



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

### **Notification for Appointment of Advisor-HR 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 98.62% 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 176 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 HR Advisor on Contract Basis.**

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

<b>1</b>	<b>Post Name</b>	<ul style="list-style-type: none"><li>• HR Advisor (<b>On Contract</b>)</li></ul>
<b>2</b>	<b>No. of Post and Location</b>	<ul style="list-style-type: none"><li>• One (1) at Bank's Head Office, Nainital</li></ul>
<b>3</b>	<b>Nature of Employment</b>	<ul style="list-style-type: none"><li>• On contract for 1 year extendable up to 3 years. The contract may be terminable by the Bank by one months' notice or compensation in lieu thereof during the contractual period.</li></ul>
<b>4</b>	<b>Age As on 31.01.2026</b>	<ul style="list-style-type: none"><li>• Min 50 years and Max 65 years of age.</li></ul>
<b>5</b>	<b>Experience</b>	<ul style="list-style-type: none"><li>• Superannuated/ retired/ VRS Optee in Grade/Scale V and above, who have worked in a public sector Bank with an experience of minimum 5 years in Human Resources with Strong understanding of labour laws, HR &amp; IR Issues, organizational policies, and people management.</li></ul>
<b>6</b>	<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 Personal Interview.</li><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.</li></ul>

7	<b>Job Profile</b>	<ul style="list-style-type: none"> <li>✓ Advise management on HR policies, Automation and compliance</li> <li>✓ Support in strategic workforce planning, Capacity Building and succession planning of the Bank.</li> <li>✓ Training assessment, HR Technology and Analytics</li> <li>✓ Mentor and guide the existing HR team</li> <li>✓ Assist in disciplinary, legal, and employee relations matters</li> <li>✓ Advise on IR Issues, Deployment, Employee engagement and welfare.</li> <li>✓ Ensure fair treatment of staff in line with employment laws and company policy</li> <li>✓ Interpret and enforce HR policies and procedures.</li> <li>✓ Assist in drafting and updating HR policies and employee handbooks</li> <li>✓ Assist in managing performance review cycles</li> <li>✓ Advise managers on performance improvement plans and goal setting.</li> <li>✓ Support succession planning and talent management initiatives.</li> <li>✓ Any other HR Matters related to Bank assigned from time to time.</li> </ul>
8	<b>Remuneration</b>	The remuneration shall be a lump sum payment of Rs. 100,000/- per month.
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 “**Head-HR, 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 ADVISOR-HR ON CONTRACT**’.
  - **BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
2. **Closing date:** The application, enclosing all prescribed documents should reach the Bank’s Head Office, Nainital on or before 13.02.2026. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

**Associate Vice President- Head (HRM)**  
**The Nainital Bank Limited**  
**Head Office, Seven Oaks,**  
**Mallital, Nainital- 263001 (Uttarakhand)**  
**Place- Nainital**  
**Date -28.01.2026**