

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

**Requires**

**Chief Digital Officer in Officers' Grade/Scale-IV or V**

The Nainital Bank Limited intends to recruit one Chief Digital Officer in Officers' Grade/Scale-IV or V.

- 1. Compensation for the post:** The Bank will absorb the eligible and deserving candidate in Grade/Scale IV or V of Nainital Bank Limited after evaluating qualification and experience and his/her fitment shall accordingly be made in Grade IV or V. The Grade Scales of the Nainital Bank Limited are as follows:

- **Scale IV** - 76010 -  $\frac{2220}{4}$  - 84890 -  $\frac{2500}{2}$  - 89890
- **Scale V** - 89890 -  $\frac{2500}{2}$  - 94890 -  $\frac{2730}{2}$  - 100350

- 2. Nature of appointment:** Regular and Whole Time Employment on Pay Scales of Nainital Bank Limited.

- 3. Career Progression:** As per Bank's Promotion Policy.

**Place of Posting:** The position/place of posting of candidate will ordinarily be at Department of Information Technology, Haldwani, or at Head Office, Nainital at the sole discretion of the Bank.

- 4. The Job Responsibility of Chief Digital Officer will be as under:**

- To visualize, define, lead and execute the digital and data strategy & transformation for the Bank.
- To provide futuristic direction to the Bank's Business using Digital and Data Driven solution to gain competitive advantage.
- Harness emerging technologies to support business growth for the Bank by leveraging the customers and transactions data available with the Bank.
- Propelling the Bank to the forefront of Digital Banking by designing and deploying best in class digital solutions for its customers and employees.
- Help shape the vision and strategy of the organization to create a Digitally Strong Bank.
- Understand customer behavior across all channels of interaction and service delivery and create solutions to improve customer experience.
- Build a flexible and agile Digital Platform for the Bank
- Build networks with new age fintech companies to deliver innovative services and solutions to customers.
- Driving revenue generation and cost reduction opportunities using data, by leveraging cross-selling and up-selling opportunities.
- Driving data analytics and business intelligence initiatives. Building reporting capabilities on products, customers, operations and markets.
- Innovation & Popularization of Digital Products to compete with other Banks/FIs.
- Build & Manage budgets to create digital plans for the organization and deliver to the plans on budget, time and quality.

## 5. **Eligibility Criteria as on 31.12.2022:**

1. **Age:** The applicant should be between 35-55 years of age.

### 2. **Qualifications:**

**Essential:** Engineering Graduate in Computer Science/Information Systems/other related fields or MCA or equivalent qualification from a recognized University/ Institution.

**Desirable:** Any additional qualification related to banking.

3. **Experience:** Minimum 12 years of experience in relevant areas is mandatory. He/she should have worked in Banking-IT related areas/projects involving Digital Products, IT Policy and Planning/ Financial Networks and Applications/ Financial Information Systems/Cyber Security Technologies/ Payment Technologies, etc.

**Preference:** Preference will be given to the Candidate working as a full time Chief Digital Officer or in an equivalent position in a regular capacity in a Commercial Bank/FI- **and not in a contractual/adhoc capacity.**

## 6. **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 date, time and venue of interview will be advised to the short-listed candidates in due course through their notified e-mail ID.**

## 7. **How to apply:**

- The candidates applying for the post must submit their application by post to “**Chief Operating Officer, 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).
- 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 DIGITAL 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.

## 8. **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).

**9. Closing Date:**

The application, enclosing all prescribed documents should reach the bank's Head Office **on or before 31.01.2023**. 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- 21.01.2023

**Application form for the post of Chief Digital Officer (CDO) in Officers' Grade/Scale- IV or V**

AFFIX  
YOUR RECENT  
PASSPORT SIZE  
PHOTOGRAPH AND  
SIGN ACROSS

In response to your advertisement, I, hereby, submit my candidature application for the **post of Chief Digital Officer (CDO) in Officers' Grade/Scale-IV or V:**

[illegible][illegible][illegible]

STD CODE	TELEPHONE NO.	MOBILE NO.	EMAIL IDs*

**\*legible valid e-mail ID is compulsory.**

[illegible]

9. **CATEGORY:** GEN ☐ OBC ☐ SC ☐ ST ☐

[Please enclose self-attested photo copies of certificates in support of the claim]

Examination Passed	Name of Board/ University/Institute	Subjects studied	Year of Passing	Marks Obtained/ Out of	%of Marks
High School					
Intermediate					
<b>Essential Qualification-</b> Graduation- Engineering in Computer Science / Information Systems / Other related fields <b>Or</b> Post-Graduation- MCA					
<b>Desirable Qualification-</b> Any additional qualification related to Banking.					

*Preference: Preference will be given to the Candidate working as a full time Chief Digital Officer or in an equivalent position in a regular capacity in a Commercial Bank/FI- and not in a contractual/adhoc 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.

Name: \_\_\_\_\_

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.