

SR. NO & DATE	
To be filled in by Nainital Bank only	

THE NAINITAL BANK LTD
APPLICATION FORM FOR THE POST OF MANAGEMENT TRAINEE

To,
The Senior Manager (HRM)
The Nainital Bank Ltd.
Head Office
Seven Oaks, Mallital,
Nainital.

PLEASE
AFFIX
YOUR RECENT PASSPORT
SIZE PHOTOGRAPH AND
SIGN ACROSS

With reference to your advertisement, I submit my application in the prescribed format for the post of **MANAGEMENT TRAINEE**

1.	CENTRE FOR WRITTEN TEST	NEW DELHI	DEHRADUN	HALDWANI
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Tick the centre of your choice.

2. FULL NAME (SURNAME FIRST) IN BLOCK LETTERS
(Leave one Box blank between two parts of your name)

Shri/Smt/Kum

3. DATE OF BIRTH: DD MM YY
(Proof to be submitted along with application i.e.Xth certificate)

4. ADDRESS FOR CORRESPONDENCE: (Leave one box blank between two parts of your address) IN CAPITAL LETTERS

5. CONTACT INFORMATION:

STD CODE	TELEPHONE NO.	MOBILE NO.	EMAIL ID

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

7. FATHER'S NAME:

8. PLACE OF BIRTH: Name of Place:

District: _____

State: _____

9. NATIONALITY: _____

10. INDICATE BY TICK MARK IN APPROPRIATE BOX:

(i) GENDER: MALE FEMALE

(ii) MARITAL STATUS: SINGLE MARRIED

11. CATEGORY: GEN OBC SC ST

12. ARE YOU A PERMANENT EMPLOYEE OF NAINITAL BANK LTD.:

(Indicate by tick mark in appropriate box) YES NO

If yes, indicate your Name and Branch: _____

13. LANGUAGES KNOWN: 1 _____ 2. _____ 3. _____

14. PARTICULARS OF NON REFUNDABLE FEES PAID: (ONLY by Demand Draft)

Name & Address of Issuing Bank & Branch	Demand Draft drawn in favour of	Date of Issue	Demand Draft No.	Amount (Rs.)
	The Nainital Bank Ltd. (Payable at Nainital)			

(NON-REFUNDABLE FEE is Rs.500/- for GENERAL Candidates and Rs.250/- in case of SC/ST candidates).

(SC/ST CANDIDATES MUST ENCLOSE AN ATTESTED COPY OF THEIR CERTIFICATE WITH THEIR FORM WITHOUT WHICH THE CLAIM WILL NOT BE ACCEPTED)

15. (A). EDUCATIONAL/ PROFESSIONAL QUALIFICATION (From SSC onwards) (as on September 30, 2011). Relevant proof by way of attested photo copy of the documents for comparing % of marks, copy of degrees/mark sheets of Graduation/ Post Graduation be submitted alongwith the application.

Name of Degree/Post Graduate Degree(s) Passed	Name of University/ Institution Studied	Subjects	Month & Year of Passing	% of Marks

(If space is insufficient please attach a separate sheet)

15. (B). PROFICIENCY AND KNOWLEDGE OF COMPUTER OPERATIONS.

Brief description of job handled.

(Please attach copy of certificate relating to computer qualification).

16. PARTICULARS OF POST QUALIFICATION EXPERIENCE, if any) As on 30/09/2011:
(Starting from the present employment)

Name & Address of Employer	Post Held	Period of Service (Give details)		Length of Service		Nature of Duties Performed	Reasons for leaving Service
		FROM	TO	YEAR	MONTH		

(If space insufficient please attach a separate sheet)

(Copies of Experience certificate(s) giving details such as designation, period, nature of duties, etc should be enclosed. In absence of above the application is liable to be rejected).

17. ANY OTHER ADDITIONAL INFORMATION: (Extra curricular activities including awards, achievements etc.)

DECLARATION:

I hereby certify that the information furnished above is correct to the best of my knowledge and I believe I have not suppressed any material fact or factual information in the above statements. I am aware, that in case, I have given wrong information or suppressed any material fact or factual information , or I do not satisfy the eligibility criteria according to the advertisement, my candidature will be rejected/ services terminated even after permanent employment without giving notice or reason thereof.

