



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)**  
**HEAD OFFICE: SIDBI TOWER, 15 ASHOK MARG, LUCKNOW – 226001**

**Recruitment of Officers in Grade 'A' – General Stream**

Candidates are advised to apply **ONLINE**, through Bank's web site at [www.sidbi.in](http://www.sidbi.in) after carefully going through all the instructions contained in this application and general instructions given in this advertisement. **No other means /mode of Application / Printout will be accepted.**

<b>Important Dates</b>	
<b>Opening of On line Registration Gateway</b>	<b>July 01, 2014</b>
<b>Closing of On-line Registration Gateway</b>	<b>August 01, 2014</b>
<b>Cut off date for determining Eligibility Criteria with regard to age</b>	<b>July 01, 2014</b>
<b>Cut off date for determining Eligibility Criteria with regard to educational qualification</b>	<b>August 01, 2014</b>

SIDBI is the Principal Financial Institution set up under an Act of Parliament for promotion, financing and development of MSME sector in India and is in its Silver Jubilee year of existence. Micro, Small and Medium Enterprises (MSMEs) in the last six decades have contributed to creativity, innovation and dynamism in the industrial sector which has led to the spread of industrial development across 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.

The Bank invites applications for the post of **Assistant Manager (Grade 'A' – General Stream)** as indicated below.

Name of Post Pay scale Minimum Gross emoluments (p.m.)	No. of total vacancies	Post Code	Vacancies reserved for			
			SC	ST	OBC	PwD
<b>Assistant Manager Grade 'A' – General Stream</b> 17100 – 1000 (11) – 28100 – EB – 1000 (4) – 32100 – 1100 (1) – 33200 (17 years) ₹ 41,000/- approx	80	1	12	6	21	18

- (i) The designation / name of the post mentioned above is only indicative. The Bank reserves the right to change the name of post / designation at any time without notice.
- (ii) SIDBI reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement. Offers could be issued in phases as per the requirement of the Bank.
- (iii) The total number of vacancies, which includes Un-Reserved (UR) as also reserved vacancies mentioned above, are provisional and may vary depending upon actual requirement of the Bank. The vacancies SC/ST/OBC/PwD categories include backlog and shortfall in respective categories. The exact number of reserved vacancies indicated above may vary depending upon the actual number of offers issued / number of candidates actually joining.
- (iv) OBC applicants falling under 'Creamy Layer' on the date of closure of 'On Line' registration gateway will be treated as unreserved. Such candidate should apply under General Category.
- (v) 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 / centres as decided by the Bank in this regard.
- (vi) The Bank may allow inter-se exchange of reservation between the OH and LV candidates, if suitable applicants of a specified category are not available.
- (vii) As per the existing guidelines of the Bank, candidates having already qualified JAIIB / CAIIB (prior to joining SIDBI) will be eligible to be considered

for grant of one / two advance increments in the pay scale subject to production of documentary evidence to the satisfaction of the Bank in this regard.

- (viii) The Bank, at its discretion, may grant not more than 4 advance increments (including JAIIB/CAIIB increments) in the the pay scale in which the candidate has been offered the post, to such candidates who possess good academic qualification or special experience of value to the Bank. However, such requests shall be examined on case to case basis by the Bank only after the candidate has reported for duty and submission of necessary documentary evidence as required by the Bank. The decision of the Bank for grant of such advance increments or otherwise as also the date of grant of such advance increments shall be final and binding on the candidate and no correspondence in this regard shall be entertained.
- (ix) Besides emoluments as per the pay scale given above, the posts indicated above shall carry other facilities like pension, gratuity, leave fare concession, reimbursement of medical expenses, reimbursement of vehicle maintenance expenses / allowance, vehicle loan, housing loan, Bank's accommodations or Leased flat facility in lieu thereof, etc. as per the Bank's rules.
- (x) The above post is also open for staff employed in SIDBI. The Bank reserves the right to give them suitable relaxation/concessions in upper age limit, application fee etc. as deemed fit by the Bank.
- (xi) The Definitions of Disabilities and the Degree of Disability for availing benefits of Reservation shall be in accordance with instructions issued by Government of India from time to time. Candidates may like to visit web site of Ministry of Social Justice and Empowerment, Government of India for further details in this regard.
- (xii) The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of ₹2 lakh in case he/she leaves the Bank before the completion of the 3 year service period.

