



Advertisement No. 04/ 2018

अनुबंध आधार पर बैंक के अध्यक्ष एव प्रबंध निदेशक सचिवालय में
कार्यपालक सहायक की आवश्यकता :2018
Recruitment of Executive Assistant in CMD Secretariat of SIDBI
on Contractual Basis (Full Time) – 2018

August 10, 2018

Small Industries Development Bank of India (SIDBI) set up on 2nd April 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector as well as for co-ordination of functions of institutions engaged in similar activities.

The MSME sector, the focused business domain for SIDBI, has been an important pillar of the Indian Economy, contributing up to 32% in the country's Gross Value Added (GVA) as per FY 2015-16, with 63 million enterprises providing employment to over 111 million Indians. Over the years, SIDBI has been working towards the sustainable development of MSME sector, pioneering efforts that have manifested in creation of economic wealth, its distribution for an egalitarian society while preserving the ecological wealth of the country.

The Bank's **Mission** is to '*To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system*'.

The Bank is working with the **Vision** '*To emerge as a single window for meeting the financial and developmental needs of the MSME sector to make it strong, vibrant and globally competitive, to position SIDBI Brand as the preferred customer friendly institution and for enhancement of shareholders wealth and highest corporate values through modern technology platform*'.

The Bank believes that its people, process and technology are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are its most valuable asset.

SIDBI invites application from interested candidates for the post of Executive Assistant in CMD Secretariat of the Bank on Contractual basis as detailed below:

A.	Name of the Post	Executive Assistant
B.	Type of the Post	On Contract Basis
C.	No. of Posts	1 (One)
D.	Place of Posting	The Executive Assistant will be posted at Mumbai .
E.	Period of Contract	The term of the contract of Executive Assistant would initially be for a period of three years , extendable, at sole discretion of the Bank, for a further period of up to three years . The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.
F.	Scope of Work/	The Executive Assistant will report to Top Management of the Bank

	Job profile	<p>and will be responsible to:</p> <ul style="list-style-type: none"> • Assist top management with business analysis and strategic inputs. • Assist Top Management by way of Data Analytics & MIS • Should possess expertise, knowledge and understanding of Banking and Economy • Possess excellent presentation / communication - verbal and written skills with analytical insights into banking / economic issues • Prior experience as Executive Assistant • Command over MS Office Suite including MS-Excel and MS-PowerPoint
G.	Eligibility Criteria	
	a	Age limit (As on 10/08/2018)
	b	Educational Qualification (As on 31/08/2018)
c	Experience (As on 31/08/2018)	<p>The candidate should not be less than 28 years and more than 35 years old (Born on or before 10-08-1990on or after 11-08-1983).</p> <p>CA/ ICWA/ ACS/ MBAor 2 years PG Diploma inFinance (MBA or Diploma should be at least of 1 year full time duration. Course completed through correspondence/part-time are not eligible.)</p> <p>Minimum 5 years post qualification experience as an Executivein Supervisory/ Management role:</p> <p>a. In a Scheduled Commercial Bank/ Associate or Subsidiary of a Scheduled Commercial Bank. OR</p> <p>b. In a leading Financial Institution/ Company having Pan India Presence</p> <p>c. In a Reputed Management Consulting Firm</p> <p>Candidates having prior experience as Executive Assistant shall be preferred.</p>
	<p>Important:<i>The Bank reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of post.</i></p>	
H.	Remuneration	<p>Upto`30- `35 Lakh, based on experience/profile of the candidate. Annual increment, up to 5% of CTC finalised initially, may be considered by the Bank, based on performance.</p>
I.	Selection Procedure	<p>Selection would be by way of shortlisting and Personal Interview to be held at Mumbai on a suitable date (to be informed in due course) before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.</p>
J.	HOW TO APPLY	<p>i. Duly filled in application (in English or Hindi), as per the format available on the Bank's website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full</p>

		<p>signature of the candidate across the same with date, should be sent so as to reach the Chief General Manager, Human Resources Vertical (HRV), Small Industries Development Bank of India, MSME Development Centre, Plot No. C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 OR can directly share their application on recruitment.sidbi@quesscorp.com on or before August 31, 2018 (Friday). The envelope containing the application should bear the superscription “Application for the post of Executive Assistant”.</p> <p>ii. Applications should be accompanied by self attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photocopies of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.</p>
K.	Others	<p>(i) Candidates, called for interview will be paid to & from economy class airfare by shortest route in India.</p> <p>(ii) Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.</p> <p>(iii) Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying for the post. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.</p> <p>(iv) Decisions of the Bank in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Bank in this regard. Canvassing in any form will lead to disqualification of candidature.</p>