



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

## RECRUITMENT OF SPECIALIST OFFICERS

SIDBI is the Principal Financial Institution set up 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 led to the spread of industrial development across the country. MSMEs have not only proved to be the largest creators of employment opportunities but today also account for more than a third of the nation's manufacturing output and exports.

With its strong fundamentals, SIDBI is committed to emerge as a single window destination to make the MSME sector stronger, vibrant and globally competitive and to position the SIDBI Brand as the preferred and customer friendly institution.

To meet the new challenges, SIDBI requires experienced and committed professionals in specialized areas for its senior and middle management cadres. Professionals looking for challenging options for professional growth and desirous of being a part of the MSME growth story are invited to explore career opportunities with SIDBI.

SIDBI invites applications from eligible candidates for the following posts:

| Post Code | Name of Post (Stream)<br>Pay scale<br>Gross Monthly Emolument at the minimum of pay scale and indicative CTC in r/o contractual posts      | Job profile (in brief)  | No. of Posts | Vacancies reserved for |    |     |
|-----------|--|---|--------------|------------------------|----|-----|
|           |  |   |              | SC                     | ST | OBC |
| 1 A       | <b>Chief Economist (in the rank of CGM) on contract basis</b><br><i>CTC upto ₹40 lakhs per annum at Mumbai</i>                             | Would be analyzing and evaluating national and international economic and financial indicators of relevance to the Bank with specific implications for the MSME sector. Will undertake research studies and assess their impact for providing strategic inputs to the top management for framing national level policies for MSMEs and to meet the emerging challenges through planning based on more accurate forecasts. | 1            | 0                      | 0  | 0   |
| 1 B       | <b>Chief General Manager (Capital Advisory Services – SME Exchange) on contract basis</b><br><i>CTC upto ₹40 lakhs per annum at Mumbai</i> | Would be heading a team of professionals for undertaking activities such as advisory services, merchant banking and other related activities focusing on MSMEs, including those pertaining to the SME Exchange platform.  | 1            |                        |    |     |

|     |   |  |   |   |   |         |
|-----|---|--|---|---|---|---------|
| 1 C | <b>Chief General Manager (Marketing of Financial / Loan products) On contract basis</b><br><i>CTC upto ₹40 lakhs per annum at Mumbai / Delhi</i>  | Would be handling activities related to Third party products sale, FD sales, marketing of MSME business products both debt & equity.   | 1 |   |   |         |
| 2 A | <b>General Manager (Human Resources &amp; Industrial Relations)</b><br><b>Either On contract basis</b><br><i>CTC upto ₹30 lakhs per annum</i><br><b>Or Regular employment basis</b><br>₹ 42300 - 1300 (3) - 46200 - 1400 (3) - 50400 - 1600 (1) - 52000 (8 years)<br>Approx. ₹ 86,000 p.m (₹17.5 lakhs per annum)<br><i>at Mumbai / Lucknow</i> | To implement forward looking HR policies, Additionally, would be handling activities related to discipline matters, court cases, association matters, exit management, etc. in the HR department of the Bank.  | 1 |   |   |         |
| 2 B | <b>General Manager (Risk Management)</b><br><b>Either On contract basis</b><br><i>CTC upto ₹30 lakhs per annum</i><br><b>Or Regular employment basis</b><br>₹ 42300 - 1300 (3) - 46200 - 1400 (3) - 50400 - 1600 (1) - 52000 (8 years)<br>Approx. ₹ 86,000 p.m (₹17.5 lakhs per annum)<br><i>at Mumbai</i>                                      | Would be strengthening and streamlining all risks including Credit Risk, Market Risk and Operational Risk Management (ORM) areas of the Bank in line with the extant guidelines issued by RBI from time to time.   | 1 | 0 | 0 | 0 / 1 * |
| 2 C | <b>General Manager (Treasury)</b><br><b>Either On contract basis</b><br><i>CTC upto ₹30 lakhs per annum</i><br><b>Or Regular employment basis</b><br>₹ 42300 - 1300 (3) - 46200 - 1400 (3) - 50400 - 1600 (1) - 52000 (8 years)<br>Approx. ₹ 86,000 p.m (₹17.5 lakhs per annum)<br><i>at Mumbai</i>   | Would be required to manage a large rupee & forex treasury on a profit centre basis including debt products and trading, derivative transactions, equity trading, forex trading, currency swaps and raising of resources (both domestic & international), etc. | 1 |   |   |         |
| 3 A | <b>Deputy General Manager (Taxation) at Mumbai</b><br>₹ 39850 - 1200 (2) - 42250 - 1300 (3) - 46150 (6 years)<br>Approx. ₹ 78,000 p.m (₹ 16 lakhs per annum)  | Would be handling activities related to taxation such as filing returns, policy matters, tax audit, etc so as to optimise tax payouts.   | 1 | 0 | 0 | 1       |
| 3 B | <b>Deputy General Manager (Audit &amp; Inspections)</b>   | Would be handling activities related to inspection of State Finance Corporations   | 2 |   |   |         |

