

THE NAINITAL BANK LIMITED

(Regd. Office: G.B.Pant Road, Nainital)

REQUIRES

- 1. CLERKS**
- 2. CREDIT OFFICERS IN OFFICERS' GRADE/SCALE-I**
- 3. MANAGEMENT TRAINEES**

Please note that the On-Line Examination for all the above three categories will be conducted on same day, which will be communicated to the short listed candidates in due course of time.

All other related details are appended below.

Vice President, HRM

Place: Nainital

Date- July 2, 2013

THE NAINITAL BANK LIMITED

(Regd. Office: G.B.Pant Road, Nainital)

CLERKS

In the Pay Scale of ` 7200-400/3-8400-500/3-9900-600/4-12300-700/7-17200-1300/1-18500-800/1-19300 (under revision).

Eligibility Criteria

- (i) **Age-** Candidate should be in the age group of 18-27 years as on **30.06.2013**. Upper age limit relaxable by -3- years in case of SC/ST candidates, subject to production of Caste Certificate.
- (ii) **Educational Qualification-** Graduation/Post Graduation with minimum **45% marks** in Arts/ Science/ Commerce. Knowledge of Computer Operation is essential.

Other Conditions:

- 1) Eligible candidates will be required to appear for **on- line written test** of Reasoning, English Language, Numerical Ability, Clerical Aptitude and Basic Computer Knowledge at any one of the centre applied by the applicant/ allotted by the Bank out of -5- Centers mentioned in the Application Form (Bank, however, reserve the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for). **The test will be available only in English.** The Application Form for this purpose is appended below, which can be down loaded and sent duly filled in along with requisite documents to us.
- 2) Candidate will have to submit a Demand Draft of ` **600.00 (Rupees six hundred only)** in case of General Candidates in **favour of "The Nainital Bank Limited" payable at Nainital. Please note that this fees is non- refundable and will not be returned in any case.**

(Fee exempted for SC/ST candidates against production of Caste Certificate).
- 3) **"Application for the post of Clerk"** should be marked on the top of front side of envelop containing such application.
- 4) The decision in respect of the candidature of the applicant is at the sole discretion of the Bank and no correspondence will be entertained in this regard.
- 5) It may be discretely noted that only the applicants fulfilling eligibility criteria in all respect will be called for the on- line written test.

- 6) **Date and centre of on- line written examination will be communicated to the short listed candidates in due course.**
- a. The examination will be conducted online in venues across many centres in Uttarakhand, U.P. & Delhi.
 - b. Bank, however, reserves the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc.
 - c. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.
 - d. Candidates will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
 - e. No request for change of centre of Examination shall be entertained.
- 7) Candidates should note that only Demand Draft favouring 'The Nainital Bank Limited' drawn on any bank at Nainital (Uttarakhand) will be accepted.
- 8) Every related document such as copies of the certificates relating to Qualification, Proficiency and Knowledge of Computer Operations, Age, Caste etc. must be attached with the application, failing which the application will be rejected without any information to the applicant. No document/s will be accepted after the due date of submission of the Application.
- 9) The candidates found successful in the written test will have to appear for interview depending upon the available vacancies.
- 10) It should be noted that selected candidates will be given assignment anywhere in the operational area of the Bank.

Eligible interested candidates may send their duly filled in application complete in all respect in the format appended below in a closed envelope addressed to:-

The Vice President, HRM, The Nainital Bank Limited, Head Office, Seven Oaks Building, Mallital, Nainital, Uttarakhand - 263 001 so as to reach us latest by 20th July, 2013.

Place- Nainital
Date- July 02, 2013

THE NAINITAL BANK LTD.
7, Oaks, Mallital, Nainital (Uttarakhand)-263001

FORMAT FOR APPLICATION FOR THE POST IN CLERICAL CADRE- 2013
 PLEASE FILL THE FOLLOWING INFORMATION IN BLOCK LETTERS

**Passport Size
Photograph**

1. Name of the Candidate: _____
2. Father's Name : _____
3. Date of Birth : _____
 (Attach Proof) i.e. High School Certificate
4. Age (as on 30/06/2013 : _____ Years _____ Months _____ Days

5. Center for **on -line** Examination : (Tick Center of your choice) *

Haldwani	Dehradun	Bareilly	Lucknow	Delhi

6. Educational Qualification (as on 30/06/2013):
 (Starting with Matriculation/High School. Please enclose self attested 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					
BA/B.Sc./B.Com.					
MA/M.Sc./M.Com.					
Others					

7. Knowledge of Computer Operations: _____
 (Attach proof)

8. Category (SC/ST/GEN): _____
 (Attach proof, in case of SC/ST)

9. Correspondence Address: _____

 _____ Pin Code _____
 Telephone No. _____
****Email** _____

10. Permanent Address _____

 _____ Pin Code _____

11. Particulars of Non Refundable Fees Paid: (Only By Demand Draft Rs. 600.00)

Name & Address of Issuing Bank & Branch	Demand Draft Drawn in favour of:	Date of Issue	Demand Draft No.	Amount (Rs.)
	The Nainital Bank Ltd. (Payable at Nainital)			

(Fees Exempted for SC/ST candidates against the proof of caste).