## **2. Probation and posting / transfer**

**The selected candidates would be on a probation for a period of 2 years which is extendable upto maximum 4 years at the discretion of the Bank.** The selected candidates will be liable to be posted / transferred at discretion of the Bank to various offices / verticals / associates / subsidiaries of the Bank from time to time and on such terms and conditions as may be decided by the Bank.

### 3. Reservations / Relaxations / Concessions

- (i) Reservations / Relaxations / Concessions would be given to SCs / STs / OBCs / PwDs / Ex-Servicemen candidates as per guidelines issued by the Government of India from time to time.
- (ii) The PwD candidates should possess a recent disability certificate, in the prescribed format, issued by the competent authority. The competent authority to issue disability certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least 3 members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be. **Reservation for PwD is called horizontal reservations and these will be adjusted against the number of incumbents in the relevant reservation roster. The format of the disability certificate is available on SIDBI's website.**

#### (iii) Definitions of Categories of Disabilities:-

##### **A. Orthopedically Challenged (OC):**

An Orthopedically Challenged (OC) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Central / State Government) would be eligible for reservation in service / posts.

- a) **Locomotor** disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.
- b) **Cerebral Palsy** means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre natal, peri-natal or infant period of development.

**Only those who fall into the following categories are eligible to apply under this category:**

BL: Both legs affected but not arms

OA: One arm affected (R or L)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxia

OL: One leg affected (R or L)

MW: Muscular weakness and limited physical endurance

- B. **Person with low vision (LV):** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for planning or execution of a task with appropriate assistive device.
- C. **Hearing Impaired (HI):** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conventional range of frequencies.

#### 4. Eligibility Criteria

##### 4.1 Nationality / Citizenship

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Bank but on final selection, the offer of appointment may be given only after the necessary eligibility certificates have been issued to him / her by the Government of India.

##### 4.2 Age Limit as on July 01, 2014 (to be read with 4.3)

Post code	Minimum and Maximum Age Limit
01	Not below <b>21 years</b> and not exceeding <b>28 years</b> .  (Candidates born not earlier than 02.07.1986 and not later than 01.07.1993 [both days including] are only eligible to apply.)

#### 4.3 Relaxation in upper age limit would be available as under:-

- (i) **By 3 years in upper age limit** in case of OBC candidates having certificate from the competent authority **with non-creamy layer clause**.
- (ii) **By 5 years in upper age limit** in respect of **(a)** SC/ST candidates **(b)** All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989 and **(c)** Children / family members of those who died in the 1984 riots.
- (iii) **By 10 years in upper age limit** for PwD (unreserved); 13 years for PwD (OBC) and 15 years for PwD (SC/ST) candidates.
- (iv) To Ex-servicemen candidates as per the provisions of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules, 2012.

#### Notes:

- An ex-serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an ex-serviceman, for his re-employment, his ex-servicemen status for the purpose of re-employment in Government ceases.
- Age relaxation will not be available on cumulative basis as per Government guidelines.
- All persons who are eligible for age relaxation under (ii) (b) above must produce the domicile certificate at the time of interview from the District Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designed in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.

#### 4.4 Essential Educational Qualifications (As on August 01, 2014)

Name of Post	Stream	Age (Y)		Educational Qualification
		Min	Max	
<b>Assistant Manager Grade 'A' - General Stream</b>	<b>General</b>	21	28	Bachelor's or Master's Degree with minimum 60% (55% for SC/ST) marks in aggregate in any stream, in either of the two qualifications, from a recognized institute / University. Preference would be given to candidates possessing professional qualifications like CA, CS, ICWA, CFA, MBA, Engineering, and Diploma in Banking from a recognized Institute. <b><i>Proficiency in computers is preferable.</i></b>

#### Notes

- (i) The Bank reserves the right to raise / modify the eligibility criteria in minimum educational qualification, percentage of marks and minimum post qualification work experience depending upon the response.
- (ii) Candidates whose results are awaited are not eligible to apply.
- (iii) Staff Candidates shall also be eligible to apply for the advertised post subject to their fulfilling the eligibility criteria, for which they may be given relaxation in age by 5 years and waiver from payment of application fee as applicable in General Recruitment. The age relaxation of 5 years shall be over and above the age relaxation already provided to their respective category i.e. SC/ST/OBC/PwD.

