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 178 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 31.10.2026**	• Min 50 years and Max 65 years of age.
5	**Experience**	• Superannuated/ retired/ VRS opted 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.**

2. **Closing date:** The application along with prescribed documents should be emailed on or before 07.11.2026.

Associate Vice President- Head (HRM)
The Nainital Bank Limited
Head Office, Seven Oaks,
Mallital, Nainital- 263001 (Uttarakhand)
Place- Nainital
Date - 31.10.2026