I hereby declare that (i) all statements made in this application are true. In case any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of the selection process and/ or at any point of time even after my appointment in the Bank.

(ii) In case of my selection, I am willing to serve in any of the present/future Branch/ Offices of the Bank.

Place _____

Date _____

Signature of Candidate

Name of the Candidate

Important:

* Centre for on-line examination can be changed by the Bank depending upon the number of applicants for a particular centre/administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.

****Please provide your e-mail address as mentioned at Point No. 9 which is compulsory.**

Incomplete application i.e. application not filled properly, without Photograph, Signature, Demand Draft payable at Nainital, Caste Certificate, Proof of Date of Birth and Educational Qualification, Proficiency and Knowledge of Computer Operations and received after the prescribed date would be rejected at the sole responsibility of the candidate.

THE NAINITAL BANK LIMITED

(Regd. Office: G.B.Pant Road, Nainital)

Requires

CREDIT OFFICERS IN OFFICERS' GRADE/SCALE-I

In the Pay Scale of ` 14500-600/7-18700-700/2-20100-800/7-25700 which is under revision

Eligibility Criteria:

(i) **Age-** Candidate should be in the age group of **21-30** years as on **30.06.2013**. Upper age limit relaxable by -5- years in case of SC/ST candidates, subject to production of Caste Certificate.

(ii) **Qualification-** Candidate should have passed the Intermediate examination of Institute of Chartered Accountants of India having -3- years experience.

OR

MBA (Finance) with minimum 60% marks from a recognized university **OR** AICTE approved institute, preference will be given to the candidates having 1-2 years post qualification experience.

OR

Chartered Financial Analyst (CFA) from Institute of Chartered Financial Analysts (ICFAI). Preference will be given to the candidates having 1-2 years experience.

Other Conditions:

- 1) Eligible candidates will be required to appear for **on - line written** test of English, Quantitative Aptitude, Reasoning and Professional Knowledge at any one of the centre applied by the applicant/ allotted by the Bank out of -5- Centers mentioned in the Application Form. (Bank, however, reserve the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for). **The test will be available only in English.** The Application Form for this purpose is appended below, which can be down loaded and sent duly filled in along with requisite documents to us.
- 2) Candidate will have to submit a Demand Draft of ` **600.00 (Rupees six hundred only)** in case of General Candidates and ` **300.00 (Rupees three hundred only)** in case of SC/ST candidates against production of Caste Certificate. **Demand Draft should be favouring "The Nainital Bank Limited" payable at Nainital. Please note that this fee is non-refundable and will not be returned in any case.**
- 3) **"Application for the Post of Credit Officer in Officers' Grade/Scale-I"** should be marked on the top of front side of envelope containing such application.

- 4) The decision in respect of the candidature of the applicant is at the sole discretion of the Bank and no correspondence will be entertained in this regard.
- 5) It may be discretely noted that only the applicants fulfilling eligibility criteria in all respect will be called for on- line written test.
- 6) **Date and centre of on- line written examination will be communicated to the short listed candidates in due course.**
 - a) The examination will be conducted online in venues across many centres in Uttarakhand, U.P. & Delhi.
 - b) Bank, however, reserve the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc.
 - c) As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.
 - d) Candidates will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
 - e) No request for change of centre of Examination shall be entertained.
- 7) Candidates should note that only Demand Draft favouring "The Nainital Bank Limited" drawn on any bank at Nainital (Uttarakhand) will be accepted.
- 8) Every related document such as copies of the certificates relating to Qualification, Age, Experience, Caste etc. must be attached with the application, failing which the application will be rejected without any information to the applicant. No document/s will be accepted after the due date of submission of the Application.
- 9) The candidates found successful in the written test will have to appear for group discussion and /or interview depending upon the available vacancies.
- 10) It should be noted that selected candidates will be given assignment anywhere in the operational area of the Bank.

Eligible interested candidates may send their duly filled in application complete in all respect in the format appended below in a closed envelope addressed to:

The Vice President, HRM, The Nainital Bank Limited, Head Office, Seven Oaks Building, Mallital, Nainital, Uttarakhand - 263 001 so as to reach us latest by 20th July, 2013.