#### 5.1 Selection Procedure

The selection process for the post would be by way of an online examination followed by Personal Interview. Candidates who qualify based on the minimum cut-off marks decided by the Bank, would be called for interview.

##### 5.2.1 Pre Recruitment Training (PRT) & Online Examination :

As per Gol guidelines, Pre-recruitment training (PRT) would be conducted for SC/ST/OBC candidates for 8 days' duration. Accordingly, PRT would be

conducted for willing SC/ST/OBC candidates whose applications are found eligible as per the eligibility criteria stipulated by the Bank. PRT would be conducted at 4 centres only viz. **Chennai, Kolkata, Mumbai and New Delhi**. The SC/ST/OBC candidates, who want to attend Pre-recruitment training (PRT) shall register themselves with the appropriate link provided in SIDBI's website. It may be noted that Boarding, lodging and travel expenses for attending such PRT would be borne by the candidates. The Bank, however reserves the right to change / cancel / add the venue for PRT depending on the response/number of applications for a particular centre.

**5.2.2** Online examination will be conducted online in venues across many centres in India. Tentative cities where exam may be held are Ahmedabad/Gandhinagar, Amritsar, Baroda/Anand/VV Nagar, Bengaluru/Tumkur, Mysore, Bhopal/Vidisha, Bhubaneswar/Cuttack/Khurda, Chandigarh/Mohali/Panchkula, Chennai, Coimbatore, Dehradun/Roorkee, Guwahati/Ribhui/Mirza, Hyderabad/Rangareddy/Secunderabad, Indore/Ujjain, Jaipur, Jammu, Kochi/Ernakulam, Kolkata/Greater Kolkata/Howrah, Lucknow/Sitapur / Barabanki/Unnao/Kanpur, Madurai, Greater Mumbai/Thane/Navi Mumbai, Nagpur, Nasik, New Delhi-NCR, Panaji/Verna/South Goa, Patna/Hajipur/Bhita, Pune/Pimpri Chinchwad/Talegaon, Raipur/Durg/Bhilai, Ranchi, Trivandrum, Vijayawada and Visakhapatnam. Candidates have to indicate their preferred centre for online examination in the online application form. However, interviews would be held at five centres only viz. Chennai, Kolkata, Lucknow, Mumbai and New Delhi. Candidates will have to indicate their preferred centre for interview in the online application form separately. However, Bank reserves the right to cancel any of the Examination/Interview 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 other than the one he/she has opted for. No request for change of centre for Examination shall be entertained. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and SIDBI will not be responsible for any injury or losses etc. of any nature.

**5.2.3** PwD candidates may avail the services of a scribe at the time of appearing for the online examination as per the terms mentioned below, which are as per the guidelines issued by Government of India vide Office Memorandum dated February 26, 2013 and April 26, 2013 in this regard:-



- Those candidates who are visually impaired or affected by cerebral palsy with loco-motor impairment and whose writing speed is affected can use own scribe at own cost during the online examination. In all such cases where a scribe is used, the following rules will apply:
- The candidate will have to arrange for his/her own scribe at his/her own cost. Same scribe cannot be used by more than one candidate. The scribe arranged by the candidate should not be a candidate for the exam. If violation of this is detected at any stage of the recruitment process, candidature of both, the candidate and the scribe will be cancelled.
- The scribe can be from any academic stream.
- Both, the candidates using a Scribe and the Scribe are required to give a suitable undertaking along with the Call Letter at the time of examination. The undertaking must confirm that the scribe fulfills all the stipulated criteria as mentioned above. Further, in case it later transpires that he/she did not fulfill any of the laid-down eligibility criteria or suppressed material facts, the candidature of the applicant will stand cancelled, irrespective of the result of the online examination.
- Such candidates who use a scribe shall be eligible for extra time of 20 minutes for every hour of the examination.
- Candidates eligible for and who wish to use the services of scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request may not be favorably entertained.
- Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font. All such candidates will be eligible for compensatory time of 20 minutes for every hour of the examination. This facility (to view the contents of the test in magnified font) will not be available to Visually Impaired candidates who use services of a Scribe for the examination.
- Candidates affected by Locomotor disability/Cerebral palsy where dominant (writing) extremity is affected to the extent of slowing performance of

function (minimum 40% impairment) will also be eligible for extra time of 20 minutes per hour of examination, although no scribe shall be permitted to such candidates.

