



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

**Notification for Appointment of CHIEF RISK OFFICER (CRO), CHIEF FINANCIAL OFFICER (CFO), CHIEF COMPLIANCE OFFICER (CCO) 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 171 branches across 05 states of North India namely Uttarakhand, Uttar Pradesh, Delhi, Haryana and Rajasthan.

**The Nainital Bank Limited invites applications for the appointment of Chief Risk Officer (CRO), Chief Financial Officer (CFO), Chief Compliance Officer (CCO) on Contract Basis**

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

1	<b>Post Name</b>	:	<b>Chief Compliance Officer (On Contract)</b>
2	<b>No. of Post and Location</b>	:	One (1) at Bank's Head Office, Nainital
3	<b>Nature of Employment</b>		On contract for 3 years extendable up to 2 years. The contract shall be terminable by the Bank by one months' notice or compensation in lieu thereof.
4	<b>Age As on 30.06.2024</b>	:	Not more than 60 years of age.
5	<b>Qualification &amp; Experience</b>	:	<b>Desired Qualification:</b> The Candidate must be a Graduate or having equivalent degree from a reputed Govt. recognized University.  A candidate must have minimum 50% of marks in Graduation or Post Graduation examination. <b>Preference</b> Will be given to candidate having passed CAIIB examination. <b>Experience:</b> The Candidate must have experience of 3 years as senior executive in Public Sector Banks or in equivalent posts in other Banking or Financial institutions, preferably in the rank not below two levels from the COO of Nainital Bank with an overall experience of at least 15 years in the banking or financial services, out of which minimum 5 years shall be in the Audit Finance / Compliance functions.

6	<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 basis of eligibility, experience, qualification and performance during Personal Interview.</li> <li>• The Personal interview will be conducted by a committee constituted for the purpose.</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>	<ol style="list-style-type: none"> <li>a. To apprise the Board and senior management on regulations, rules and standards and any further developments.</li> <li>b. To provide clarification on any compliance related issues.</li> <li>c. To conduct assessment of the compliance risk (at least once a year) and to develop a risk-oriented activity plan for compliance assessment. The activity plan should be submitted to the ACB for approval and be made available to the internal audit.</li> <li>d. To report promptly to the Board / ACB / MD &amp; CEO about any major changes / observations relating to the compliance risk.</li> <li>e. To periodically report on compliance failures/breaches to the Board/ACB and circulating to the concerned functional heads.</li> <li>f. To monitor and periodically test compliance by performing sufficient and representative compliance testing. The results of the compliance testing should be placed to Board/ACB/MD &amp; CEO.</li> <li>g. To examine sustenance of compliance as an integral part of compliance testing and annual compliance assessment exercise.</li> <li>h. To ensure compliance of Supervisory observations made by RBI and/or any other directions in both letter and spirit in a time bound and sustainable manner.</li> <li>i. In addition to the above, the job role of Chief Compliance Officer includes adhering to the guidelines as per the RBI circular Ref. No. DoS.CO.PPG. /SEC.02/11.01.005/2020-217 dated 27.04.2017. The Chief Compliance Officer will be directly reporting to the Managing Director &amp; Chief Executive Officer of the Bank.</li> </ol>
8	<b>Remuneration</b>	Salary and allowances will be as per applicable Cadre equivalent to Nainital Bank (AVP/VP) i.e Officers Scale-IV/V of the IBA Pay scale as the case may be

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
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## 2. Eligibility Criteria / Job Profile:

1	<b>Post Name</b>	:	<b>Chief Financial Officer (On Contract)</b>
2	<b>No. of Post and Location</b>	:	One (1) at Bank's Head Office, Nainital
3	<b>Nature of Employment</b>		On contract for 3 years extendable up to 2 years. The contract shall be terminable by the Bank by one months' notice or compensation in lieu thereof.
4	<b>Age As on 30.06.2024</b>	:	Not more than 60 years of age.
5	<b>Qualification &amp; Experience</b>	:	<p><b>Essential:</b></p> <ul style="list-style-type: none"> <li>• He/she should be a qualified Chartered Accountant.</li> <li>• A candidate must have minimum 50% of marks in Graduation or Post Graduation Examination</li> </ul> <p><b>Desirable:</b> Additional Degrees viz. CFA / MBA (Finance)/Certificate in Financial Risk Management from internationally acclaimed University/Associations.</p> <p><b>Preference</b> Will be given to candidate having passed CAIIB examination.</p> <p><b>Experience:</b> Fifteen years in overseeing financial operations, preferably accounting and taxation matters, in banks/large corporate/PSU's/FI's/financial services organizations, of which 10 years should be in Banks/FIs (of which five years should be at senior management level).</p>
6	<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 basis of eligibility, experience, qualification and performance during Personal Interview.</li> <li>• The Personal interview will be conducted by a committee constituted for the purpose.</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</li> </ul>

			reason whatsoever and call only the requisite number of candidates out of those who fulfill the eligibility criteria as required for the post.
7	<b>Job Profile</b>	:	<ul style="list-style-type: none"> <li>a. Responsible for timely preparation and submission of financial statements including profitability statements and Annual Report for the Bank.</li> <li>b. Overseeing the Statutory Auditing Process which includes appointment of Auditors, Communication of Guidelines &amp; conduct of Audit throughout the Bank.</li> <li>c. Monitoring critical Financial Parameters (Capital Adequacy, Non-Interest Income, ROA, ROE etc.) for the Bank and highlights to top management/vertical heads to take mitigation actions as required.</li> <li>d. Communicate both Banks' expected and actual financial performance.</li> <li>e. Ensuring Regulatory and Statutory filings and compliances of Direct and Indirect Taxes (GST), various regulators viz RBI, SEBI, MoF etc. Compilation of financial statements in accordance with Indian Accounting Standards (Ind-AS). Policy formulation on the relevant functional area. Ensure preparation and administration of Staff Incentive Scheme (Individual, Group, and Campaign) as per the guidelines of GOI with inputs from Vertical Heads.</li> <li>f. Overseeing development and maintenance of MIS Report System to ensure accurate and updated reporting.</li> <li>g. Any other work entrusted by the Bank from time to time. The Chief Financial Officer will be directly reporting to the Managing Director &amp; Chief Executive Officer of the Bank</li> </ul>
8	<b>Remuneration</b>		Salary and allowances will be as per applicable Cadre equivalent to Nainital Bank (AVP/VP) i.e Officers Scale-IV/V of the IBA Pay scale as the case may be
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.

### 3. Eligibility Criteria / Job Profile:

1	<b>Post Name</b>	:	<b>Chief Risk Officer (On Contract)</b>
2	<b>No. of Post and Location</b>	:	One (1) at Bank's Head Office, Nainital
3	<b>Nature of Employment</b>		On contract for 3 years extendable up to 2 years. The contract shall be terminable by the Bank by one months' notice or compensation in lieu thereof.
4	<b>Age As on 30.06.2024</b>	:	Not more than 60 years of age.
5	<b>Qualification &amp; Experience</b>	;	<b>Essential:</b> <ul style="list-style-type: none"> <li>1. The Candidate must be a Graduate or having equivalent degree from a reputed Govt. recognized University.</li> <li>2. A candidate must have minimum 50% of marks in Graduation or Post Graduation examination</li> </ul>

