



Advertisement No. 05/ 2024-25

Recruitment of officers in Grade 'B' on Deputation Basis -2024-25

September 07, 2024

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 Enterprises (MSME) sector as well as for co-ordination of functions of institutions engaged in similar activities.

Over the years, SIDBI has been working towards the sustainable development of MSME sector, pioneering efforts that have manifested in creation of economic wealth and 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 is an equal opportunity employer and provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex etc.

The Bank invites application from interested candidates for the following post on **deputation basis** as detailed below:

| Sr No | Post | SIDBI Office/ Vertical | Post Code | Total Vacancies |
|-------|---------------------------------------|--|-----------|-----------------|
| 1 | Manager in Grade 'B' (General Stream) | Branch offices | 01 | 30 |
| 2 | | Risk Management Vertical (RiMV) | 02 | 05 |
| 3 | | Treasury & Resource Management Vertical (TRMV) | 03 | |

**Grade 'B' Officer (General Stream) on Deputation –
Particulars of vacancy and recruitment methodology**

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| A. | Type of the Post | <p>Manager in Grade 'B' (General Stream) On Deputation</p> <p>Deputationist shall not be eligible for consideration for appointment by promotion.</p> |
| B. | No. of Vacancy | <p>35 (Thirty-Five) in the following SIDBI Offices/Verticals:</p> <ul style="list-style-type: none"> • Branch offices – 30 • Risk Management Vertical (RiMV) and Treasury & Resource Management Vertical (TRMV)- 5 <p>The candidates shall route their applications through their employers.</p> |
| C. | Place of Posting | <p>1. Branch offices</p> <p>Indicative list of locations wherein posting will be made is given below: -</p> <p>Ahmedabad, Erode, Ludhiana, Faridabad, Odhav, Gurugram, Jaipur, Surat, Tirupur, New Delhi, Morbi, Vadodara, Rajkot, Changodar, Nasik, Pune, Kurichi, Chinchwad, Coimbatore, Thane, Bengaluru, Chennai, Noida, Kochi, Chandigarh, Vatva, Indore, Ambattur, Hosur, Nagpur, Bahadurgarh, Bhopal, Haridwar, Dehradun, Ranchi and Lucknow.</p> <p>2. Risk Management Vertical – Mumbai</p> <p>3. Treasury and Resource Management Vertical - Mumbai</p> <p>However, SIDBI reserves the right to post the incumbent at any of its Offices/ Branches as the Bank may decide.</p> <p><i>Note: - A candidate may express her/his interest for more than one SIDBI locations/ Vertical; however, not more than one application should be submitted by any candidate.</i></p> |
| D. | Period of deputation | <p>The appointment for the post will be on a deputation basis for an initial period of upto three years, extendable, at the sole discretion of the Bank, for a further period of up to two years. The appointment will be reviewed at the end of three years and on such review, if the Bank continues to require and the performance is found to be satisfactory, the appointment may be extended further for upto two years.</p> <p>The appointment can be terminated by either side by giving 3 months' notice.</p> <p>The period of deputation including period of deputation in another ex-cadre post held immediately preceding this appointment in the same or some other Organization /Department of the Central Government shall not exceed 05 (five years).</p> |