|     |   |   |           |          |          |             |
|-----|---|---|-----------|----------|----------|-------------|
|     | ₹ 39850 - 1200 (2) - 42250 - 1300 (3) - 46150 (6 years)<br>Approx. ₹ 78,000 p.m (₹ 16 lakhs per annum)  | (SFCs) / Micro Finance Institutions (MFIs) / Non-Banking Finance Companies (NBFCs), etc. and audit functions of the Bank including securitization / buyouts, etc.   |           |          |          |             |
| 4 A | <b>Assistant General Manager (Risk Management)</b><br>₹ 28350 - 1000 (5) - 33350 - 1150 (4) -37950 - EB - 1150 (3) - 41400 (13 years)<br>Approx. ₹ 56,000 p.m (₹12.5 lakhs per annum) | Would be strengthening and streamlining all risks including Credit Risk, Market Risk and Operational Risk Management (ORM) areas of the Bank in line with the extant guidelines issued by RBI from time to time.  | 1         |          |          |             |
| 4 B | <b>Assistant General Manager (Treasury)</b><br>₹ 28350 - 1000 (5) - 33350 - 1150 (4) -37950 - EB - 1150 (3) - 41400 (13 years)<br>Approx. ₹ 56,000 p.m (₹12.5 lakhs per annum)        | Would be required to manage a large rupee & forex treasury on a profit centre basis including debt products and trading, derivative transactions, equity trading, forex trading, currency swaps, raising of resources (both domestic & international), etc. | 1         | 1        | 0        | 1           |
| 4C  | <b>Assistant General Manager (Taxation)</b><br>₹ 28350 - 1000 (5) - 33350 - 1150 (4) -37950 - EB - 1150 (3) - 41400 (13 years)<br>Approx. ₹ 56,000 p.m (₹ 12.5 lakhs per annum)       | Would be handling activities related to taxation such as filing returns, policy matters, tax audit, etc so as to optimise tax payouts.  | 1         |          |          |             |
|     | <b>Total</b>  |   | <b>12</b> | <b>1</b> | <b>0</b> | <b>2/3*</b> |

**\*Reserved Vacancy for OBCs would be NIL for contract basis and 1 for regular employment basis.**

#### **SC – Scheduled Caste ST - Scheduled Tribe OBC – Other Backward Classes**

##### **Notes:-**

1. Cost-to-Company (CTC) as mentioned above is only indicative and includes a tentative estimate of monetized value of various benefits & facilities applicable to the post and may vary with place of posting, entitlement and actual availment.
2. The total number of vacancies as also reserved vacancies mentioned above are provisional and may vary depending upon actual requirement of the Bank. The vacancies include backlog and shortfall in respective categories. The exact number of posts reserved for SCs/STs and OBCs indicated above may vary depending upon the actual number of offers issued / number of candidates actually joining.
3. While there is no reservation for Persons with Disability (PwD), they may apply but they will not be eligible for any concession except age and application fee. 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.
4. The designations / name of the post mentioned above are only indicative. The Bank reserves the right to change the name of post / designations at any time without any notice.
5. OBC applicants falling under 'Creamy Layer' on the date of application will be treated as unreserved.
6. SIDBI reserves the right to draw wait lists of candidates in different grades and consider such wait listed candidate(s) for meeting actual requirement. Offers could be issued in phases as per the requirement of the Bank.
7. All the above posts are open for officers employed in SIDBI who may also apply. The Bank reserves the right to give them suitable relaxation / concessions in upper age limit and payment of application fee etc as deemed fit by the Bank.

8. The Bank reserves the right to offer post in a lower grade even though the candidate applies and fulfills the eligibility criteria for a higher grade post. While the appointments would be on regular basis in the respective grades (as indicated above), candidates for the post of CGM would be on contractual basis and the candidates for the post of GM could be on contractual / regular basis.
9. 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. Presently, the instructions are contained in Ministry of Personnel, Public Grievances and Pension (Department of Personnel and Training) OM No. 36035/3/2004-Estt(Res) dated December 29, 2005. Candidates may like to visit web site of Ministry of Social Justice and Empowerment, Government of India for further details in this regard.
10. The selected candidates will be located at respective offices wherever specifically mentioned above but are liable to be posted/transferred, at discretion of the Bank, to various offices / departments / associates / subsidiaries of the Bank from time to time and on such terms and conditions as may be decided by the Bank.

