



## Advertisement No. 01-E/ 2022-23

### Engagement of Specialists on Contractual Basis (Full Time) -2022-23

May 05, 2022

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 29% in the country's Gross Value Added (GVA) as per FY 2019-20. 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 following post on Contractual basis as detailed below:

S.No.	Post	Post Code	Total Vacancy	Reservation					
				UR	EWS	OBC	SC	ST	PwBD*
1	Lead Specialist (Equity & Venture Debt)	05	4	3	-	1	-	-	2
2	Investment Associates	10	6	5	-	1	-	-	

\* PwBD vacancies shall include a) LV, b) D, HH, c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, d) SLD, MI e) MD involving (a) to (d) above CATEGORY ABBREVIATIONS USED: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MI= Mental Illness MD=Multiple Disabilities

#### 1. Lead Specialist (Equity & Venture Debt Ops)

A.	Name of the Post	Lead Specialist (Equity & Venture Debt Ops) [Post Code- 05]
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	4 (Four)
D.	Place of Posting	<u>New Delhi</u>
E.	Scope of work	<b>The Lead Specialists will be responsible for the following:</b> ✓ Appraisal of venture debt/ equity/ quasi-equity/similar funding/ financial assistance to MSME start-ups/ early staged enterprises. ✓ Business development/ Lead generation and end-to-end conducting due diligence, negotiation, internal processing,

		<p>evaluation and finalization of deals, legal &amp; regulatory review, documentation, disbursements and follow up/ monitoring, etc.</p> <ul style="list-style-type: none"> <li>✓ Dissemination of SIDBI's Schemes for MSME start-ups/ early stage enterprises.</li> <li>✓ Local and outstation travel would be required in connection with financing such enterprises/ dissemination of SIDBI' schemes.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
	<b>b</b>	<b>Educational Qualification</b>
		<p>The candidate should not be more than <b>35 years</b> old as on <b>April 30, 2022</b>.</p> <p>MBA/ PGDM/ PGDBM/ CA/ CFA/ Post-Graduate in Economics/ Finance/ Risk Management or equivalent degree/ diploma from premier Institute/ University of repute.</p>
	<b>c</b>	<b>Experience</b>
		<p><b>(As on April 30, 2022)</b></p> <p>1. Minimum <b>5 years' experience</b> in venture capital/ private equity/ venture debt industry/ credit experience in a Bank/ FI/ NBFC's.</p> <p>2. Out of total 5 years' experience, minimum 3 years' experience required either as part of investment team/ analyst/ equivalent in AIFs/ Venture capital/ private equity/ venture debt industry.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	
		<p>The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.</p>

## 2. Investment Associates

<b>A.</b>	<b>Name of the Post</b>	<b>Investment Associates (IA) [Post Code- 10]</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	6 (Six)
<b>D.</b>	<b>Place of Posting</b>	<b>New Delhi.</b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Investment Associate will be associated with Venture Capital Operations Vertical and responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Appraisal of proposals for commitment to AIFs / funds.</li> <li>✓ Processing of drawdown requests and handling other operational references from supported funds.</li> <li>✓ Follow up and monitoring / review of supported funds, including field visits to the office(s) of funds / startups / portfolio companies as may be required.</li> <li>✓ Planning and management of events like investors' day(s) &amp; other VC events / seminars / webinars.</li> <li>✓ Engaging with supported funds and other stakeholders.</li> <li>✓ Data collection &amp; analysis and preparation of periodic MIS.</li> <li>✓ Creating summary reports, factsheets &amp; customized presentations.</li> <li>✓ Accounting related work including individual transactions, scrutiny of unit statements / other reports from the supported funds and preparation of quarterly and annual closing reports for the Vertical.</li> </ul>

		✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
	<b>b</b>	<b>Educational Qualification</b>
	<b>c</b>	<b>Experience</b>
		<p>The candidate should not be more than <b>35 years</b> old as on <b>April 30, 2022</b>.</p> <p>1. PGDM [Finance] / MBA [Finance] / CA / CFA / ICWA / Post-Graduate in Economics / Innovation / Finance / Entrepreneurship etc. from any Indian / foreign recognized university.</p> <p>2. Proficiency in MS Office, particularly excel and power point, data analysis / management / presentation tools shall be preferred.</p> <p><b>(As on April 30, 2022)</b></p> <p>Minimum 5 years' of experience either as part of investment team in AIFs / funds / Private Equity or relevant investment banking or consulting experience.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
		<b>Important:</b> 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 posts.
<b>G.</b>	<b>Remuneration</b>	
		The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

