



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

### **Engagement 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 98.57% 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 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 Advisor-HR on Contract Basis.**

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

<b>1</b>	<b>Post Name</b>	<ul style="list-style-type: none"><li>• Advisor – HR <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., however the Bank reserves the right to post the selected candidate as per Bank's requirement.</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 contractual period.</li></ul>
<b>4</b>	<b>Age As on 30.06.2026</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 /Resigned in Grade/Scale of AGM and above or equivalent position, who have worked in any Public Sector/ Private Sector Bank and experience in Human Resource &amp; IR, Handling Disciplinary Proceedings, Vigilance cases etc.</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 selection will be made through 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 whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as required for the post.</li></ul>

7	<b>Job Profile</b>	Advise management on HR policies, Automation and compliance } Support in strategic workforce planning, Capacity Building and succession planning of the Bank. } Training assessment, HR Technology and Analytics } Mentor and guide the existing HR team } Assist in disciplinary, legal, and employee relations matters } Advise on IR Issues, Deployment, Employee engagement and welfare. } Ensure fair treatment of staff in line with employment laws and company policy } Interpret and enforce HR policies and procedures. } Assist in drafting and updating HR policies and employee handbooks } Assist in managing performance review cycles } Advise managers on performance improvement plans and goal setting. } Support succession planning and talent management initiatives. } Any other HR Matters related to Bank assigned from time to time.
8	<b>Remuneration</b>	<ul style="list-style-type: none"> <li>The remuneration shall be a lump sum payment of Rs. 100,000/- per month. Maximum Offered shall be Rs.12.00 lakh per Annum</li> </ul>
9	<b>Other Conditions</b>	<ul style="list-style-type: none"> <li>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.</li> </ul>

**Important Instructions:**

**1. How to apply:**

- The candidates applying for the post must submit their application by post to “**Head-HRM, 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 20.07.2026 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- 01.07.2026**