



Advertisement No. 05/ 2022-23

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

October 10, 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:

Post	Post Code	Vacancies
Consultant Engineer (Civil)	01	2
Junior Consultant Engineer (Civil)	02	1
Junior Consultant Engineer (MEP)	03	1
Consultant CA (Corporate Accounts & Taxation)	04	2
Company secretary	05	1

Consultant - Engineering (Civil)

S.No.	Particulars	Details
A.	Name of the Post	<u>Consultant Engineer (Civil)</u>
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	2 (One)
D.	Place of Posting	Mumbai & Lucknow
E.	Scope of Work	The Consultant will be responsible for the following: 1. Civil and fit out works Project

		<p>2. Preparing BOQ, costing, estimation, for civil, structural, MEP works, automation, safety, security system. A Tendering experience.</p> <p>3. Have experience in working of complete PMO cycle. Design development, construction, closeout.</p> <p>4. Experience in property , Facility management , transaction management is preferred.</p> <p>5. Have worked with experience in real estate solution management, consultancy companies.</p> <p>6. Experience in working with state and central government organisations, preferably banking, will be an added advantage.</p> <p>7. Should be in position to handle the project independently.</p>	
F.	Eligibility Criteria		
	a	Age Limit	The candidate should not be more than 45 years old as on August 31, 2022.
	b	Educational Qualification	Graduation in Engineering in Civil / Electrical with minimum 60% marks in aggregate or 1st Class from a recognized University, Postgraduates in the same discipline will be preferred.
	c	Experience	<p>Prior experience of minimum 10 - 12 years in execution and supervision of civil construction work and /or civil maintenance of office buildings / commercial buildings / residential Complexes with basic knowledge of RCC design and other civil work. 2. Have experience in working of complete PMO cycle. Design development, construction, closeout. 3. Experience in property, Facility management, transaction management is preferred. 4. Experience in working with state and central government organisations, preferably banking will an added advantage. 5. Sound understanding of building /structure maintenance 6. Track record of managing third-party suppliers and sub-contractors to deliver optimum performance. 7. Have worked with experience in real estate solution management, consultancy companies. 8. Working knowledge of computers, experience in preparation of tenders for civil works etc. 8. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</p> <p>Note: Applications without relevant experience certificate would be rejected.</p>
G.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.	

Junior Consultant - Engineering (Civil)

S.No.	Particulars	Details
A.	Name of the Post	Junior Consultant - Engineering (Civil)
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	1 (One)
D.	Place of Posting	Mumbai /Lucknow

E.	Scope of Work	<p>1. Civil and fit out works Project</p> <p>2. Preparing BOQ, costing, estimation, for civil, structural, MEP works, automation, safety, security system. Tendering experience.</p> <p>3. Have experience in working of complete PMO cycle. Design development, construction, closeout.</p> <p>4. Experience in property , Facility management , transaction management is preferred.</p> <p>5. Have worked with experience in real estate solution management, consultancy companies.</p> <p>6. Experience in working with state and central government organizations, preferably banking, will be an added advantage.</p> <p>7. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</p>	
F.	Eligibility Criteria		
	a	Age Limit	The candidate should not be more than 35 years old as on August 31, 2022.
	b	Educational Qualification	Graduation in Engineering in Civil / Electrical with minimum 60% marks in aggregate or 1st Class from a recognized University, Postgraduates in the same discipline will be preferred.
	c	Experience	<p>Prior experience of minimum 10 - 12 years in execution and supervision of civil construction work and /or civil maintenance of office buildings / commercial buildings / residential Complexes with basic knowledge of RCC design and other civil work. 2. Have experience in working of complete PMO cycle. Design development, construction, closeout. 3. Experience in property, Facility management, transaction management is preferred. 4. Experience in working with state and central government organisations, preferably banking will an added advantage. 5. Sound understanding of building /structure maintenance 6. Track record of managing third-party suppliers and sub-contractors to deliver optimum performance. 7. Have worked with experience in real estate solution management, consultancy companies. 8. Working knowledge of computers, experience in preparation of tenders for civil works etc. 8. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</p> <p>Note: Applications without relevant experience certificate would be rejected.</p>
G.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.	

Junior Consultant - Engineering (MEP)

S.No.	Particulars	Details
A.	Name of the Post	<u>Junior Consultant - Engineering (MEP)</u>
B.	Type of the Post	Contractual on <u>full time basis</u> .