## 1. Terms and conditions of posts on contract basis

- (i) **Period:** The period of contract would initially be for a maximum period of 5 years and renewable for a further period of upto 5 years, subject to maximum age of 60 years. The contract will come to an end automatically on completion of the contract period, unless renewed or on attaining 60 years of age as the case may be. There shall be no obligation on the part of the Bank either to renew the contract at the end of 5 years or to issue a formal order of termination of contract.
- (ii) **Compensation / Remuneration:-**
  - a. The remuneration will be upto ₹40 lakhs per annum on a CTC basis for the posts of Chief Economist & Chief General Managers. For the posts at General Manager level, the remuneration will be upto ₹30 lakhs per annum on a CTC basis.
  - b. Various components of the package will be mutually decided at the time of appointment and may provide for performance based annual increments. Income Tax, Professional Tax etc. as applicable will be deducted at source. As the appointment is on a CTC basis, the official will not be eligible for any facility/perks/allowance viz. housing accommodation, conveyance, medical facility, newspaper, household help, provident fund, pension, gratuity or bonus etc. Travelling expenses / Halting allowance and eligibility for stay in hotel while on official duty, will be as per the entitlement equivalent to officers in the rank of Chief General Managers / General Managers in the Bank.
- (iii) **Leave Details:** The official will be eligible for leave as under:
  - 10 Casual Leaves (CL) in a year.
  - Ordinary Leave (OL) of 30 days per annum, to be credited at the rate of 15 days at the end of every 6 months. Accordingly, no OL can be availed of before completion of 6 months of service.
  - If the officer 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 of contract may be encashed as per Bank's discretion.
- (iv) **Service Conditions:** 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.

- (v) **Accommodation:** Candidates will have to make their own arrangements for his/her accommodation.
- (vi) **Superannuation Benefits:** The candidates will not be entitled to any superannuation / terminal benefits with respect to services rendered during the period of contract.
- (vii) **Seniority:** Selected candidates will have no claims as to seniority, either amongst the individuals appointed on contract basis or vis-à-vis the regular employees of the Bank. Each contract appointment will be on stand alone basis.
- (viii) **Conduct & Discipline:** During the period of contract, candidates will be governed by Chapter IV of SIDBI (Staff) Regulations, 2001 on Discipline and Conduct and as modified from time to time.
- (ix) **Termination of contract:** Contract can be terminated by giving three months' notice on either side or 3 months' salary and allowances in lieu thereof, provided that such notice or compensation in lieu thereof shall not be necessary on the part of the Bank where the termination is for misconduct specified under Chapter IV of SIDBI (Staff) Regulations, 2001.
- (x) **Secrecy:** Selected candidates shall sign a declaration of fidelity and secrecy on usual lines at the time of appointment / joining.

## 2. Terms and conditions of posts on regular appointment basis

- (i) Except for the posts which are on contract basis and 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 respective pay scale subject to production of documentary evidence to the satisfaction of the Bank.
- (ii) Except for the posts which are on contract basis, the Bank, at its discretion, may grant not more than 4 advance increments (including JAIIB/CAIIB increments) in the respective pay scale for the grade in which the candidate has been offered the post to such candidates who possesses 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 on 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.
- (iii) Except for the posts which are on contract basis, besides emoluments as per the pay scale given above, all 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, telephone allowance, education allowance, etc. as per the Bank's rules. Bank's unfurnished residential accommodation / dormitory accommodation (available at select centres) may also be provided at the discretion of the Bank subject to availability of accommodation / dormitory on payment of fixed charges as determined by the Bank from time to time. In case of non availability of Bank's accommodation, the facility of leased accommodation shall be available at all centers as per existing rules of the Bank.
- (iv) Other service conditions, including leave and superannuation, would be guided by SIDBI (Staff) Regulations, 2001, as modified from time to time.
- (v) Probation and posting / transfer: The selected candidates would be on probation for a period of 1 year extendible upto 2 years at the discretion of 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. Orthopaedically Handicapped (OH):**

An Orthopaedically Handicapped (OH) 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 Center / State Govt) 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:**

