criteria in all respect as stipulated in present Bank's Notification. In case any information is found incorrect/ concealed by the candidate, his /her candidature shall be rejected, **at any stage**.
- 8) Selected candidates may be posted any of the Branch/ Office of the Bank, present or future at sole discretion and emerging exigencies of the Bank.
- 9) In case, any of the information provided by the candidate is found false subsequently, his/ her candidature and/or his/ her assignment as clerk shall be liable to be terminated/ dismissed immediately without any service benefit and without notice or reason therefor, subject to other consequential legal actions.
- 10) **Date and venue of on-line written examination shall be communicated to the candidates in due course through their registered e-mail only.**

Vice President (HRM)
The Nainital Bank Limited,
Head Office, Seven Oaks Building,
Mallital, Nainital, Uttarakhand – 263 001
Contact No. 05942- 235834 (HRM Department)

Place- Nainital
Date- October 23, 2015