



The Nainital Bank Limited invites applications from eligible Indian citizens for the below mentioned post. Candidates fulfilling required eligibility criteria may send their application on or before **September 30, 2023 (extended till 04.11.2023)**.

Start Date of receiving of Application:	<b>30-08-2023</b>
Last Date of receiving of Application(Extended)	<b>04.11.2023</b>

**1. Details of POST / VACANCY / AGE / SELECTION PROCESS / PLACE OF POSTING / REMUNERATION: -**

Sl. No.	Post	Vacancy	Age (as on 31.07.2023)	Likely Place of Posting	Remuneration
1.	Senior Manager-Treasury/Investment-Grade/Scale-III	01	Min. 25 Years Max. 40 Years	Nainital, Noida, Haldwani & Dehradun	63840-1990/5-73790-2220/2-78230 plus applicable allowances.
2.	Economist (Senior Manager)-Grade/Scale- III	01	Min. 25 Years Max. 40 Years	Nainital, Noida, Haldwani & Dehradun	63840-1990/5-73790-2220/2-78230 plus applicable allowances.

**PLEASE NOTE**

- Cut-off date for eligibility criteria is **July 31, 2023**.
- Before applying, candidates should ensure that they fulfill the eligibility as on the cut-off date. Admission to Personal Interview (PI), will be purely provisional. Candidature will be subject to verification of details/documents with the originals when the candidate reports for PI, if called.
- The Nainital Bank Limited reserves the right to place the selected candidates in any of the functional areas of the Bank other than those advertised, if found suitable for the same.
- Only Candidates willing to serve anywhere in India, should apply.

**2. Eligibility criteria**

**a) Nationality/Citizenship:**

Candidates must be either (a) a citizen of India, or (b) a subject of Nepal, or (c) a subject of Bhutan, or (d) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (e) a person of Indian origin, who have migrated from Pakistan, Myanmar (formally



Burma), Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India, provided that the candidate belonging to categories (b), (c), (d) or (e) above shall be a person in whose favor a certificate of eligibility has been issued by Government of India.

**b) Age, Educational qualification and Experience (as on July 31, 2023) :**

Sl No	Post	Educational Qualification	Specific Skill Required	Work Experience (as on July 31, 2023)	Job Profile#
1	Senior Manager-Treasury/ Investment-Grade/Scale-III	MBA/ PGDM / CFA/CA or other relevant post graduate qualification from a recognized University/ Institution with minimum 55% marks.  Certificate in Treasury Management, Certified Treasury Dealer Course is desirable along with CAIIB.	<ol style="list-style-type: none"> <li>1. To manage, control and regulate effectively as also efficiently the Bank's funds and ensure that the liquidity position of the Bank is sound and optimally cost effective as also requirements of funds are readily met for ongoing operational and capital investment requirements.</li> <li>2. To forecast cash flow positions, related borrowing needs, and available funds for investment, and prudently use hedging to mitigate financial risks related to the interest rates on the Bank's borrowings.</li> <li>3. To drive and achieve target of trading/ investment and Corporate treasury sales and achieve maximization of Profits through Fund Management and Trading in various instruments as also Corporate Sales and other instruments.</li> <li>4. To closely monitor the statutory requirements of the Bank (SLR/ CRR) as also adhere to statutory</li> </ol>	<p>Minimum 05 years in Banking or Financial services industry and at least 3 years in Treasury Department of any Bank/FI in middle or senior position.</p> <p>Preferably 2 years of Investment Banking Experience</p>	<ol style="list-style-type: none"> <li>1. Formulating Investment and Trading Strategies covering all market segments in line with large PSBs for Treasury for enhancing Treasury profits and revenues.</li> <li>2. Liquidity Management in a cost effective and compliant manner.</li> <li>3. Addressing challenges arising out of PCA framework, restrictions imposed in RMP, reduction in Market RWA etc.</li> <li>4. Suggesting new products for trading/hedging and offering to clients for generating fee income</li> <li>5. Strengthening linkages between Business, TF and Treasury.</li> <li>6. Study of existing processes, systems monitoring and control mechanism and suggesting improvements thereof.</li> <li>7. Suggestions for implementation of Integrated Treasury Management Systems in a time bound manner</li> <li>8. Suggesting strategies for</li> </ol>