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| E. | Scope of work | <p>The roles and responsibilities of Manager in Grade 'B' (General Stream) On Deputation are given below (the activities mentioned below are illustrative only and not exhaustive): -</p> <p><u>Branch offices:</u></p> <ul style="list-style-type: none"> • Business development, appraisal of MSME credit proposals, sanctions, disbursements, customer management, credit monitoring & follow-up. • Timely completion of review/ renewals of proposals/accounts. • Business growth in terms of outstanding portfolio of direct credit of the branch. • Increase in new customers on-boarded in the given year. • Representing SIDBI on various fora, member of various Credit committees. • Management of SMAs and NPAs including follow-up for timely recovery of demanded dues. Coordinate and facilitate legal related issues in the BO. • Timely submission of MIS and other reports (monthly/quarterly/half-yearly) to HO Verticals. • Any other operational work for the accounts allocated or assigned by the Bank from time to time. <p><u>Risk Management Vertical:</u></p> <p>Management of credit, market and operational risks, including the following:</p> <ul style="list-style-type: none"> • Risk analysis of financial products. • Risk Assessment and Analysis: Assess the credit and operational risks associated with lending operations. • Risk Mitigation: Design and recommend risk mitigation strategies, including hedging techniques, collateral management, and other financial instruments. • Regulatory Compliance: Ensure compliance with Reserve Bank of India (RBI) guidelines, Basel III norms, and other applicable regulations. • Risk Monitoring and Reporting: Develop and maintain risk dashboards, reports, and Key Risk Indicators (KRIs) for periodic monitoring of risk levels. • Policy Development: Assist in the formulation of risk management policies, procedures, and frameworks. • Data Analysis and Management: Utilize data analytics and risk management software to identify emerging risks. • Collaboration and Communication: Work closely with other departments such as Credit, Treasury & Resource Management and Compliance to ensure an integrated approach to risk management. • Any other operational work allocated or assigned by the Bank from time to time. |
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| | | <p><u>Treasury and Resource Management Vertical:</u></p> <ul style="list-style-type: none"> • Treasury Operations Management: Manage day-to-day treasury operations, including cash flow forecasting, liquidity management, and ensuring optimal utilization of funds. Undertake/ supervise investment activities, ensuring compliance with approved risk policies and regulatory guidelines. Monitor cash positions, ensure timely settlements, and conduct reconciliations. • Risk Management and Compliance: Assess and mitigate financial risks related to interest rate fluctuations, foreign exchange rates and liquidity issues. • Investment and Asset Management: Assist in the execution of investment strategies, including investment in government securities, bonds, and other financial instruments. • Debt Issuance and Fund raising: Contribute to the Bank's fund-raising activities, such as issuing bonds, commercial paper, and other debt instruments. • Reporting and Analysis: Prepare regular treasury reports, including cash flow forecasts, investment performance analysis and compliance reports for senior management. • Strategic Contributions: Provide inputs for the development and implementation of treasury strategies aligned with SIDBI's overall financial goals. • Any other operational work allocated or assigned by the Bank from time to time. |
| F. | Eligibility Criteria | <p>The candidate should not be more than 37 years of age as on August 31, 2024.</p> <p>a Age limit</p> <p>b Educational Qualification</p> <p>1. <u>Branch offices:</u></p> <ul style="list-style-type: none"> • Mandatory educational qualification as on August 31, 2024: <ul style="list-style-type: none"> ➤ Graduate in any discipline • Preferred additional Qualification: <ul style="list-style-type: none"> ➤ MBA/MMS/MS/PGDM in Finance, CA, CFA, FRM, MCom, ICWA, CA, MSc/MA (Maths/ Statistics/ economics), BMS, BBA, JAIIB/CAIIB, etc. ➤ Certified Credit Professional course of IIBF/ Certified Credit Research Analyst from NISM or similar courses in credit management. <p>2. <u>Risk Management Vertical (RiMV):</u></p> <ul style="list-style-type: none"> • Mandatory educational qualification as on August 31, 2024: |