Guidelines are subject to change in terms of GOI guidelines/clarifications, if any, from time to time.

5.2.4 The details regarding the time, date and address of the venue of the Pre-Recruitment Training / Online Examination / Interview to the short listed eligible candidates will be intimated through **Call Letters**. **E-mail and SMS about intimation of online download of call letters will be sent to candidates at the appropriate time.** No separate communication i.e. either by post or otherwise would be issued to the candidates. Other instructions, if any, in this regard would also be displayed on the website. Candidates will not be allowed to appear for the Pre-Recruitment Training / Online Examination / Interview without the Call letter. **Candidates are, therefore, advised to visit the Bank's website at regular intervals for information regarding date of the on-line examination.**

5.2.5 Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualification, caste/tribe/class, disability and experience details alongwith the printout of the filled 'ONLINE' application form **at the time of interview.** **Failure to produce the same shall render the candidate ineligible for the recruitment process and SC/ST/PwD candidates shall also not be reimbursed to and fro journey fare.**

## 6. Non – Refundable Application cum processing fee

Category of Candidate	Application cum processing fee	Mode of payment
SC/ST/PwD	Nil	For making payment of Application cum processing fee, the candidates are required to pay making online payment through internet banking/debit/credit card as detailed at sr.no. 7 below. Bank Transaction charges, if any, for Online Payment of
Others (including OBCs and General)	₹500/- (Rupees Five hundred only)	

		application fees/ intimation charges will have to be borne by the candidate
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## 7. HOW TO APPLY

Candidates can apply online only from SIDBI's website and no other mode of application will be accepted.

### **Pre-Requisites for Applying Online**

Before applying online, candidates should :-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Guidelines for Scanning and Upload of Photograph and Signature below.
- (ii) Keep the necessary details/documents for **Online Payment** of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active atleast till the declaration of results of online exam. SIDBI may send intimation to download call letters for PRT/On-Line Exam/Interview. Under no circumstances, a candidate should share with/mention e-mail ID to / of any other person. In case a candidate does not have a valid personal e-mail ID, he/she should create his/her new e-mail ID before applying on-line and must maintain that email account.

### **Procedure for applying online**

- (1) Candidates are first required to go to the SIDBI's website [www.sidbi.in](http://www.sidbi.in) and click on the Home Page to open the link "Careers" and then click on the option 'Recruitment of Officers in Grade A - General Stream to open the On-Line Application Form.
- (2) Candidates will have to enter their basic details and upload in the online application form. Candidates are required to upload their photograph and signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature. In the event of the candidate not being able to fill the data in one go, candidate can save the data already entered. When the data is saved, 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. Email/SMS indicating the provisional Registration Number and Password will be sent. Candidates can reopen the saved data using provisional Registration Number and Password and edit the particulars, if needed. The facility will be available for three times in all. Once the application is filled completely, candidate should submit the data and pay fees to complete the registration process.

- (3) Candidates should carefully fill in the details in the On-Line Application at appropriate places very carefully and click on the "SUBMIT" button at the end of the Online Application format. Before pressing the "SUBMIT" button, candidates are advised to verify every field filled in the application. The name of the candidate or his /her father/husband should be spelt correctly in the application as it appears in the certificates/mark sheets. Any change/alteration found may disqualify the candidature.
- (4) The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- (5) The payment can be made by using only Master/ Visa Debit or Credit cards or Internet Banking by providing information as asked on the screen.
- (6) After the upload of photograph and signature an additional page of the application form is displayed wherein candidates may follow the instructions and fill in the requisite details.
- (7) On successful completion of Registration, a Registration Number and Password will be generated. Candidates should note their Registration Number and Password for future reference.
- (8) If the online transaction has not been successfully completed then the following message is displayed 'Your online transaction was unsuccessful. Please register again' Candidates may then **revisit the 'Apply Online'** link and fill in their application details again.
- (9) On successful completion of the transaction, **an e-receipt** will be generated.
- (10) Candidates are required **to take a printout of the e-receipt and the submitted online application form.**
- (11) If e-receipt is not generated, the transaction may not have been completed. Candidates must ensure that e-receipt is generated
- (12) In case of multiple registrations, only last registration will be kept valid.

