



Advertisement No-5 2016

Appointment of Head – Merchant Banking on Contract Basis (Full Time) - 2016

December 12, 2016

SIDBI is the Principal Financial Institution set up in April 1990 under an Act of Parliament for promotion, financing and development of MSME sector in India. Micro, Small and Medium Enterprises (MSMEs) in the last six decades have contributed to creativity, innovation and dynamism in the industrial sector which has catalysed 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.'*

Overview of Merchant Banking

With a view to open new avenues in raising capital by MSMEs and to play a leading role in facilitating them to access capital markets, SIDBI obtained Category-I Merchant Banking License in 2013. Since then, SIDBI has been organizing awareness programmes on accessing capital market by MSME entrepreneurs in major MSME clusters of the country, in partnership with SEBI, BSE and NSE. SIDBI has successfully managed one IPO issue on SME exchange and plans are underway to manage few more within the current financial year. Additionally, Bank is actively looking for scaling up its loan syndication activities across the country. The current position is a great opportunity for experienced, eligible and suitable candidates to supervise and guide the scaling up of operations of SIDBI's Merchant Banking activities. The overview of the position is given below -

A.	Name of the Post	Head- Merchant Banking
B.	Type of the Post	Contractual on full time basis
C.	No. of Posts	1 (One)
D.	Place of Posting	The Head- Merchant Banking will be posted in and report to the CGM in the Equity and Risk Capital Vertical (E&RCV) of the Bank's Office in Mumbai .
E.	Period of Contract	<ul style="list-style-type: none"> The contract of engagement of Head - Merchant Banking would initially be for a period of three years. If the performance is found to be satisfactory and if Bank requires the services for further period of time, the contract may be renewed for a further period of up to two years. There shall be no obligation on the part of the Bank either to renew the contract at the end of the contract period or to issue a formal order of termination of contract. The contract will come to an end automatically on completion of the contract period.
F.	Scope of work	Scope of work would be broadly as under : <ul style="list-style-type: none"> ✓ Detailed examination of offer document (draft prospectus, Red herring prospectus, Letter of offer) received from prospective MSME clients for participating in IPOs on SME exchange / Main Board. ✓ Due diligence of the issue/offer under applicable SEBI

SIDBI-Appointment of Head – Merchant Banking on Contract Basis (Full Time) - 2016

		<ul style="list-style-type: none"> ✓ regulations ✓ Liaisoning with various other intermediaries in relation to issue/offer ✓ Liaisoning with SEBI/Exchanges for various matters ✓ Assisting the company in appointment of intermediaries like legal counsel, registrar to the issue, banker to issue, broker to the issue, syndicate members etc. ✓ Co-ordination with all other intermediaries of the issue viz. Registrars, Auditors, legal advisors, Bankers, Grading agency etc ✓ Undertaking due diligence activities for the purpose of preparation of offer document to be filed with SEBI and stock exchanges. ✓ Co-ordination with the regulatory authorities for obtaining their observation/approval ✓ IPOs & open offer right issue. ✓ Syndication of loans from other banks/institutions ✓ Issue management, merger, acquisition, listing, de listing, ESOP valuation under prevalent SEBI guidelines ✓ Assist in other work/matters as may be decided, from time to time, by E&RCV/SIDBI. 		
G.	Eligibility Criteria	Important: The Bank reserves the right to raise 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.		
a	Age limit (as on December 12, 2016)	<table border="1" style="width: 100%;"> <tr> <td align="center">Minimum and Maximum Age Limit</td> </tr> <tr> <td>Not below 35 years and not exceeding 55 years. (Candidates born not earlier than 13.12.1961 and not later than 12.12.1981 [both days including] are only eligible to apply.</td> </tr> </table>	Minimum and Maximum Age Limit	Not below 35 years and not exceeding 55 years . (Candidates born not earlier than 13.12.1961 and not later than 12.12.1981 [both days including] are only eligible to apply.
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Not below 35 years and not exceeding 55 years . (Candidates born not earlier than 13.12.1961 and not later than 12.12.1981 [both days including] are only eligible to apply.				
b	Educational Qualification [as on December 27, 2016]	<ul style="list-style-type: none"> • Graduation with minimum 60% marks in aggregate or Ist Class from a recognized University. Candidates with 2 years full time Masters Degree in Finance/ Banking/ Treasury/ International Trade or CA or ICWA or CFA (USA) or FRM will be preferred. 		
c	Knowledge of computers	<ul style="list-style-type: none"> • Working knowledge of computers is essential including exposure to Window based applications such as MS Office/MS Excel, etc. 		
d	Experience	<p>(Essential)</p> <ul style="list-style-type: none"> • Relevant experience of minimum 15 years in Financial sector including minimum 5 years of experience working with SEBI recognized Category- I Merchant Banker handling Issue Management, Merger, Acquisition, Listing, De-listing, ESOP Valuation, Project Appraisal, Loan Syndication, etc. <p>(Desirable)</p> <ul style="list-style-type: none"> • Experience as lead Manager for raising of Debt/Equity in MSME platforms of BSE/NSE. (Having independently worked on IPO & open offer right issue). <p>Note: Applications without relevant experience and / or certificate of past employer would be rejected. In case of existing / present employment, the Experience Certificate shall be produced at the time of appearing for interview / joining the Bank, if selected.</p>		