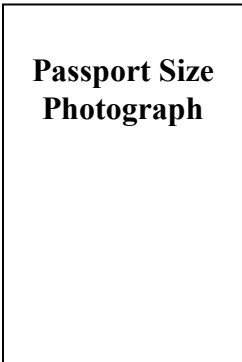
Place- Nainital

Date- July 02, 2013

THE NAINIAL BANK LTD.
7, Oaks, Mallital, Nainital (Uttaranchal)-263001

Application form for the post of Credit Officer in Grade/Scale-I

PLEASE FILL THE FOLLOWING INFORMATION IN BLOCK LETTERS



1. Name of the Candidate: _____

2. Father's Name : _____

3. Date of Birth : _____
 (Attach proof i.e. High School Certificate)

4. Age (as on 30/06/2013) _____ years _____ months _____ days.

5. Center for **on -line Examination** : (Tick Center of your choice) *

Haldwani	Dehradun	Bareilly	Lucknow	Delhi

6. Correspondence Address: _____
 (In Block Letters) _____

Pin Code _____

Telephone No. _____

** **Email** _____

7. Permanent Address _____

Pin Code _____

8. Category (SC/ST/GEN) _____
 (Attach proof in case of SC/ST)

9. **Details of Educational/Professional/Technical Qualifications:** As on 30/06/2013(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					
BA/B.Sc./B.Com.					
MA/M Sc./M.Com.					
Professional / Technical Qualification-					

10. Experience Details (Please enclose copies of relevant certificates):

Give full details of every assignment undertaken by you.

Name of the Organization	Designation	Duration of Service	Key Responsibilities handled	Reasons for leaving	Last Drawn Salary

11. Particulars of Demand Draft: (Please enclose NON-REFUNDABLE Demand Draft of Rs.600/- for GENERAL Candidates and Rs.300/- in case of SC/ST / candidates).

Name & Address of Issuing Bank & Branch	Demand Draft Drawn in favour of :	Date of Issue of Demand Draft	Demand Draft No.	Amount (Rs.)
	The Nainital Bank Ltd. (Payable at Nainital)			

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 & Email Id

DECLARATION: I hereby declare that -(i) All statements made in this application are true. In case of any of the particulars furnished by me are found to be incorrect or suppressed, my candidature is liable to be rejected at any stage of the selection process and/ or at any point of time even after my appointment in the Bank. (ii) In case of my selection, I am willing to serve in any of present/future Branches/Offices of the Bank.

Place: _____

Signature of the Candidate

Date: _____

Name of the Candidate

Important:

* Centre for on-line examination can be changed by the Bank depending upon the number of applicants for a particular centre/ administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.

****Please provide your e-mail address as mentioned at Point No. 6 which is compulsory.**

Incomplete application i.e. application not filled properly, without Photograph, Signature, Demand Draft payable at Nainital, Caste Certificate, Proof of Date of Birth and Educational Qualification, Proficiency and Knowledge of Computer Operations and received after the prescribed date would be rejected at the sole responsibility of the candidate.

THE NAINITAL BANK LIMITED

(Regd. Office: G.B.Pant Road, Nainital)

Requires

MANAGEMENT TRAINEES

Eligibility Criteria:

- (i) **Age-** Candidate should be in the age group of 18-27 years as on 30.06.2013. Upper age limit relaxable by -5- years in case of SC/ST candidates, subject to production of Caste Certificate.
- (i) **Qualification-** Graduate/Post Graduate in Arts/ Science/ Commerce/ Agriculture and Management from recognized University/ Institute with minimum of 55% marks. The SC/ST candidates will be given relaxation of 5% in minimum required percentage of marks. Proficiency in Computer Operations and knowledge is essential.

Remuneration- During the period of two years, consolidated amount payable @ ` 15,000.00 per month in the first year and ` 20,000.00 per month in the second year. Candidates found suitable shall be absorbed as DRO's in Officers Grade/Scale-I of the Bank as per Bank's discretion on satisfactory completion of two years of assignment.

Other conditions-

- (1) Eligible candidates will be required to appear for on- line written test of English, Quantitative Aptitude, Reasoning and test of General & Financial Awareness at any one of the centre applied by the applicant/ allotted by the Bank out of -5- Centers mentioned in the Application Form. (Bank, however, reserve the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for). **The test will be available only in English.** The Application Form for this purpose is appended below, which can be down loaded and sent duly filled in along with requisite documents to us.
- (2) Candidate will have to submit a Demand Draft of ` 600.00 (**Rupees six hundred only**) in case of General Candidates and ` 300.00 (**Rupees three hundred only**) in case of SC/ST candidates against production of Caste Certificate. **Demand Draft should be favouring "The Nainital Bank Limited" payable at Nainital. Please note that this fees is non-refundable and will not be returned in any case.**
- (3) **"Application for the Assignment of Job as Management Trainee"** should be marked on the top of front side of envelope containing such application.
- (4) The decision in respect of the candidature of the applicant is sole discretion of the Bank and no correspondence will be entertained in this regard.

