

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

Requires

Head- Central Internal Audit Division (CIAD) in Officers' Grade/Scale-IV or V

The Nainital Bank Limited intends to recruit one Head- Central Internal Audit Division in Officers' Grade/Scale-IV or V.

1. Compensation for the post: The Bank will absorb the eligible and deserving candidate in Grade/Scale IV or V of Nainital Bank Limited after evaluating qualification and experience and his/her fitment shall accordingly be made in Grade IV or V. The Grade Scales of the Nainital Bank Limited are as follows:

- **Scale IV** - 76010 - $\frac{2220}{4}$ - 84890 - $\frac{2500}{2}$ - 89890
- **Scale V** - 89890 - $\frac{2500}{2}$ - 94890 - $\frac{2730}{2}$ - 100350

2. Nature of appointment: Regular and Whole Time Employment on Pay Scales of Nainital Bank Limited.

3. Career Progression: As per Bank's Promotion Policy.

Place of Posting: The position/place of posting of candidate will ordinarily be at Central Internal Audit Division, Haldwani or any of Bank's Regional Offices at Noida, Haldwani & Dehradun, at the sole discretion of the Bank.

4. The Job Responsibility of Head- Central Internal Audit Division (CIAD) will be as under:

- To ensure that inspection of all the branches planned for the year is completed accordingly.
- To ensure branches submit RCs in time. No. of pending R/Cs to be minimal.
- To ensure short recovery pointed out gets recovered to the maximum extent.
- To endeavor to increase the number of excellent / efficiently rated branches.
- Appointment of concurrent auditors, holding meetings with Concurrent Auditors to bring about qualitative improvement in working of Branches.
- To monitor the functioning of the Regions to ensure better compliance of Bank's guidelines and systems / procedures, etc.
- To bring about awareness for observing RBI directives especially in the areas of KYC norms; initiatives for audit effectiveness, circulation of commonly found irregularities, interacting with managers of low rated Branches.
- To have better monitoring through the medium of PAC meetings at Regional Office and ACE. Such meetings to be from CIAD as well to bring about necessary improvement.
- To ensure that number of high risk / very high risk branches gets reduced considerably. This can be done by taking care to reduce the control risks at branches
- Follow up with Regions/ Branches for regular submission of MIS and Synopsis of Inspection Reports
- Submission of Notes for Audit Committee of Board/ Board and related ATRs
- Overseeing and monitoring the Inspection and audit plan and monitoring of its progress.
- Processing of / scrutiny of / attending to the Synopsis sheet of inspection of Branches.
- Preparation of annual Inspection and Audit plan, cost and capital plan for CIAD.
- Handling matter relating to special investigation whenever required.
- Follow up with Branches/Regions on matters of RC / Short Recovery / Special Investigations.
- Instructions to ROs for carrying out staff accountability verification for NPA A/cs whenever required.
- All activities pertaining to Concurrent Audit of the Branches.

- Attending operational issues raised by Regions/Branches from Audit angle.
- To plan and monitor IS Audit of Branches and conduct IS Audit of select/Important branches and administrative offices (ROs / HOs).
- To perform IS Audit of Software packages procured by Bank.
- To plan and monitor IS Audit of other systems of Administrative offices.
- To provide faculty support to various training programmes
- To identify control weaknesses / deficiencies in CBS process and recommend measures to mitigate the risks / help in rectification
- To analyse the CBS data on select parameters off site with a preventive vigilance angle and to prevent leakages.
- Compliance of RBI circulars and get confirmations of compliance from Regions/ Branches.
- ATR of Audit Committee of Board Meetings and other related matters.
- Attending all references to CIAD pertaining to policy guidelines of the Bank. Circulating gist of RBI/ Bank's circular to Branches and Concurrent Auditors.
- Submission of Quarterly note to ACB, fortnightly Note regarding RBI Circulars to Board.
- Overall data base of the department and preparation of presentations of working of the department Follow up on monthly DO letters with ROs.
- Analyzing trend of Risk Categorization of Branches and submission of ACB in the matter.
- Liasoning with various Departments at HO/ RO
- Dealing with incoming email, faxes, posts and preparing letters / correspondence, minutes of meetings, etc.
- Maintaining proper records incl. agenda notes / minutes of Board / MCB/ ACB and other committees
- Any other duties which may be assigned by the management in relation to affairs of the CIAD from time to time.

5. **Eligibility Criteria as on 31.12.2022:**

- **Age:** The applicant should be between 35-55 years of age.
- **Qualifications:**
Essential: CA/CFA/ICWA OR Full time 2 years MBA (Finance) from a recognized university/ institute OR B. Com/M. Com/Other Post Graduation Additional qualification preferably: JAIIB &CAIIB, Certification in the relevant field.
Desirable: Any additional qualification related to banking.
Experience: 7 years of post-qualification experience of working in the Operations & Credit/ Advances/ Loan Processing units of a Bank/ FIs/ NBFCs out of which minimum 2 years of experience should be of having worked as Senior Manager/ Grade III or equivalent in the Inspection Department of a Bank/ Financial Institution. The candidate should be proficient in MSME/ Retail/ Corporate lending/ processing of large proposals & process of sanctioning thereof.

6. **Selection Procedure:**

Selection will be through direct interview. A preliminary screening of the applications will be carried out for making, if necessary, a short-list of eligible candidates to be called for the interview. While shortlisting candidates the bank may apply a criteria which may consider additional qualifications, greater experience and level of responsibilities handled. Hence, merely fulfilling the minimum requirements laid down for the post would not automatically entitle any candidate for interview. **The date, time and venue of interview will be advised to the short-listed candidates in due course through their notified e-mail ID.**

7. **How to apply:**

- The candidates applying for the post must submit their application by post to **“The Vice President-HRM, The Nainital Bank Limited, 7 Oaks Building, Head Office, Nainital-**

263001” in the prescribed format (to be given in the advertisement in Bank’s website).

- 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 HEAD- CENTRAL INTERNAL AUDIT DIVISION (CIAD).**
- 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 qualifications acquired.
- Appropriate document(s) in support of experience.

8. General rules/instructions:

- Application format is given at the end. 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.
- 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 existing/previous employer 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.

9. Closing Date:

The application, enclosing all prescribed documents should reach the bank’s Head Office **on or before 21.01.2023**. The Bank will not be responsible for any delay in receipt of application/s or loss thereof in postal transit.

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

Place- Nainital
Date- 04.01.2023

| Name of the Organization | Designation | Duration of Service | Key Responsibilities handled | Reasons for leaving | Last Drawn Salary |
|--------------------------|-------------|---------------------|------------------------------|---------------------|-------------------|
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12. **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 |
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13. **ANY OTHER ADDITIONAL INFORMATION:** (Extracurricular activities including awards, achievements etc.)

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 Bank's service without any service 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.

Name: _____
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, Proofs of Date of Birth and Educational Qualification/ Professional Qualification, 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.