I also understand that if I do not fulfill the eligibility criteria as stipulated in the advertisement, Bank would not call me for the written test/ interview, without further communication.

I agree that the Bank has a right to attach/ shift me to any of the branches of the Bank anywhere in India.

I undertake to abide by all terms & conditions in the advertisement given by the Bank.

I hereby agree that any legal proceeding in respect of any matter(s) or claims or disputes arising out of this application and/ or out of said advertisement can be instituted by me only at state capital from the state where I have been recruited and Courts/ Tribunals/ Forums at that centre only, shall have sole and exclusive jurisdiction to try any cause/ dispute. I undertake to abide by all terms and conditions mentioned in the advertisement given by the Bank.

Place: _____

Date: _____

SIGNATURE OF APPLICANT

NOTE: Incomplete application ie: application not filled properly, without photograph, signature, Demand Draft payable at Nainital, Caste certificate, proof of Date of Birth and educational qualification, proficiency and knowledge of computer operations and received after the prescribed date would be rejected.

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

Requires

MANAGEMENT TRAINEES

The eligibility criteria is as follows:

Age: Candidate should be in the age group of 18-27 years as on 30.09.2011.
Upper age limit relaxable by 5 years in case of SC/ST candidates.

Qualification: Graduate/Post Graduate in Arts, Science, Commerce, Agriculture, and Management from a recognized University/Institute with minimum 55% marks. The SC/ST candidates will be given relaxation of 5% in minimum required percentage of marks. Candidates possessing proficiency in Computer operations and knowledge is essential.

Remuneration: During this period of two years consolidated salary payable @ Rs.15,000/- per month in the first year and Rs.20,000/- per month in the second year. Candidates found suitable shall be absorbed as DRO's in Officers Grade/Scale-I of the Bank as per Bank's discretion on completion of two years.

Other Conditions: (1) Eligible candidates will be required to appear for written test/ aptitude test to be conducted at -3- Centers as mentioned in the application form. The Application Forms for this purpose is available on this site which be down loaded and sent duly filled in along with requisite documents to us.

(2) Candidates will have to submit a Demand Draft for Rs.500/- in case of General candidates and Rs.250/- in case of SC/ST candidates against production of caste certificate. **Demand Draft favouring "The Nainital Bank Limited" payable at Nainital. Please note that this fees is non-refundable and will not be returned in any case.**

(3) " Application for the assignment of Management Trainee" should be marked on the top of front side of the envelop containing such application.

(4) The decision in respect of the candidature of the applicant is sole discretion of the Bank and no correspondence will be entertained in this regard.

(5) It may be discretely noted that applicant fulfilling eligibility criteria in all respect will be called for written test.

(6) Written test shall be held in the middle of January 2012 at -3- centers mentioned in the application form, therefore, if eligible applicants do not receive letter by 31st December, 2011 for written test they should contact us on the above mentioned address.

(7) Please note that only Demand Draft favouring "The Nainital Bank Ltd" drawn on any bank at Nainital (Uttarakhand) will be accepted.

(8) Every related document such as copies of the certificates relating to qualification, proficiency and knowledge of computer operations, age, experience, cast etc. must be attached with the application, failing which the application will be rejected without any information to the applicant. No document/s will be accepted after the due date of submission of the Application Form.

(9) It should be noted that selected Management Trainee will be given assignment anywhere in the Operational area of the Bank.

(10) The candidates found successful in the written test will have to appear for group discussion and/ or interview depending on available vacancies.

Eligible interested candidates may send their application in the above mentioned format duly filled and complete in all respect along with demand draft in a closed envelop addressed to **The Senior Manager (HRM), The Nainital Bank Limited, Head Office, Seven Oaks Building, Mallital, Nainital, Uttarakhand** so as to reach us latest by 30th November, 2011.

K.K.Arora
Vice President, HRM

