



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

### **Notification for Appointment of Inspection Officer (CIAD) 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 171 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 Inspection Officer (CIAD) on Contract Basis.**

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

1	<b>Post Name</b>	:	<b>Inspection Officer (On Contract)</b>
2	<b>No. of Post and Location</b>	:	Two (2) at Bank's CIAD, Haldwani
3	<b>Nature of Employment</b>		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	<b>Age As on 30.06.2024</b>	:	Not more than 70 years of age.
5	<b>Qualification &amp; Experience</b>	:	<b>Desired Qualification:</b> The Candidate must be a Graduate or having equivalent degree from a reputed Govt. recognized University.  A candidate must have minimum 50% of marks in Graduation or Post Graduation examination.  <b>Preference</b> Will be given to candidate having passed CAIIB examination.  <b>Experience:</b> The Candidate must have experience of 15 years as a Banker out of which he should have 3 years' experience in Asst General Manager/ Chief Manager cadre in Public Sector Banks or in equivalent posts in other Banking or Financial institutions, with an overall experience of at least 15 years in the banking or financial services.
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</li></ul>

			<p>committee constituted for the purpose.</p> <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	<b>Job Profile</b>		<ul style="list-style-type: none"> <li>• Excellent Quality of RBIA/Revenue Audit/Credit Audit/IS Audit reports.</li> <li>• Getting the irregularities rectified to the maximum extent on the spot during RBIA/Revenue Audit/Credit Audit/IS Audit by Internal Auditors.</li> <li>• Submission of error free reports of RBIA/Revenue Audit/Credit Audit/15 Audit with full coverage of audited entity within stipulated time to branches.</li> <li>• Conducting RBIA of branches/HO/ROs/Various Departments of HO etc. within given time schedule.</li> <li>• Conducting Credit Audit of branches within given time schedule.</li> <li>• Detection and recovery of revenue leakage with target for detection and recovery of revenue leakage of branches</li> <li>• Other assignments as allotted from time to time</li> </ul>
8	<b>Remuneration</b>		<p>1) For Grade/Scale IV- Rs. 60,000/-</p> <p>2) For Grade/Scale V- Rs. 75,000/-</p>
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 THE POST OF INSPECTION OFFICER (CIAD) 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:**

- 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 **02.10.2024**. 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**