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, Myanmar (formerly 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, Educational Qualification & Work Experience (as on October 01, 2011)

| Post Code | Name of Posts (Streams)   | No. Of Posts | Max Age | Minimum Educational Qualification  | Minimum Post Qualification Work Experience   |
|-----------|---|--------------|---------|--|--|
| 1 A       | Chief Economist <i>on contract basis</i> [in the rank of CGM]   | 1            | 57      | Post Graduate in Economics with specialization in Monetary / Financial Economics or Econometrics. Preferably a doctorate in Banking / Economics / Finance / Management.  | 18 years in related areas in Banks / Financial Institutions or reputed corporates. High level of skills in quantitative techniques and thorough knowledge of financial sector / financial market / Indian and global economies |
| 1 B       | Chief General Manager (Capital Advisory Services – SME Exchange) <i>On contract basis</i>   | 1            | 57      | Post Graduate Degree / Diploma in Business Administration (PGDBA), Post Graduate Degree / Diploma in Business Management (PGDBM), Post Graduate Degree / Diploma in Management (PGDM), MBA / CA / Degree in Engineering /ICWA. Preferably with additional Capital Market related qualification | 18 years in the Financial Sector / Banks / Institutions, including minimum 5 years in merchant banking / investment banking / venture capital / private equity or related activity.  |
| 1 C       | Chief General Manager (Marketing) – Third party products sale, FD sales, MSME business products marketing etc. <i>On contract basis</i> | 1            | 57      | Graduate preferably with PGDBA/PGDBM/PGDM/MBA in Marketing   | 18 years including minimum 5 years in areas of marketing of financial products including loan products.  |
| 2 A       | General Manager (Human Resources & Industrial Relations) <i>On contract / regular basis</i>   | 1            | 57/55   | Post Graduate Degree in Industrial Relations / Social Sciences.<br>OR<br>PGDBA/PGDBM/PGDM/MBA in HR/IR<br><br><i>Candidates with LLB will be preferred.</i>  | 14 years including minimum 5 years in areas of Industrial Relations / HRD in a Bank / Financial Institution.   |
| 2 B       | General Manager (Risk Management) <i>On contract /</i>  | 1            | 57/55   | Post Graduate Degree in Economics / Econometrics/ Statistics / CA /MBA/PGDBM / Degree in   | 14 years including minimum 5 years in the area of Risk Management related functions in Banks / Financial Institutions  |

| Post Code | Name of Posts (Streams)  | No. Of Posts | Max Age | Minimum Educational Qualification  | Minimum Post Qualification Work Experience  |
|-----------|--|--------------|---------|--|---|
|           | <i>regular basis</i>   |              |         | Engineering. Candidates having special qualification in Risk management would be preferred.  |   |
| 2 C       | General Manager (Treasury)<br><i>On contract / regular basis</i> | 1            | 57/55   | Graduate with PGDBA/PGDBM/DM/MBA / CA / ICWA / Degree in Engineering.  | 14 years including minimum 5 years in the area of Treasury and related operations in Commercial Banks / Financial Institutions / Capital Market Institutions.         |
| 3 A       | Deputy General Manager (Taxation)                                | 1            | 55      | CA, preferably with LLB  | 10 years including minimum 5 years in the area of Taxation relating to all matters related to financial services industry.  |
| 3 B       | Deputy General Manager (Audit / Inspections)                     | 2            |         | Degree in Engineering with MBA /PGDBA/PGDM/PGDBM from a recognized university / institute OR CA/ICWA. Preference would be given to candidates having special qualification in Micro Finance / related areas. | 10 years including minimum 5 years in the areas of inspection / audit of Banks / Financial Institutions / Non-Banking Finance Companies / Micro Finance Institutions. |
| 4 A       | Assistant General Manager (Risk Management)                      | 1            | 45      | Post Graduate Degree in Economics / Econometrics/ Statistics / CA /MBA/PGDBM / Degree in Engineering. Candidates having special qualification in Risk management would be preferred.                         | 5 years including minimum 3 years in the area of Risk Management related functions in Banks / Financial Institutions  |
| 4 B       | Assistant General Manager (Treasury)                             | 1            |         | Graduate with PGDBA/PGDBM/DM/MBA / CA / ICWA / Degree in Engineering.  | 5 years including minimum 3 years in the area of Treasury operations in Commercial Banks / Financial Institutions / Capital Market Institutions.                      |
| 4C        | Assistant General Manager (Taxation)                             | 1            |         | CA, preferably with LLB  | 5 years including minimum 3 years in the area of Taxation relating to all matters related to financial services industry.   |

**Note:**

- The upper age limit for GMs would be 57 if taken on contract basis and 55 if taken on regular basis.
- The Bank would reserve 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 vacancies.



- c) All educational qualifications must have been obtained from recognised universities/institutions.

#### 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 candidates, (b) Ex-servicemen (including ECOs / SSCOs) provided applicants have rendered at least 5 years continuous military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment, (c) ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, (d) All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989 and (e) Children / family members of those who died in the 1984 riots. (iii) **By 5 years in upper age limit** for PwD (unreserved); 8 years for PwD (OBC) and 10 years for PwD (SC/ST) candidates.