**General Conditions:**

<b>A</b>	<b>Period of Contract</b>	The term of the contract would initially be for a period of <b>three years</b> , extendable, at sole discretion of the Bank, for a further period of up to <b>two years</b> . The contract can be terminated at <b>one months' notice</b> on either side or salary and allowances (if any) in lieu thereof.
<b>B</b>	<b>CTC and Increment</b>	The CTC offered is negotiable. Annual CTC will depend upon Experience & Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.
<b>C</b>	<b>Post wise Eligibility Criteria and Job Description</b>	As specified post-wise hereinafter.

**Other Conditions:**

<b>1.</b>	<b>Reservation</b>	i. Reservations / Relaxations / Concessions would be given to PwBD candidates as per guidelines issued by the Government of India from time to time.
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		<ul style="list-style-type: none"> <li>ii. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines</li> <li>iii. It is clarified that it may not be possible to employ candidates with disability in all offices / departments of the Bank and they will have to work in the post / centers as decided by the Bank in this regard.</li> <li>iv. Candidate belonging to PwBD for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category provided they fulfil all the eligibility criteria applicable to unreserved category.</li> </ul>
2.	<b>Only one Post to be applied by each candidate</b>	One candidate can apply for only one post under this advertisement. Multiple candidatures, involving one post or several posts shall result in rejection of all applications from the candidate.
3.	<b>Right to raise/modify the eligibility criteria</b>	<b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria including educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.
4.	<b>Selection Procedure</b>	<p>Selection would be by way of shortlisting and Personal Interview to be held online 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, to prepare 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. The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.</p> <p><b>Merit List:</b> Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut -off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.</p> <p><b>Wait List:</b> SIDBI reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.</p>
5.	<b>HOW TO APPLY</b>	<ul style="list-style-type: none"> <li>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 signature of the candidate across the same with date, should be sent / forwarded <b><u>only through email at <a href="mailto:recruitment.sidbi@gmail.com">recruitment.sidbi@gmail.com</a></u></b> on or before <b>May 21, 2022</b>. While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. <b>"Application for the post of &lt;&lt;Post Code&gt;&gt;, &lt;&lt;Name of the Post&gt;&gt; &lt;&lt;Candidate Name&gt;&gt;."</b></li> <li>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, caste certificate, PwBD Certificate etc, as mentioned in the application form.</li> <li>iii. An application not accompanied by photocopies/ scanned copies (in cases of applied online) of relevant certificate(s) / documents, or not in</li> </ul>

		<p>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> <p><b>iv. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</b></p> <p><b>v. The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</b></p>
<b>6.</b>	<b>Others</b>	<p><b>i.</b> The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.</p> <p><b>ii.</b> The candidate must be a citizen of India.</p> <p><b>iii.</b> The number of vacancies including reserved vacancies mentioned above are provisional and may vary.</p> <p><b>iv.</b> The designations / name of the post mentioned above are only indicative. The Bank reserves the right to change the name of post / designation at any time without prior notice on the requirement of the Bank.</p> <p><b>v.</b> Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.</p> <p><b>vi.</b> Candidates are advised to indicate a working e-mail ID and mobile phone no. in their application under this advertisement and maintain the same active for receiving communication viz. call letters/ Interview date advices etc . The indicated e-mail ID and mobile phone no. should not be changed during Interview process. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p> <p><b>vii.</b> The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p><b>viii.</b> Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p><b>ix.</b> In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</p> <p><b>x.</b> 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.</p> <p><b>xi.</b> Appointments of selected candidates will be subject to his / her being declared medically fit by Bank Medical Officer, satisfactory report about his / her character and background verifications, satisfactory report from his / her previous employer and referees, verification of caste / tribe and class certificate and completion of all other pre recruitment formalities to the complete satisfaction of the Bank.</p> <p><b>xii.</b> 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), or has</p>

		<p>resorted to Impersonating or procuring impersonation by any person; 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><b>xiii.</b> The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</p> <p><b>xiv.</b> Decisions of the Bank in all matters regarding eligibility, shortlisting, conduct of interview, selection, calling for joining etc, would be final and binding on the applicants for the post s. No representation or correspondence will be entertained by the Bank in this regard. Canvassing in any form will lead to disqualification of candidature.</p>
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