Re: Exercise for Recruitment of Clerks

The Nainital Bank Limited intends to recruit Clerks in the Bank in the pay Scale of Rs. 11765-655/3-13730-815/3-16175-980/4-20095-1145/7-28110-2120/1-30230-1310/1-31540.

Eligible candidates are advised to apply only online from July 04, 2017 to July 24, 2017(inclusive of both days) through link- http://www.nainitalbank.co.in/english/recruitment.aspx appearing under recruitment page in Bank's website, after carefully going through the instructions contained in this advertisement. No other means/ mode of application will be accepted.

1. **Important Dates:**

Commencement of on-line registration of application	04.07.2017
Closure of registration of application	24.07.2017
On-line Fee Payment	04.07.2017 to 24.07.2017

2. **Eligibility Criteria:**

Educational Qualification (eligibility as on May 31, 2017)	*Candidate should have passed Graduation/ Post Graduation with minimum 45% marks in either of Graduation/ Post Graduation examination in the streams of Arts/ Science/ Commerce/ Agriculture/ Management/ Others from a recognized university/ Institute. Knowledge of Computer Operations is essential.
Age Limit(eligibility as on May 31, 2017) Candidate should be in the age group of 18-27 years as on 31.05.2017i.e. candidates should not have been born earlier than 01.06.1990 and not later than 31.05.1999. Both dates inclusive. Upper age limit is relaxable by -03- years for candidates belonging to SC/ST category only i.e. SC/ST candidates should not have been born earlier than 01.06.1987 and not later than 31.05.1999. Both dates inclusive.	Candidate should be in the age group of 18-27 years, as on 31.05.2017. Upper age limit is relaxable by -03- years for candidates belonging to SC/ST category only.

*Where the University has awarded CGPA / GPA score to the candidate, the percentage marks shall be calculated by dividing the total marks obtained by the candidate in all the subjects in the all semesters by aggregate maximum marks in all the subjects irrespective of honors / optional / additional optional subject.

3. **Identity Verification: In the Examination Hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazzetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ Aadhar/E- Aadhar card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate will not be allowed to appear for the Examination.**

   Ration Card will not be accepted as valid ID proof for this process.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination Call Letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ interview. Candidates must note that the name as appearing on the Call Letter (provided during the process of registration) should exactly match the name as appearing on the Photo Identity Proof. Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for the examination. In case of candidates who have changed their name, will be allowed only if they produce original Gazette Notification/their original Marriage Certificate/ Affidavit in original.

4. **How To Apply:**

   Candidates can apply online only from July 04, 2017 to July 24, 2017and no other mode of application will be accepted. The detailed Guidelines / Procedure are as follows:

   A. Online Application Registration.
   B. Online Payment of Fees.
   C. Photograph and Signature Upload.

   A. ONLINE APPLICATION:

Application fee (Non- Refundable):

Rs. 800.00 (Rupees eight hundred only) for all categories of candidates EXCEPT candidates belonging to SC/ST category.

For SC/ST candidates Rs. 400.00 (Rupees four hundred only).

1. **The process of online application form and payment towards recruitment application fees can be made from July 04, 2017 to July 24, 2017.**

2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.

3. Before registering their applications on the website, candidates should possess a valid e-mail ID. In case the candidate does not have a valid e-mail id, he/ she will have to create a new email ID before applying online.

4. Candidates should carefully fill in the details in the Online Application at the appropriate places very carefully. Candidates are advised to verify every field filled in the application. The name of the candidate should be spelt correctly in the application as it appears in the Certificate/ identity proof/Mark sheets & PAN Card.

5. Candidates are first required to go to the Bank's website www.nainitalbank.co.in and click on the "Recruitment/Results". No other means/mode of application is acceptable.

6. Then click "Recruitment exercise for Clerks- 2017-18". Then click on the option "APPLY ONLINE" which will open a new screen.

7. To register application, choose the tab "Click here for New Registration" and enter Name, Contact details and Email-id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.

8. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to final submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same, if required.

9. Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible/ entertained after clicking the FINAL SUBMIT BUTTON.

10. Name of the candidate or name of his /her Father/ Husband etc. should be spelt correctly in the application as it appears in the Identity Proof/Certificates/ Mark sheets. Any change/alteration found may disqualify the candidature.

11. Validate your details and Save your application by clicking the 'VALIDATE YOUR DETAILS' and 'SAVE & NEXT' button.

12. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under Point "C".

13. Candidates can proceed to fill other details of the Application Form.

14. Click on the Preview Tab to preview and verify the entire application form before clicking on FINAL SUBMIT.

15. Modify details, if required, and click on 'FINAL SUBMIT' only after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.