SIDBI-Appointment of Head - Merchant Banking on Contract Basis (Full Time) - 2016

H.	Remuneration	<ul style="list-style-type: none">• The remuneration of Head- Merchant Banking would be ` 30.00 lakh approx, negotiable (including variable component) for the first year with annual increase based on satisfactory performance and recommendation of the Vertical.• The remuneration of the variable component would be based on the deliverables/targets which would be decided by the Vertical. The variable component shall be payable yearly. Besides the compensation indicated above, the candidate shall be eligible only for reimbursement of expenses incurred on official tours, if any, as per the entitlement decided by the Bank.• Eligibility of Halting allowance/eligibility for travel & staying in hotel, etc, as may be required while on official duty, will be as per the entitlement decided by the Bank.• Except the foregoing, the candidate will not be eligible for any other remuneration.
I.	Leave	The candidate shall be eligible for leave as under : <ul style="list-style-type: none">• 10 Casual Leaves [CL] in a year, subject to the limit of 3 CL in first 3 months.• Ordinary Leave (OL) of 30 days per annum, to be credited at the rate of 10 days at the end of every 3 months. Accordingly, no OL can be availed of before completion of 3 months of service.• In case the candidate leaves the job during the contract period, Bank has the discretion to adjust the unavailed OL not exceeding 15 days per year against the notice period. There will be no provision for leave encashment during the contract period and unavailed leave at the time of expiry / termination will lapse automatically.
J.	Termination of Contract	Contract can be terminated by giving one month's notice on either side or one month's remuneration in lieu thereof.
K.	Other Conditions	<ul style="list-style-type: none">• As the assignment is on Contractual basis, the candidate will not be eligible for any other benefits or claim for employment in SIDBI at a later date.• During the contract period, the service conditions of the candidate, including place of posting, would be as decided by the Bank, from time to time.
L.	Selection Procedure	Selection would be by way of Personal Interview to be held at Mumbai on January 17, 2017 before a 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.
M.	HOW TO APPLY	<ol style="list-style-type: none">i. Duly filled in application (in English or Hindi), as per the format available on the Bank's website- www.sidbi.in with a recent passport size photograph pasted thereon, bearing full signature of the candidate across the same with date, should be sent so as to reach the Deputy 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 on or before December 27, 2016. The envelope containing the application should bear the superscription "Application for the Appointment of Head- Merchant Banking on Contract Basis (Full Time) - 2016".ii. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualifications (educational

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		<p>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> <p>iii. Candidates should have a valid personal email ID, which should be kept active at least till the declaration of results. SIDBI will send intimation to download call letters for Interview on this e-mail ID only. 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.</p> <p>iv. SIDBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of any reason beyond the control of the Bank.</p> <p>v. 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 are found to be false at a later stage.</p> <p>vi. No request for change of address, or changes in any other details mentioned in the 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.</p> <p>vii. A recent, recognizable photograph should be pasted by the candidate in the 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 appointment 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.</p>
N.	Others	<p>i. No relaxation is applicable in Eligibility Criteria including Age, Educational Qualification and Experience.</p> <p>ii. Candidates, called for interview will be paid economy Airfare by shortest route in India.</p> <p>iii. Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualifications, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the appointment process.</p> <p>iv. In case the candidate called for Personal Interview is found ineligible based on document verification at the time of Interview, he/she would not be allowed for Personal Interview and would also not be eligible for the reimbursement of airfare.</p> <p>v. 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 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 forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated forthwith.</p>

		<p>vi. 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.</p> <p>vii. Canvassing of any sort by the applicant or on his behalf by any one, will automatically lead to his / her disqualification, without any right for representation.</p> <p>viii. Marks Percentage Calculation-</p> <p>(i) The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester(s)/year(s) by aggregate maximum marks in all the subjects irrespective of honours / optional / additional optional subject, if any. This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. Candidate should indicate the percentage obtained in Graduation calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e. 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.</p> <p>(ii) Some Universities / Institutes do not award Class or percentage of marks and allot Aggregate Grade Points [e.g. CGPA/OGPA/CPI etc.]. Where CGPA/OGPA/CPI is awarded, the same should be converted into percentage and indicated in online application. In case University/Institute defines criteria for conversion of Aggregate Grade Point into Class and/or percentage of marks, the same will be accepted. However, where the University/Institute does not define criteria for conversion of Aggregate Grade Point into Class and /or percentage of marks, the undefined parameter[s] would be worked out as under :</p> <table border="1" data-bbox="609 886 1377 991"> <thead> <tr> <th>Equivalent CGPA / OGPA/CPI or similar terminologies allotted on 10-point scale</th> <th>Class Division</th> <th>/</th> <th>Aggregate % of Marks</th> </tr> </thead> <tbody> <tr> <td align="center">6.75</td> <td align="center">I</td> <td align="center">[First]</td> <td align="center">60%</td> </tr> </tbody> </table> <p>[a] Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course. [b] Where the Aggregate Grade Point [CGPA/OGPA/CPI etc.] is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item[i] above.</p>	Equivalent CGPA / OGPA/CPI or similar terminologies allotted on 10-point scale	Class Division	/	Aggregate % of Marks	6.75	I	[First]	60%
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