



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.

At present the Bank has 03 Regional Offices one each at Haldwani, Dehradun and Noida with a network of 177 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:

1	Post Name	• HR Advisor (On Contract)
2	No. of Post and Location	• One (1) at Bank's Head Office, Nainital
3	Nature of Employment	• 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.
4	Age As on 31.08.2026	• Min 50 years and Max 65 years of age.
5	Experience	• Superannuated/ retired/ VRS Optee in Grade/Scale of AGM and above, worked in any public sector Bank with understanding of labour laws, HR & IR Issues, organizational policies, and people management.
6	Selection Process	• The applications received from the candidates will be screened and shortlisted on the basis of eligibility and relevant experience. • The requisite number of shortlisted candidates will be called for interview for final selection. • The final selection will be made on the Personal Interview. • Mere satisfying the eligibility norms do not entitle a candidate to be called for interview. • 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.

7	Job Profile	✓ 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	Remuneration	The remuneration shall be a lump sum payment of Rs. 100,000/- per month. Maximum Offered shall be Rs.12.00 lakh per Annum.

Important Instructions:

1. **How to apply:**
 - The candidates applying for the post must **submit their application through email on recruitment@nainitalbank.co.in** 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.
 - **BANK RESERVES THE RIGHT TO CANCEL THE RECRUITMENT PROCESS ENTIRELY AT ANY STAGE.**
 - **Applicants who applied for the last Notification for the Post of Advisor-HR vide Notification dated July 01, 2026 need not to reapply.**
2. **Closing date:** The application along with prescribed documents should be emailed on or before 19.09.2026.

Associate Vice President- Head (HRM)
The Nainital Bank Limited
Head Office, Seven Oaks,
Mallital, Nainital- 263001 (Uttarakhand)
Place- Nainital
Date -08.09.2026

Application form for the post of Advisor- HR (on Contractual Basis)

AFFIX
YOUR RECENT
PASSPORT SIZE
PHOTOGRAPH AND
SIGN ACROSS

***legible valid e-mail ID is compulsory.**

6. PERMANENT ADDRESS (Leave one box blank between two parts of your address)

[illegible]

7. Details of Educational/Professional Qualifications: As on 31.08.2026

Examination Passed	Name of Board/ University/Institute	Subjects studied	Year of Passing	Marks Obtained/ Out of	%of Marks
High School					
Intermediate					
Graduation (if any)					
Post-Graduation (if any)					
Professional Qualification					

8. Experience (Post Professional Qualification) Details as on 31.08.2026

Give details of previous Biodata and Latest Biodata pertaining to each assignment undertaken by you.

Name of the Organization/ nature of profession	Designation (if in service)	Duration of Profession/ Service	Key Portfolios/ Responsibilities handled	Reasons for leaving	Annual Income/ Salary (if in employment)

9. **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 & e-mail Id

10. ANY OTHER ADDITIONAL INFORMATION:

DECLARATION

I hereby certify that the information furnished heretofore are correct to the best of my knowledge and belief. Nothing material has been concealed nor any thing contained heretofore is false in any manner. I am aware, that in case, any of the information is found false subsequently, I shall be liable to be terminated / dismissed immediately from my contract of appointment without any benefit and without notice or reason therefor, subject to other consequential legal actions.

I also understand that if I do not fulfill the eligibility criteria as stipulated in the advertisement, Bank shall be at liberty to reject my application, without any written communication in this regard.

I have read and understood terms & conditions in the advertisement given by the Bank.

Place: _____
Date: _____

SIGNATURE OF APPLICANT

Important:

***Please ensure to fill your valid e-mail ID at Point No. 5 which is compulsory, failing which application shall be rejected straightway.**

Incomplete application in any manner that is to say- application not filled properly, without Photograph, Signature, Experience, without valid e-mail ID, Phone/ mobile number, etc., and received after expiry of stipulated date shall be rejected at the sole responsibility of the candidate.