16. Click on 'PAYMENT' Tab and proceed for payment.

17. Click on 'SUBMIT' button.

After Final Submission of the online application, candidates are required to immediately take a printout of the online application using the above registration number and password. The printout of application form is mandatorily required to be submitted at the time of interview. DO NOT SEND THE APPLICATION FORM TO THE BANK.

B. PAYMENT OF FEES (Non- Refundable):

ONLINE MODE: Application fee:Rs. 800.00 (Rupees eight hundred only) for all categories of candidates EXCEPT candidates belonging to SC/ST category.

For SC/ST candidates Rs. 400.00 (Rupees four hundred only).

The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.

1. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets by providing information as asked on the screen.
2. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
3. On successful completion of the transaction, an e-Receipt will be generated.
4. Non-generation of 'E-Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
5. Candidates are required to take a printout of the e-Receipt and online Application Form containing fee details. Please note that if the same cannot be generated, online transaction may not have been successful.
6. To ensure the security of your data, please close the browser window once your transaction is completed.
7. There is facility to print application form containing fee details after payment of fees.

C. PHOTOGRAPH & SIGNATURE SCAN AND UPLOAD:

In case the face in the photograph or signature is unclear, the application may be rejected.
Candidate may edit the application and re-upload the photograph/ signature in such case.

Photograph Image:
Photograph must be a recent passport size colour picture.
The picture should be in colour, against a light-coloured, preferably white background. Look straight at the camera with a relaxed face.
If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
If you have to use flash, ensure there's no "red-eye".
If you wear glasses make sure that there are no reflections and your eyes can be clearly seen.
Caps, hats and dark glasses are not acceptable. Religious headwear is allowed but it must not cover your face.
Dimensions 200 x 230 pixels (preferred).
Size of file should be between 20kb-50kb.
Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours etc., during the process of scanning.

Signature Image:
The applicant has to sign on white paper with Black Ink pen.
The signature must be signed only by the applicant and not by any other person.
The Applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the candidate may be disqualified.

Dimensions 140 x 60 pixels (preferred).
Size of file should be between 10kb —20kb.
Ensure that the size of the scanned image is not more than 20KB.

Scanning the Photograph & Signature:
Set the scanner resolution to a minimum of 200 dpi (dots per inch). Set Color to True Color.
File Size as specified above.
Crop the image in the scanner to the edge of the photograph/signature, then use the upload editor to crop the image to the final size (as specified above).
The image file should be JPG or JPEG format. An example file name is image01.JPGor image01.JPEG Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon. Candidates using MS Windows/MS Office can easily obtain photo and signature in .jpeg format not exceeding 50KB & 20KB respectively by using MS Paint or MS Office Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50KB (photograph) & 20KB (signature) by using crop and then resize option [Please see above for the pixel size] in the 'Image' menu. Similar options are available in other photo editor also.
If the file size and format are not as prescribed, an error message will be displayed.
While filling in the Online Application Form the candidate will be provided with a link to upload his photograph and signature.

Procedure for Uploading the Photograph and Signature:
There will be two separate links for uploading Photograph and Signature.
Click on the respective link "Upload Photograph / Signature".
Browse & Select the location where the Scanned Photo/ Signature file has been saved. Select the file by clicking on it.
Click the 'Upload' button.

NOTE: Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Examination, etc. will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence advised to fill in the online application form with utmost care as no correspondence regarding change of details will be entertained. The Bank will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form. An online application which is incomplete in any respect such as without proper size photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid. Candidates are advised in their own interest to apply on-line much before the closing date and not to wait till the last date for depositing the fee / intimation charges to avoid the possibility of disconnection/ inability/ failure to log on to the website on account of heavy load on internet/website jam. The Bank does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason. Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted and such applications would be rejected. Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution/ civil consequences in case the information/ details furnished by him/ her are found to be false at a later stage.

5. Call Letters:

Candidates will have to visit the Bank's website www.nainitalbank.co.in for downloading call letters for online examination. Intimation for downloading call letter will also be sent through email/SMS. Once the candidate clicks the relevant link, he/she can access the window for call letter download. The candidate is required to use (i) Registration Number/ Roll Number, (ii) Password/ Date of Birth for downloading the call letter. Candidate needs to affix recent recognizable photograph on the call letter preferably the same as provided during registration and appear at the examination centre with (i) Call Letter (ii) Photo Identity Proof as stipulated in this advertisement and also specified in the call letter and (iii) Photocopy of the same Photo Identity Proof as brought in original.