			<p>guidelines issued from time to time.</p> <ol style="list-style-type: none"> <li>5. To put in place a system of policies and procedures that impose an adequate level of control over treasury activities and function in conjunction to various guidelines/policies on Market Risk, Corporate Credit, Corporate Investment, Derivative policy of the Bank.</li> <li>6. To maintain excellent working relationship with investment community, credit rating agencies, inter-bank counter parties.</li> <li>7. Act as Treasury advisor to the Bank and apprise the top management of the Bank</li> </ol>		<p>unlocking value/reduce RWA in The Nainital Bank Limited legacy portfolio comprising equity, preference shares, venture capital units, unlisted shares etc.</p> <ol style="list-style-type: none"> <li>9. Alternative resource raising plan for Domestic requirement and arriving at right mix</li> <li>10. Manpower planning, capacity building and skill enhancement in areas like SLR/ Non-SLR/ Forex/ Derivatives and any other aspects for improving Treasury functions.</li> <li>11. Business &amp; Timely submission of Compliances/ Reports/ Information/ MIS to Board/ RBI/Top Management/ Auditors/ other Authorities and ensure data sanity and Timely resolution of various Operational Issues, Customer queries and complaints and regulatory compliance.</li> <li>12. Any other work assigned by the Bank from time to time during the contract period.</li> </ol>
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2	Economist (Senior Manager)- Grade/Scale- III	Master's degree in Economics/Econometrics/ Business Economics from a recognized University or its equivalent with a minimum of 60% marks in aggregate.	<ol style="list-style-type: none"> <li>1. Should possess expertise and in depth understanding of Domestic &amp; Foreign Economic scenario, macroeconomic indicators, structural changes in the economy.</li> <li>2. Understanding of Govt economic policies, laws and regulations, fiscal and monetary policies etc. which plays important role in the growth of the Bank.</li> <li>3. Understanding of Econometrics modelling, forecasting and analysis.</li> <li>4. Possess excellent presentation / communication - verbal and written skills with analytical insights into banking / economic issues.</li> <li>5. Should have strategic leadership skills, strong interpersonal skills and strong analytical and problem solving skills.</li> </ol>	<p>Minimum 5 years' experience as an Officer in a Bank or Financial Institutions Corporate Organizations like CRISIL, CIBIL, ICRA etc. as Economist.</p> <p>Desirable: A candidate whose are published in "Peer reviewed or referred" Journals/Newspapers of national repute. Experience in forecasting/ analyzing business indicators/ environmental scanning/ building up of data bank/ econometric models and industrial profiles</p>	<ol style="list-style-type: none"> <li>1. The Economist will be responsible for providing strategic inputs to the top management of the Bank.</li> <li>2. He / She shall also be required to analyze and evaluate economic and financial indicators of national level and assess their impact on various markets and asset classes.</li> <li>3. He / She may also work on costs incurred by the Bank on specific line of activities and the returns expected from such activities.</li> <li>4. Any other roles &amp; responsibilities assigned as per policies of the Bank from time to time.</li> </ol>
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### 8. 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 criterion 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 date, time and venue of interview will be advised to the short-listed candidates in due course through their notified e-mail ID.**

### 9. How to apply:

- Candidates should have valid email ID which should be kept active till the declaration of result. It will help them in getting call letter/Interview advices etc. through email.
- The candidates applying for the post must submit their application by post to **"Associate Vice President, The Nainital Bank Limited, 7 Oaks Building,**



- **Head Office, Nainital- 263001** in the prescribed format (to be given in the advertisement in Bank's website).
- **Application fees: Rs. 1500.00 (Rupees one thousand five hundred only) including GST which should be remitted through Demand Draft in favor of the Nainital Bank Limited payable at Nainital (Uttarakhand) and the same should be attached with the application.**
- 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 SENIOR MANAGER- TREASURY/INVESTMENT IN GRADE/SCALE-III'.**
  - **'APPLICATION FOR THE POST OF ECONOMIST (SENIOR MANAGER)- GRADE/SCALE- III.'**
- The following documents should be submitted along with the application.
  - Proof of age (copy of passing Secondary/High School/10th standard Certificate or HigherSecondary 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.
  - NOC Certificate from the present employer for applying and appearing in the recruitment exercise of The Nainital Bank Limited.

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

- Application format is given at the end. 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 existing/previous 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)

#### **11. Selection Process:**

- The selection will be based on shortlisting and interview however, Bank may also conduct written examination of the applicants to shortlist the candidates for Personal Interview, depending upon the number of applications mere fulfilling minimum qualification, experience and other eligibility criteria will not vest any right in candidate for being called for Personal Interview and written Test (if required).
- The Bank will decide the shortlisting parameters and thereafter, adequate number of candidates, as decided by the Bank will be shortlisted and called for



Interview. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The initiation of shortlisting and Personal Interview will be made on the registered Email IDs of the candidates.

- Merit list of selected candidates will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate scores the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit. The marks obtained in the written examination will also be reckoned for arriving at the final merit list (only if a written test is conducted by the Bank).
- The candidates finally selected will be intimated/ informed through email on their registered email IDs

## **12. Nature of Employment & Probation Period:**

- The nature of employment will be regular in Grades/ Scales III, as the case may be, in the fields of Treasury & Economics. The candidates will be initially on a probation period of 2 years with the half yearly performance evaluation/ review particularly on objective and measurable parameters. Thereafter, after successful completion of probation period of two years the concerned candidates may be regularized in the Bank's services.
- If in case any candidate's performance is found to be unsatisfactory or he/she fails to perform to the expected level, the probation period of the concerned candidates, at the sole discretion of the management, may be extended or the services may be terminated by giving one months' notice or one months' compensation in lieu thereof for such nonperformance/ for other negative parameters as may be decided by the Bank.
- Alternatively, if in case any such employee intends to resign from Bank's service he/she shall have to give three months' notice or deposit three months' salary in lieu thereof, acceptance of which will be at the sole discretion of the Bank.

## **13. Closing Date:**

- The application, enclosing all prescribed documents should reach the bank's Head Office on or before 04.11.2023. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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

Place- Nainital  
Date- 25.10.2023