**Note:**

- (i) 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

- (ii) For Credit Card users: All prices are listed in Indian Rupee. If you use a non-Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.
- (iii) To ensure the security of your data, please close the browser window once your transaction is completed.

(13) After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the SIDBI.

(14) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by the Bank.

**To avoid last minute rush, candidates are advised to pay the application fees and register on-line at the earliest.**

**Note-** There is also a provision to reprint the submitted application containing fee details, after fee payment.

**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 will be considered as final and no change/modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. SIDBI 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.**

(15) An email/ SMS intimation with the Registration Number and Password

generated on successful registration of the application will be sent to the candidate's email ID/ Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID/ Mobile number specified by them, they may consider that their online application has not been successfully registered.

- (16) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- (17) 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 to avoid the possibility of disconnection/ inability/ failure to log on to the SIDBI's website on account of heavy load on internet/website jam.
- (18) SIDBI 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 beyond the control of the Bank.
- (19) 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.
- (20) 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 is found to be false at a later stage.
- (21) No request for change of address, or changes in any other details mentioned in the online application form will be entertained. A candidate should ensure that the signatures appended by him/her in all the places viz. in his/her call letter, attendance sheet and in all correspondences with SIDBI in future should be identical and there should be no variation of any kind.
- (22) **A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates**

are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process, doubt about identity at any stage could lead to disqualification.

## 8. Guidelines for scanning and Upload of Photograph & Signature

Before applying online a candidate will be required to have a scanned (digital) image of his/her photograph and signature as per the specifications given below.

### a. **Photograph Image:**

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour, taken 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-50 kb
- Ensure that the size of the scanned image is not more than 50kb. If the size of the file is more than 50 kb, then adjust the settings of the scanner such as the DPI resolution, no. of colours, during the process of scanning.

### b. **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 signature will be used to put on the Call Letter and wherever necessary.
- If the Applicant's signature on the answer script, at the time of the examination, does not match the signature on the Call Letter, the applicant will 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

**c. 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.jpg or 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/MsOffice can easily obtain photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice 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 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see the preceding paragraphs in this Annexure 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/her photograph and signature.

**d. 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 and Select the location where the Scanned Photograph /Signature file has been saved.
- Select the file by clicking on it
- Click the 'Open/Upload' button
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

**Note:-**

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.

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SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA

RECRUITMENT OF OFFICERS IN GRADE 'A' - General Stream

GENERAL INSTRUCTIONS

[PLEASE READ CAREFULLY BEFORE  
ON LINE FILLING UP THE APPLICATION FORM]

1. The Bank has the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final and binding on the candidate.
2. 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 antecedents by the Police Authorities, 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. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.
3. Printout of the online application form and any other document (in original or copy thereof) **SHOULD NOT BE SENT** to any office / branch of SIDBI.
4. Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on July 01, 2014 and August 01, 2014 as the case may be** in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects.
5. **Candidates are cautioned** that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying on line. **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. If any of these shortcomings is/are detected even after the appointment, his/her services are liable to be terminated.**

6. All educational qualifications must have been obtained on or before the last date of submission of application form from recognized Universities / Institutions in India as indicated in this Advertisement. If grades are awarded instead of marks, candidates should attach a copy of the Conversion Chart of Grade into Numeric value, which has been duly attested by the Head of the Department/ Institute, in case the same is not indicated in the mark sheet.
7. Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview / selection etc. and any other matter relating to recruitment will be final and binding on the candidates. **No correspondence or personal inquires shall be entertained by the Bank in this regard.**
8. The Bank reserves the right to raise / relax the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for interview to commensurate with the number of vacancies. **No separate communication / notification shall be issued** in this regard.
9. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
10. The Bank does not furnish the mark-sheet of selection process to candidates.
11. Application once made will not be allowed to be withdrawn and the Application cum processing fee / postal charges once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection.
12. Sufficient copies of the recent passport size **colour photograph (without dark glasses)** which is pasted on the 'ON LINE' call letter, should be retained for subsequent recruitment formalities. **Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph subsequently may lead to disqualification.**
13. In respect of candidates belonging to OBC category, the Class certificate should have been issued in the prescribed format and by authorities empowered to

