



## 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 169 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: -**

DETAILS OF POST, GRADE/ SCALE, NATURE OF ENGAGEMENT, VACANCY, AGE, SELECTION PROCESS					
Sr. No.	Name of the Post	Grade/Scale	No. of Vacancies	Minimum Age as on 31.07.2023	Maximum Age as on 31.07.2023
1.	IT Officer	I	-14-	22	32
2.	Manager (Network & System Administrator)	II	-02-	25	35
3.	Manager (Network Security)	II	-02-	25	35
4.	Manager (Cyber Security)	II	-02-	25	35

**Note:**

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. 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.
4. The candidates can be posted/ subsequently transferred to any of the existing/ proposed Branches/ Offices of the Bank as per banking exigencies.

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:

Officers' Grade/ Scale	Amount of Bond	Bond Period
I	Rs. 3 Lakhs	2 Years
II	Rs. 3 Lakhs	2 Years



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DETAILS OF POST, EDUCATIONAL QUALIFICATION, EXPERIENCE, JOB ROLE & SKILL SET				
Sr. No.	Name of the Post	Educational Qualifications	Post Qualification Experience	Job Roles & Skill Set
1.	IT Officer	4-year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & 3 Telecommunications/ Electronics & Communication/ Electronics & Instrumentation with minimum 60% marks. Or Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications with minimum 50% marks OR Graduate with minimum 60% marks & having passed DOEACC 'B' level.	Mandatory: NIL  Desirable: Work Experience in Bank, FI's & FI related projects.  Preference : Will be given to candidates having certification in CISA, SSCP, CASP+, CCNA and alike certificates.	NIL
2.	Manager (Network & System Administrator)	4-year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & 3 Telecommunications/ Electronics & Communication/ Electronics & Instrumentation with minimum 60% marks. Or Post Graduate Degree in Electronics/ Electronics & Tele Communication/ Electronics & Communication/ Electronics & Instrumentation/ Computer Science/ Information Technology/ Computer Applications with minimum 50% marks OR Graduate with minimum 60% marks & having passed DOEACC 'B' level.	Mandatory: Minimum 2 Years' experience as IT Officer.  Preference will be given to the candidates having experience in Banking and FI's.  Preference : Will be given to candidates having certification in CCH, CCNA, and alike certificates.	<b>Working knowledge of: -</b> 1. Onboard devices to the network. 2. Finacle API and Integration. 3. Experience with local area network and wide area network administration. 4. Bridging between OS & application (Network Level part). 5. Strong understanding of computer network infrastructure. 6. Ability to implement, administer and troubleshoot network infrastructure devices. 7. Knowledge of application transport and network infrastructure protocols. 8. Ability to create network diagrams and documentation for design and planning network communication system.
3.	Manager (Network Security)	4-year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics & 3	Mandatory: Minimum 2 Years' experience in Network	1. Networking Fundamentals & Security Concepts - Have understanding of networking concepts, including TCP/IP