			<p><b>Desirable:</b></p> <ol style="list-style-type: none"> <li>1. Professional certification in Financial Risk Management from Global Association of Risk professionals. <b>OR</b></li> <li>2. Professional Risk Management Certification from PRMIA Institute. <b>OR</b></li> <li>3. Three years' experience as CRO in such regulated lender(s) in respect of which there is regulatory requirement of appointing CRO with Board approval. <b>OR</b></li> </ol> <p>Holder of Chartered Financial Analyst awarded by CFA Institute, CA or CMA</p> <p><b>Experience:</b></p> <ol style="list-style-type: none"> <li>a) Minimum Ten years of experience in Bank/Financial Institution of which 7 years should be in Risk function with substantial exposure to Credit Risk, Market Risk, Operational Risk, Liquidity Risk, Interest rate Risk, Other pillar II Risks along with Retail/MSME risk.</li> <li>b) Mandatory experience: 5 years in retail, MSME, Credit, Risk Management at Mid management level in one or more PSB's or having similar roles and responsibilities in one or more regulated lending entities with minimum experience of 3 years in Retail/MSME or Credit.</li> </ol> <p><b>Desirable:</b></p> <p>Good understanding of market risk and/or liquidity management and/or operational risk, with exposure to analytics being an added desirable experience</p>
6	<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 basis of eligibility, experience, qualification and performance during Personal Interview.</li> <li>• The Personal interview will be conducted by a committee constituted for the purpose.</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>	:	<ol style="list-style-type: none"> <li>a. Responsible for overall supervision of Risk Management function of the Bank.</li> <li>b. Ensuring continuous improvement in the Risk Management Practices/policies of the Bank.</li> <li>c. Framing and Reviewing the Risk Management policies like Credit Risk, Operational Risk including IT related risk, Fraud Risk, Fund Transfer Pricing, Market Risk, Operational Risk and Asset Liability Management.</li> <li>d. Acting as the Convener of the Credit Risk</li> </ol>

			<p>Management Committee (CRMC), Asset Liability Management Committee (ALCO) and Internal Risk Management Committee (IRMC)</p> <p>e. Responsible for business continuity planning framework of the Bank and will be the convener of the BCP Committee.</p> <p>f. Developing and managing a comprehensive Risk Policy and to ensure that it is within the framework of RBI regulations and BASEL norms.</p> <p>g. Any other similar work entrusted by the Bank from time to time.</p> <p>h. In addition to the above, the job role of Chief Risk Officer includes adhering to the guidelines as per the RBI circular No. DBR.BP.BC NO. 65/21.04.103/2016-17 dated 27.04.2017.</p> <p>The Chief Risk Officer will be directly reporting to the Chairman &amp; Chief Executive Officer of the Bank.</p>
<b>8</b>	<b>Remuneration</b>		Salary and allowances will be as per applicable Cadre equivalent to Nainital Bank (AVP/VP) i.e Officers Scale-IV/V of the IBA Pay scale as the case may be
<b>9</b>	<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 “**Chief Operating Officer, 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 CHIEF RISK OFFICER (CRO)/CHIEF COMPLIANCE OFFICER (CCO)/ CHIEF FINANCIAL OFFICER (CFO) ON CONTRACT**’.
- 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 /12<sup>th</sup> Standard Certificate mentioning the DOB).
  - Copy of Certificates and Mark sheets in respect of qualifications (essential and desirable) acquired.
  - Appropriate document(s) in support of experience.
  - Medical Fitness certificate.

#### 2. General rules:

- Application format is appended below. Candidate should apply strictly in conformity with the format as prescribed.
- **Candidates should enclose copies of the relevant certificate/s (in support of age, educational qualification) and appropriate documents in support of the experience, with the application.** Their candidature will be considered on the strength of the information declared in the application and the copies of certificates/ documents submitted therewith. If at any stage it is found that any information furnished in the application is false/incorrect or if according to the Bank, the candidate does not satisfy the eligibility criteria, his/her candidature/appointment is liable to be cancelled/terminated at Bank’s sole discretion.
- Canvassing in any form will be a disqualification.
- In all matters regarding eligibility, conduct of interviews, assessment, prescribing minimum qualifying standards in interview, communication of result, the Bank’s decision shall be final and binding on the candidates and no correspondence shall be entertained in this regard.

- Candidate will have to produce discharge certificate from the present employer, if any at the time of joining in The Nainital Bank Limited.
  - Any resultant dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Nainital only.
  - Corrigendum, if any, issued on the above advertisement, will be published only on the Bank's website [www.nainitalbank.co.in](http://www.nainitalbank.co.in).
  - Mention of e-mail ID of candidate, applying for the vacancy is compulsory (Please refer Serial No. 5 of application). Application without e-mail Id shall be rejected as all communication in this regard to all eligible candidates shall be made by the Bank through e-mail only.
3. **Closing date:** The application, enclosing all prescribed documents should reach the Bank's Head Office, Nainital on or before **20.07.2024**. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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