6. At the Examination Centre:

Candidates are required to bring the following to the examination centre:

<u>Print out of Call Letter</u> (which has to be downloaded by the candidate using the registration number and password obtained at the time of registration of online application). A recent passport size photograph of the candidate has to be affixed on the Call Letter.
You are required to carry with you your currently valid photo identity proof (original) and photocopy thereof, failing which you will not be allowed to appear for the test.

Without the above mentioned documents the candidate will not be admitted for the examination.

Candidates reporting late: i.e. after the reporting time specified on the call letter for Examination will not be permitted to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is2 hours15 Minutes (135 minutes),candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions, etc.

7. Choice of Region and Centers for examination:

Online Exam for Recruitment of Clerks will be conducted in centres at following location:

Sr. No.	Centre
1	Haldwani (Uttarkhand)
2	Dehradun (Uttarakhand)
3	Moradabad (Uttar Pradesh)
4	Lucknow (Uttar Pradesh)
5	Delhi (NCR)

a)   The examination will be conducted online in venues given in the respective call letters.
b)   Any request for change of centre for examination/ interview shall NOT be entertained.
c)   Bank, however, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre (either within the state or outside the state) other than the one he/she has opted for.

d) Choice of centre once exercised by the candidate will be final. If sufficient number of candidates do not opt for a particular centre for "Online" examination, Bank reserves the right to allot any other adjacent centre to those candidates OR if the number of candidates is more than the capacity available for online exam for a centre, Bank reserves the right to allot any other centre (either within the state or outside the state) to the candidate.

e) Candidate will appear for the examination at an Examination Centre at his / her own risk and expenses and the Bank will not be responsible for any injury or losses, etc. of any nature.

8.Candidates will have to appear for personal interview to be conducted by the Bank. The successful candidates will be called for an interview. Subject to their being medically fit for assignment, the selected candidates will be offered appointment in Clerical Cadre of the Bank. The Bank reserves the right to reject any application without assigning any reason and no correspondence in this regard will be entertained.

9.Vacancies will be filled in at the existing and future branches/offices of the Bank.

10. The data /information once submitted by the candidate in the online application form will be considered as final and cannot be changed at a later stage. The application fee once paid will NOT BE REFUNDED on any account nor would be held in reserve for any future examination or selection. The application fee shall also NOT BE REFUNDED in case the application is rejected / not considered by the Bank.

11.The Bank takes no responsibility for any delay in submission of online applications or communication. Candidates in their own interest are advised to ensure that online payment through Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets has been successfully remitted as per above instructions and submit the online applications well before the last date.

12. Candidates are advised to ensure that they fulfill the parameters of qualifications and age as prescribed above. Candidates, who do not fulfill the prescribed eligibility criteria, may be disqualified at any stage of the recruitment process.

13. The details will be as given below:

Sr. No.	Name of the Test	No. of Questions	Maximum Marks	Version	Duration
1	Reasoning	40	50		30 Minutes
2	English Language	40	40		30 Minutes
3	General Awareness (with special reference to Banking)	40	40	Only English	25 Minutes
4	Computer Knowledge	40	20		20 Minutes
5	Quantitative Aptitude	40	50		30 Minutes
Total		200	200		135 Minutes

Penalty for wrong answer	Yes, 0.25 marks for each wrong answer
Number of Answer choices per question	5 Options

ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT:

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of examination, interview or in a subsequent selection procedure, if a candidate is (or has been) found guilty of:

   i. Using unfair means or
  ii. Impersonating or procuring impersonation by any person or
 iii. Misbehaving in the examination/interview hall or disclosing , publishing , reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
 iv. Resorting to any irregular or improper means in connection with his/her candidature or
  v. Obtaining support for his/her candidature by any unfair means or
 vi. Carrying mobile phones or similar electronic devices of communication in the examination/interview hall.

Such a candidate may, in addition to rendering himself/herself liable to criminal prosecution, be liable:

  a. To be disqualified from the examination for which he/she is a candidate.
  b. To be debarred, either permanently or for a specified period, from any examination conducted by the Bank.
  c. For termination of service, if he/she has already joined the Bank.

GENERAL INFORMATION:

1. The possibility for occurrences of some problem in administration of the examination cannot be ruled out completely which may impact test delivery and/or result from being generated. In that event, every effort will be made to rectify the problem, which may include shifting the candidates to the other centers or conduct another examination, if considered necessary. Decision of the Bank in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.

2. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session may be required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.

3. The Nainital Bank Limited would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, The Bank reserves the right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

_____