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| | | <ul style="list-style-type: none"> ➤ Graduate in any discipline ➤ MBA/MMS/MS/PGDM in Finance, MSc Risk Management, MSc/MA (Maths/Statistics/ economics) <p style="text-align: center;">OR</p> <p>BE/BTech with professional qualifications viz. Financial Risk Manager (FRM) or Professional Risk Manager (PRM), etc.</p> <ul style="list-style-type: none"> ➤ Certificate in Risk and Financial Services course of IIBF or similar courses in Risk Management. <p>3. <u>Treasury and Resource Management Vertical (TRMV):</u></p> <ul style="list-style-type: none"> • Mandatory educational qualification as on August 31, 2024: <ul style="list-style-type: none"> ➤ Graduate in any discipline ➤ MBA/MMS/MS/PGDM in Finance/CFA, MSc/BE/BTech with professional qualifications viz. Certified Treasury Professional course of IIBF or similar courses in Treasury. |
| | c Experience | <p>(As on August 31, 2024)</p> <ul style="list-style-type: none"> • Minimum 4 years of experience in the Officer Cadre (regular employee) in the public sector banks, out of which 2 years' experience shall be in respective domains for which the candidates are applying (viz. Branch offices, RiMV and TRMV). • As on August 31, 2024, the applicants shall be in Scale 2 or above Grade. • Experience in analytics, financial technologies and related fields would be an added advantage. <p>Note: Applications without certificate from Employer/Head of office/ Forwarding Authority (as per format) would be rejected.</p> |
| G. | Pay and Allowances: | <ul style="list-style-type: none"> • Remuneration: The present pay scale for the Manager (Grade 'B') in SIDBI is `[55200 - 2850 (9) - 80850 - EB - 2850 (2) - 86550 - 3300 (4) - 99750 (16 years)]` **. • Other benefits including house allowance, transport/conveyance, LFC and medical benefits will be admissible. • The officers will have an option to retain the pay scale, personal pay, DA and other allowances and perquisites of his / her original employer along with deputation allowance or select pay scale, allowances and perquisites of SIDBI. The option once exercised shall be final. |

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| | | ** Due for Revision from November 2022. |
| H. | Annual Performance Review | The deputationist shall be subject to annual performance review by the Bank under its Performance Management System (PMS). |

I. Others:

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| 1. | Right to raise / modify the eligibility criteria | 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. |
| 2. | Selection Procedure | <p>Selection would be by way of shortlisting and personal interview to be held online/ face-to-face (as the case may be) on a suitable date (to be informed in due course) before the Selection Committee.</p> <p>The Bank will undertake a preliminary screening of the applications, if necessary, to prepare a shortlist of eligible candidates to be called for interview.</p> <p>Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only.</p> <p>Wait List: SIDBI reserves the right to draw wait list of candidates and consider such wait listed candidate(s) for meeting actual requirement.</p> <p>In case more than one candidate score equal marks, such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.</p> |
| 3. | HOW TO APPLY | <p>Duly filled in application (typed 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 with date, shall be submitted to CGM(HRDV), SWAVALAMBAN BHAVAN, Plot No. C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai - 400051 Maharashtra or submitted over mail to recruitment@sidbi.in on or before September 30, 2024. While forwarding the respective applications over mail, the subject line shall clearly indicate the following details only, viz. "Application for the post of Manager in Grade 'B' (General Stream) On Deputation <<Candidate Name>>."</p> <p>i. Applications shall be submitted through the proper channel along with copies of Annual Performance Appraisal Reports of the last four years and vigilance clearance.</p> <p>ii. A copy of application marked 'Advance Copy' should be sent to the mail ID recruitment@sidbi.in. It is clarified that applications received without certificate of employer shall be</p> |

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| | | <p>summarily rejected.</p> <p>iii. Applications which are received after the prescribed date will not be considered. The Bank takes no responsibility for any delay in receipt of application or loss thereof in postal transit.</p> <p>iv. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark -sheets), work experience, caste certificate, PwBD Certificate etc, as mentioned in the application form.</p> <p>v. An application not accompanied by scanned copies (in case 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> |
| 4. | Others | <p>i. The candidate must be a citizen of India.</p> <p>ii. Canvassing or bringing any undue influence in any form will disqualify the candidate.</p> <p>iii. 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>iv. 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 advice 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>v. The Interview shall take place online. Candidates should ensure the availability of necessary infrastructure as specified in the email inviting Interview in this regard.</p> <p>vi. If candidates are called for face-to-face interview, outstation candidates will be reimbursed 'Y' Class Air fare for the to and fro journey by the shortest route from the place of their present posting to the place of interview, subject to submission of necessary documentary evidence.</p> <p>vii. 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>viii. 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</p> |

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| | | <p>/ 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, without any notice or compensation.</p> <p>ix. The Bank reserves the right to cancel the Advertisement fully or partly on any grounds.</p> <p>x. Decisions of the Bank on all matters regarding eligibility, shortlisting, conduct of interview, selection, calling for joining etc, would be final and binding on the applicants for the post. No representation or correspondence would be entertained by the Bank in this regard.</p> |
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