C.	No. of Posts	1 (One)	
D.	Place of Posting	Mumbai /Lucknow	
E.	Scope of Work	<ol style="list-style-type: none"> 1. Civil and fit out works Project 2. Preparing BOQ, costing, estimation, for civil, structural, MEP works, automation, safety, security system. Tendering experience. 3. Have experience in working of complete PMO cycle. Design development, construction, closeout. 4. Experience in property , Facility management , transaction management is preferred. 5. Have worked with experience in real estate solution management, consultancy companies. 6. Experience in working with state and central government organizations, preferably banking, will be an added advantage. 7. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time. 	
F.	Eligibility Criteria		
	a	Age Limit	The candidate should not be more than 35 years old as on August 31, 2022.
	b	Educational Qualification	Graduation in Engineering in Civil / Electrical with minimum 60% marks in aggregate or 1st Class from a recognized University, Postgraduates in the same discipline will be preferred.
	c	Experience	<p>Prior experience of minimum 10 - 12 years in execution and supervision of civil construction work and /or civil maintenance of office buildings / commercial buildings / residential Complexes with basic knowledge of RCC design and other civil work. 2. Have experience in working of complete PMO cycle. Design development, construction, closeout. 3. Experience in property, Facility management, transaction management is preferred. 4. Experience in working with state and central government organisations, preferably banking will an added advantage. 5. Sound understanding of building /structure maintenance 6. Track record of managing third-party suppliers and sub-contractors to deliver optimum performance. 7. Have worked with experience in real estate solution management, consultancy companies. 8. Working knowledge of computers, experience in preparation of tenders for civil works etc. 9. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</p> <p>Note: Applications without relevant experience certificate would be rejected.</p>
G.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.	

Company Secretary

S.No.	Particulars	Details
A.	Name of the Post	Company Secretary
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	1 (One)
D.	Place of Posting	Mumbai
E.	Scope of Work	<p>The Company Secretary will be responsible for the following:</p> <ol style="list-style-type: none"> 1. Corporate Governance and Secretarial Services; Corporate Laws Advisory and Representative Services; Arbitration and conciliation Services. 2. Attending to all SEBI / RBI related compliance issues and other policies of the Bank. Timely disclosure of all regulatory filings. Providing compliances support and clarifications to all departments in the Bank. 3. Resolution of NSE/BSE/SEBI and other investor related complaints/replying. 4. Assist, participate, partner with internal and external stakeholders in areas of: Corporate Social Responsibility, Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc. & industrial and labour laws. 5. Works very closely with the Finance and Legal departments. 6. Monitor and implement latest developments in Corporate Governance and other developments notified by SEBI/RBI/Gol from time to time affecting the Bank's business operations. 7. Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.
F.	Eligibility Criteria	
	a	Age Limit
		The candidate should not be more than 45 years old as on August 31, 2022.
	b	Educational Qualification
		<p>Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI);</p> <p>The candidate should have active membership of ICSI.</p> <p>Other qualifications (Desirable) - LL.B., C.A., I.C.W.A., M.Com. from a recognized university.</p>
	c	Experience
		<p>As on August 31, 2022</p> <ol style="list-style-type: none"> 1. Minimum 7 years' Post Qualification experience in a listed company/ Scheduled Commercial Bank / NBFC / Financial services company. The experience should be in SEBI/companies Act/RBI related compliance/filings and secretarial functions. 2. Proficiency in MS Office suite will an added advantage. 3. Knowledge of SEBI & Listing Obligations & Disclosure Requirements (LODR) related matters in mandatory. Note:

		Applications without relevant experience certificate would be rejected.
G.	Remuneration	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be mutually decided on case to case basis.

General Conditions:

A	Period of Contract	The term of the contract would initially be for a period of three years , extendable, at sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.
B	CTC and Increment	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.

Other Conditions:

1.	Only one Post to be applied by each candidate	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.
2.	Right to raise/modify the eligibility criteria	Important: 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.
3.	Selection Procedure	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. Merit List: 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. Wait List: SIDBI reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.
4.	HOW TO APPLY	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,

		<p>should be sent / forwarded only through email at recruitment@sidbi.in on or before October 17,2022. While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. “Application for the post of <<Post Code>>, <<Name of the Post>> <<Candidate Name>>.”</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, as mentioned in the application form.</p> <p>iii. An application not accompanied by photocopies/ scanned copies (in cases of applied online) 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>iv. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</p> <p>v. The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</p>
5.	Others	<p>i. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.</p> <p>ii. The candidate must be a citizen of India.</p> <p>iii. The number of vacancies mentioned above are provisional and may vary.</p> <p>iv. 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>v. 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>vi. 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>vii. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p>viii. 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>ix. 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>x. 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>xi. Appointments of selected candidates will be subject to his / her being declared</p>

		<p>medically fit by Bank Medical Officer, satisfactory report about his / her character and background verifications, satisfactory report from his / her previous employer and referees and completion of all other pre recruitment formalities to the complete satisfaction of the Bank.</p> <p>xii. 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 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>xiii. 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>xiv. 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 posts. 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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