



THE NAINITAL BANK LIMITED

RECRUITMENT OF INFORMATION & TECHNOLOGY (IT) OFFICERS

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 141 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

The Nainital Bank Limited invites Applications for Appointment to the following posts. Accordingly desirous Candidates are requested to apply for different positions as per the details here under:-

A DETAILS OF POST, GRADE/ SCALE, NATURE OF ENGAGEMENT, VACANCY, AGE, SELECTION PROCESS												
Post Sr. No.	Name of the Post	Grade/ Scale	No. of Vacancies	Age in Years as on 30.06.2020								
				Minimum	Maximum							
1.	IT Officers	Officers' Grade/ Scale I	-08-	22	32							
<p>Note:</p> <ol style="list-style-type: none">1. The number of vacancies mentioned above is provisional and may vary according to the actual requirement of the Bank.2. Bank reserves the right to cancel the recruitment process partly/ entirely at any time.3. Since experience in IT field is desired, the relevant experience certificate must contain that the candidate has experience of Minimum -2- years' in IT related projects in a Commercial Bank with particular reference to FINACLE platform specifically.4. In cases where the certificate of degree / diploma does not specify the field of specialization, the candidate will have to produce a certificate from the concerned University / College/ Institute specifically mentioning the specialization.5. The candidates can be posted/ subsequently transferred to any of the existing/ proposed Branches/ Offices of the Bank as per banking exigencies.6. Important- Candidates are advised to carefully note that, they will be required to execute an Indemnity Bond for prescribed amount with surety for serving the Bank for a specified period. In case the candidate resigns from or leaves/ abandons the service before completion of the specified period, he/ she will indemnify the Bank for amount of the Bond, for all losses, costs, charges and expenses incurred by the Bank. Selected candidates shall execute the Indemnity Bond before joining Bank's service as below: <table border="1" data-bbox="516 1717 1182 1801"><thead><tr><th>Offices Grade/ Scale</th><th>Amount of Bond</th><th>Bond Period</th></tr></thead><tbody><tr><td>Grade/Scale-I /II</td><td>Rs. 2.00 Lacs</td><td>02 Years</td></tr></tbody></table>							Offices Grade/ Scale	Amount of Bond	Bond Period	Grade/Scale-I /II	Rs. 2.00 Lacs	02 Years
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THE NAINITAL BANK LIMITED

B. DETAILS OF EDUCATIONAL QUALIFICATION/ EXPERIENCE				
	Post Sr. No.	Post Name	Essential Qualification as on 30.06.2020.	Post qualification Experience as on 30.06.2020
	1.	IT Officers Grade/Scale-I	B.E. / B.Tech. (with Computer Science/ IT) / Post Graduate in Computer Science/ Information Technology/ MCA from a recognized University/ Institute with minimum 60% marks.	Desired Experience: Minimum -2- years' in IT related projects in any Commercial Bank with particular reference to FINACLE platform.
C. REMUNERATION				
	Post Sr. No.	Post Name	Pay Scale/ CTC	
	1.	IT Officers Grade/Scale-I	Pay Scale of Rs. 23700 -980/7- 30560- 1145/2- 32850- 1310/7- 42020 plus Special Allowance @ 7.75% of Basic Pay + Dearness Allowance thereon (under revision at Industry level). CTC would be approx. Rs. 7.00 lacs per annum.	
D. HOW TO APPLY:				
Candidates should have valid email ID which should be kept active till the declaration of result. It will help him/her in getting call letter/Interview advices etc. by email				
<u>GUIDELINES FOR FILLING THE APPLICATION</u>				
<p>i. The candidates applying for the post/s mentioned above must submit their duly typed application by Registered/ Speed Post addressed to 'The Vice President (HRM), The Nainital Bank Limited, Head Office, 7 Oaks Building, Mallital, Nainital-263001 (Uttarakhand)' in the prescribed format (as given below in this notification).</p> <p>ii. Application fees: Rs. 1000.00 (Rupees one thousand only) including GST which should be remitted through Demand Draft in favour of the Nainital Bank Limited payable at Nainital (Uttarakhand) and the same should be attached with the application.</p> <p>iii. 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.</p> <p>iv. The envelope containing the application should be super scribed with 'Application for Post of IT Officer Grade/Scale-I'</p> <p>v. The following documents should be submitted along with the application:-</p> <ul style="list-style-type: none">• Proof of age (copy of passing Secondary/High School/10th standard Certificate or Higher Secondary School /12th Standard Certificate mentioning the DOB).• Copy of Certificates and Mark sheets in respect of essential and desirable educational/ professional qualifications acquired.• Appropriate document(s) in support of essential as well as desirable and post professional qualification experience.				