- (5) It may be discretely noted that only the applicant fulfilling eligibility criteria in all respect will be called for written test.
- (6) **Date and venue of on- line written examination will be communicated to the short listed candidates in due course.**
- a. The examination will be conducted online in venues across many centres in Uttarakhand, U.P. & Delhi.
 - b. Bank, however, reserve the right to cancel any of the examination centres/ and /or add some other centres, depending upon the response, administrative feasibility etc.
 - c. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.
 - d. Candidates will appear for the examination at an Examination Centre at his/her own risks and expenses and Bank will not be responsible for any injury or losses etc. of any nature.
 - e. No request for change of centre of Examination shall be entertained.
- (7) Candidates should note that only Demand Draft favouring 'The Nainital Bank Limited' drawn on any bank at Nainital (Uttarakhand) will be accepted.
- (8) Every related document such as copies of the certificates relating to Qualification, Proficiency and Knowledge of Computer Operations, Age, Experience (if any), Caste etc. must be attached with the application, failing which the application will be rejected without any information to the applicant. No document/s will be accepted after the due date of submission of the Application.
- (9) The candidates found successful in the written test will have to appear for group discussion and /or interview depending upon the available vacancies.
- (10) It should be noted that selected Management Trainees will be given assignment anywhere in the operational area of the Bank.

Eligible interested candidates may send their duly filled in application complete in all respect in the format appended below in a closed envelope addressed to:

The Vice President, HRM, The Nainital Bank Limited, Head Office, Seven Oaks Building, Mallital, Nainital, Uttarakhand - 263 001 so as to reach us latest by 20th July, 2013.

Place- Nainital

Date- July 02, 2013

15. (A) .EDUCATIONAL /PROFESSIONAL QUALIFICATION (From SSC onwards) (As on June 30, 2013). Relevant proof by way of attested photo copy of the documents for comparing % of marks, copy of degrees/ mark sheets of Graduation/ Post Graduation be submitted along with the application.

Name of Degree/ Post Graduate Degree(s) Passed	Name of University/ Institution Studied	Subjects	Month & Year of Passing	Marks Obtained/ Out of	% of Marks

(If space is insufficient, please attach a separate sheet)

16. (B). PROFICIENCY AND KNOWLEDGE OF COMPUTER OPERATIONS.

Brief description of job handled.(Please attach copy of certificate relating to Computer Qualification).

17. PARTICULARS OF POST QUALIFICATION EXPERIENCE (if any) As on 30.06.2013:

(Starting from the present employment).

Name & Address of Employer	Post Held	Period of Service (Give details)		Length of Service		Nature of Duties Performed	Reasons for Leaving Service
		FROM	TO	YEAR	MONTH		

(If space is insufficient, please attach a separate sheet)

(Copies of Experience Certificate (s) giving details such as designation, period, nature of duties etc. should be enclosed. In absence of above the application is liable to be rejected).

18. ANY OTHER ADDITIONAL INFORMATION: (Extra curricular activities including awards, achievements etc.)

DECLARATION

I hereby certify that the information furnished above is correct to the best of knowledge and I believe I have not suppressed any material fact or factual information in the above statements. I am aware, that in case, I have given wrong information or suppressed any material fact or factual information, or I do not satisfy the eligibility criteria according to the advertisement, my candidature will be rejected/services terminated even after permanent employment without giving notice or reason thereof.

I also understand that if I do not fulfill the eligibility criteria as stipulated in the advertisement, Bank would not call me for the written test/ interview, without further communication.

I agree that the Bank has a right to attach/ shift me to any of the branches/ offices of the Bank anywhere in India.

I understand to abide by all terms & conditions in the advertisement given by the Bank.

I hereby agree that any legal proceeding in respect of any matter (s) or claims or dispute arising out of this application and / or out of said advertisement can be instituted by me only at state capital from the state where I have been recruited and courts/ Tribunals/ Forums at the centre only, shall have sole and exclusive jurisdiction to try cause/ dispute. I understand to abide by all terms and conditions mentioned in the advertisement given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

Important:

* Centre for on-line examination can be changed by the Bank depending upon the number of applicants for a particular centre/ administrative feasibility etc. As far as possible candidates will be allotted to a centre of his/ her choice, however, Bank also reserves the right to allot the candidate to any centre other than the one he /she has opted for.

****Please provide your e-mail address as mentioned at Point No. 5 which is compulsory.**

Incomplete application i.e. application not filled properly, without Photograph, Signature, Demand Draft payable at Nainital, Caste Certificate, Proof of Date of Birth and Educational Qualification, Proficiency and Knowledge of Computer Operations and received after the prescribed date would be rejected at the sole responsibility of the candidate.