#### 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) (d) 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.

#### 5. Selection Procedure (for all the posts)

- 5.1.1 Selection would be by way of personal interview before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- 5.1.2 Interviews shall be held at **Chennai, Delhi, Kolkata and Mumbai**. **Candidates can select any two centers from the above mentioned centers and indicate the two centres in his / her application**. The Bank, however, reserves the right to cancel / add any venue for Interview, depending on the response / number of applications for a particular centre. The decision for allocating the centre to the candidates will be solely at the discretion of the Bank.
- 5.1.3 The details regarding the time, date and address of the venue of the Interview will be intimated to the short listed eligible candidates through **Call Letters**, which they should produce at the time of interview. Other instructions, if any, in this regard would also be displayed on the website. Candidates will not be allowed to appear for the Interview without the call letter.

- 5.1.4 Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualification, caste/class/PwD/Ex-SM/ (if any), experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.**

**7. 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, bearing full signature of the candidate across the same with date, should be sent **so as to reach the Chief General Manager, Human Resources Development Department (HRDD), Small Industries Development Bank of India, Head Office, SIDBI Tower, (II Floor), 15, Ashok Marg, Lucknow - 226001** on or before **December 11, 2011**. The envelope containing the application should bear the superscription **"Application for the post of .....(Name of Post & Post Code)"**.
- (ii) **Applications should be accompanied by attested copies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc as mentioned in the application form.**
- (iii) Scanned copy of the application may also be forwarded by e-mail at [specialist\\_recruit@sidbi.in](mailto:specialist_recruit@sidbi.in) on or before **December 11, 2011** and the same should be followed by the hard copy & necessary enclosures as mentioned above.

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## **SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**

### **RECRUITMENT OF SPECIALIST OFFICERS**

#### **General Instructions**

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

1. A candidate must fill the application form in CAPITAL LETTERS and should use as far as possible only international forms of Indian numerals. **The format of application can also be downloaded from Bank's web site - [www.sidbi.in](http://www.sidbi.in).**
2. It is essential that the application is strictly in accordance with the prescribed format in A4 size white plain paper and is properly and completely filled and contains no corrections / alterations / overwriting. Applications not in the prescribed format are liable to be rejected.
3. 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.
4. Appointments of selected candidates will be subject to his / her being declared medically fit by Bank's 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 (for reserved category candidates only) 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.
5. 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 **October 01, 2011** 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.
6. **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. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.**
7. Regarding educational qualification, 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 / printed in the mark sheet.
8. 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 and other matters 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.**
9. The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates in the proposed selection process commensurate

- with the number of vacancies. **No separate communication / notification shall be issued in this regard.**
10. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
  11. The Bank does not furnish the mark-sheet of selection process to candidates.
  12. Application once made will not be allowed to be withdrawn.
  13. Sufficient copies of the recent passport size **colour photograph (without dark glasses)** which is pasted on the application form, 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.
  14. **An application not accompanied by relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc mentioned in the application form 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.**
  15. The candidates shall have to produce **original certificates** in respect of age, educational qualification, experience, caste / class (for SC/OBC candidates only), identity proof and certificate of disability (for PwD only) **at the time of appearing for interview**. Further, candidates seeking age relaxation under 'Children / Family members of those who died in 1984 riots and / or whether ordinarily domiciled in Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989 shall have to produce necessary certificate issued by the competent authority in this regard at the time of interview. **Failure to produce all the requisite certificates / documents in original for verification of the eligibility and other particulars at the time of interview, shall lead to disqualification of the candidate and he / she shall be barred from the interview.**
  16. In respect of candidates belonging to SC/ST/OBC category, the Caste / 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 Government of India and that the **OBC Certificate should not be more than one year old from the date of application.**
  17. The competent authority for issue of the Certificate to SC/OBC is (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / First Class Stipendiary 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.
  18. The candidate's appointment will remain provisional subject to caste / 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 SC, ST, OBC (including not belonging to creamy layer), PwD, Ex-Servicemen category (as the case may be) or any of the 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) / testimonials.**

19. Eligible candidates called for INTERVIEW shall be reimbursed upto II AC rail to and fro or equivalent fare by the shortest route on production of evidence of travel.
20. 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**' from 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 are advised to obtain prior permission / No objection certificate from their present employer before applying in SIDBI, as may be required as per rules / regulations of their present employer in this regard.
21. 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.
22. 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.
23. In case any dispute arises on account of interpretation in version other than English, the English version of this Advertisement will prevail.

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