THE NAINITAL BANK LIMITED

	E.	SELECTION PROCESS:
		<p>The selection will be based on shortlisting and Personal Interview, however, Bank may also conduct written examination of the applicants to shortlist the candidates for Personal Interview, depending upon the number of applications.</p> <p>Interview: Mere fulfilling minimum qualification and experience will not vest any right in candidate for being called for interview. 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.</p> <p>Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score 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).</p>
	F.	GENERAL INFORMATION
		<ol style="list-style-type: none"> i. Before applying for a post, the applicant should ensure that he/ she fulfils the eligibility and other norms mentioned above for that post as on the specified date and that the particulars being furnished by him/ her are correct in all respects. ii. IN CASE IT IS DETECTED AT ANY STAGE OF RECRUITMENT THAT AN APPLICANT DOES NOT FULFIL THE ELIGIBILITY NORMS AND/ OR THAT HE/ SHE HAS FURNISHED ANY INCORRECT/ FALSE INFORMATION OR HAS SUPPRESSED ANY MATERIAL FACT(S), HIS/ HER CANDIDATURE WILL STAND CANCELLED. IF ANY OF THESE SHORTCOMINGS' IS/ ARE DETECTED EVEN AFTER APPOINTMENT, HIS/ HER SERVICES ARE/ WILL BE LIABLE TO BE TERMINATED. iii. The applicant should ensure that the application is strictly in accordance with the prescribed format and is properly and completely filled. iv. Appointment of selected candidate is subject to his/ her being declared medically fit as per the requirement of the Bank. Such appointment will also be subject to the service and conduct rules of Officers' the Bank for such post in the Bank, in force at the time of joining the Bank. v. Candidates are advised to keep their e-mail ID alive for receiving communication viz. call letters/ Interview date advices etc. vi. The Bank takes no responsibility for any delay in receipt or loss of any communication. vii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment, if he/she is already employed. viii. The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application is found to be false at a later stage. ix. DECISIONS OF BANK IN ALL MATTERS REGARDING ELIGIBILITY, CONDUCT OF WRITTEN TEST (IF CONDUCTED), INTERVIEW, OTHER VERIFICATION AND SELECTION WOULD BE FINAL AND BINDING ON ALL CANDIDATES. NO REPRESENTATION OR CORRESPONDENCE WILL BE ENTERTAINED BY THE BANK IN THIS REGARD. x. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and/or an application in response thereto can be instituted only in Nainital and courts/tribunals/forums at Nainital only shall have sole and exclusive jurisdiction to try any cause/dispute. xi. <u>BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE</u>



THE NAINITAL BANK LIMITED

	G CLOSING DATE
	The application, enclosing all prescribed documents should reach the Bank's Head Office on or before July 23, 2020 at the address mentioned (refer guidelines for filling the application) in the sealed envelope which should be superscripted " Application for the post of IT Officer Grade/Scale-I " only through registered/speed post . The Bank takes no responsibility for any delay in receipt or loss of application/s in postal transit.

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

Place- Nainital
Date- July 8, 2020



THE NAINITAL BANK LIMITED

any)					
Professional Qualification, along with specialization					
Certification					
Others					

8. Experience (Post Professional Qualification) Details as on 30.06.2020 (Please enclose copies of relevant Certificates):

Give details/ attach documents of each assignment undertaken by you.

Name of the Organization/ nature of profession	Designation (if in service)	Duration of Profession/ Service	Key Portfolios/ Responsibilities handled	Reasons for leaving	Annual Income/ Salary (if in employment)



THE NAINITAL BANK LIMITED

9. 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

10. Details of application Fee- Demand Draft payable at Nainital

Name of issuing Bank/ Branch	Drawee Bank/ Branch	Demand Draft No.	Date of Issue	Amount (Rs.)
				1,000.00

11. ANY OTHER ADDITIONAL INFORMATION:



THE NAINITAL BANK LIMITED

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.