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		<p>Telecommunications/ Electronics &amp; Communication/ Electronics &amp; Instrumentation with minimum 60% marks.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Degree in Electronics/ Electronics &amp; Tele Communication/ Electronics &amp; Communication/ Electronics &amp; Instrumentation/ Computer Science/ Information Technology/ Computer Applications with minimum 50% marks OR Graduate with minimum 60% marks &amp; having passed DOEACC 'B' level.</p>	<p>Security domain.</p> <p>Preference will be given to the candidates having experience in Banking and FI's.</p> <p>Preference : Will be given to candidates having certification in CCH, CCNA, and alike certificates.</p>	<p>protocols, sub-netting, routing, and basic network architecture.</p> <ol style="list-style-type: none"> <li>2. Vulnerability and Penetration Testing</li> <li>3. Have knowledge of Secure Coding practices (Application Security).</li> <li>4. Have knowledge of Virtualization technologies.</li> <li>5. Have knowledge of Firewall and Intrusion Detection Systems (IDS/IPS)</li> <li>6. Cloud security</li> <li>7. Encryption solutions</li> <li>8. Knowledge of security frameworks and standards like ISO 27001/27010 etc and PCI DSS is beneficial.</li> <li>9. Security Auditing and Compliance</li> <li>10. Communication and Documentation</li> </ol>
<b>4.</b>	<b>Manager (Cyber Security)</b>	<p>4-year Engineering/ Technology Degree in Computer Science/ Computer Applications/ Information Technology/ Electronics/ Electronics &amp; 3 Telecommunications/ Electronics &amp; Communication/ Electronics &amp; Instrumentation with minimum 60% marks.</p> <p style="text-align: center;">Or</p> <p>Post Graduate Degree in Electronics/ Electronics &amp; Tele Communication/ Electronics &amp; Communication/ Electronics &amp; Instrumentation/ Computer Science/ Information Technology/ Computer Applications with minimum 50% marks OR Graduate with minimum 60% marks &amp; having passed DOEACC 'B' level.</p>	<p>Mandatory: Minimum 2 Years' experience in Cyber Security domain.</p> <p>Preference will be given to the candidates having experience in Banking and FI's.</p> <p>Preference : Will be given to candidates having certification in CISA, SSCP, CASP+ and alike certificates.</p>	<ol style="list-style-type: none"> <li>1. Cybersecurity Fundamentals: Develop a solid understanding of basic cybersecurity principles, concepts, and terminology.</li> <li>2. Have knowledge of Operating Systems: Have knowledge of Operating Systems such as Windows, Linux, CENTOS etc. Understanding their security features, user management, file permissions, and system logging.</li> <li>3. Have Knowledge of Security Tools: Have knowledge of common security tools used in cybersecurity operations, such as antivirus software, intrusion detection systems (IDS), vulnerability scanners, and network analyzers.</li> <li>4. Security Policies and Compliance: Understand security policies and compliance frameworks relevant to Bank such as ISO 27001, NIST Cybersecurity Framework. Complying with regulations and ensuring adherence to policies is critical for maintaining security.</li> <li>5. Incident Response: Learn the basics of incident response, including how to detect,</li> </ol>



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				<p>analyze, and respond to security incidents effectively.</p> <p>6. SIEM Tools: Acquire proficiency in using the Bank SIEM tool for log management, correlation rules, and reporting functionalities.</p> <p>7. Log Analysis: Develop the ability to analyze logs generated by systems, applications, and security devices. Learn to identify suspicious activities, anomalies, and potential security incidents from log data.</p> <p>8. Threat Intelligence: Stay updated on the latest threats, vulnerabilities, and attack techniques.</p> <p>9. Have strong Communication and Documentation skills</p>
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REMUNERATION		
SR. NO.	Post Name	Pay Scale
1.	IT Officers Grade/ Scale- I	Pay Scale of Grade/ Scale- I Rs.36000-1490/7-46430-1740/2-49910-1990/7- 63840 plus Dearness Allowance & other applicable Allowances thereon.
2.	Manager Grade/Scale- II	Pay Scale of Grade/ Scale- II Rs.48170-1740/1-49910-1990/10-69810 plus Dearness Allowance & other applicable Allowances thereon.

### 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

### GUIDELINES FOR FILLING THE APPLICATION:

- 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).
- ii. Application fees: Rs. 1500.00 (Rupees: one thousand Five hundred 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.
- 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.
- iv. The envelope containing the application should be super scribed with 'Application for Post of IT Officer Grade/Scale-I'
- v. 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 /12th Standard Certificate mentioning the DOB).
  - Copy of Certificates and Mark sheets in respect of essential and desirable educational/ professional qualifications acquired.



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Appropriate document(s) in support of essential as well as desirable qualification and post professional qualification experience.

### SELECTION PROCESS:

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.

**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.

**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 scores 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).

### GENERAL INFORMATION:

- 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. **BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**

### CLOSING DATE:

The application, enclosing all prescribed documents should reach the Bank's Head Office on or before August 31, 2023 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/Manager Grade/Scale-I/ II" only through



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registered/ speed post. The Bank takes no responsibility for any delay in receipt or loss of application/s in postal transit.

**Associate Vice President (HRM)**

**The Nainital Bank Limited**

**Head Office, Seven Oaks,**

**Mallital, Nainital- 263001 (Uttarakhand)**

**Place- Nainital**

**Date- August 01, 2023**