issue such certificate. The OBC certificate should specifically indicate that the candidate does not belong to **Creamy Layer Section** excluded from the benefits of reservation for OBCs in Civil Posts and Services under Govt. of India and that the **OBC Certificate should not be more than one year old from the date of closure of on line registration gateway.**

14. The competent authority for the issue of the Certificate to OBC is (i) District Magistrate / Additional Distt. Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / First Class Stipendary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub Divisional Officer of the area where the candidate and / or his family normally resides.
15. The candidate's appointment will remain provisional subject to tribe / class certificate being verified through proper channel and verification of testimonials. **The candidate's service will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his / her claim for belonging to OBC (including not belonging to creamy layer) and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper for production of false certificate(s).**
16. **Option for use of Hindi/English** will be available during interview. **Candidates may note to indicate their choice at appropriate place in the application form.**
17. The candidates will have to appear for the Pre-Recruitment Training / Online examination / Personal Interview at their own cost and risk. The Bank shall not be responsible for any injury / loss etc of any nature to any candidate.
18. Eligible (Outstation) SC/ST/PwD candidates called for interview shall be reimbursed II nd AC to/fro train or equivalent bus fare on production of tickets/ documentary evidence.
19. Selected Candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, must produce a ***'proper relieving letter / discharge certificate in original'*** form their

present Employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, may like to obtain prior permission / No objection certificate from their present employer before applying in SIDBI as per rules / regulations of their present employers in this regard.

20. Only candidates **willing to serve anywhere in India** may apply.
21. At the time of online examination as well as at the time of interview, the call letter along with 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 Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognised college/ university/ 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 may not be allowed to appear for the Examination/ interview.

**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 exam.

22. Please note that candidates will not be permitted to appear for the Online examination / Interview without the following documents:
  - (i) Valid Call Letter for the Examination;
  - (ii) Photo-identity proof in original; and

(iii) Photocopy of photo-identity proof

23. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination / Interview **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 is 2 hours, 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.

24. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

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 –

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or
- (c) 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
- (d) resorting to any irregular or improper means in connection with his/ her candidature or
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) 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 :
  - (i) to be disqualified from the examination for which he/ she is a candidate
  - (ii) to be debarred either permanently or for a specified period from any examination conducted by SIDBI
  - (iii) for termination of service, if he/ she has already joined SIDBI.

**Important:**

SIDBI 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, SIDBI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

25. The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective Call Letter. A candidate who has registered successfully should download his/her call letter from SIDBI's website [www.sidbi.in](http://www.sidbi.in) by entering his/ her details i.e. Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout will be sent by post/ courier. Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form. SIDBI will not take responsibility for late receipt/ non-receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of the Bank. Candidates are hence advised to regularly keep in touch with the Bank's website [ww.sidbi.in](http://ww.sidbi.in) for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.
26. 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 to conduct of another examination if considered necessary. Decision of SIDBI in this regard shall be final. Candidates not willing to accept such change shall lose his/her candidature for this exam.
27. Decision of the Bank in all matters relating to recruitment will be final and binding on the candidate. No correspondence or personal enquiries shall be entertained by the Bank in this behalf.

28. 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 are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
29. The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of ₹2 lakh in case he/she leaves the Bank before the completion of the 3 year service period.
30. The Bank reserves the right to cancel any of the centres and / or add some other centres depending upon the response, administrative feasibility etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he / she has opted for.
31. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only In Lucknow and Courts / Tribunals / Forums at Lucknow only shall have sole and exclusive jurisdiction to try any clause / dispute.
32. The candidate must **ensure to keep safely system generated print out of application form / registration number and password** for future use. No requests for re supply of registration number / password shall be entertained.
33. **Canvassing in any form will be a disqualification.**

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