



Advertisement No. 02/ 2021-22

Engagement of Retired Officers on Contractual Basis (Full Time) -2021-22

August 26, 2021

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 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 various posts on Contractual basis as detailed below:

1. Consultant- HR

A.	Name of the Post	<u>Consultant- HR (Post Code: 01)</u>
B.	Type of the Post	Contractual on full time basis .
C.	No. of Posts	1 (One)
D.	Period of Contract	The term of the contract of Consultant- HR 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.
E.	Key Skills	The Consultant- HR shall possess following skills: a) In depth experience in various human resources related functions including Human Resource Planning, Recruitment and Selection, Performance Management, Learning and Development, Career Planning, Function Evaluation/Rewards, Industrial Relations etc. b) Strong Advisory and administration skills including understanding of legal framework and policy implementation etc.

		c) Adaptability to different roles: ability to work within both the executive and technical teams and wear different hats in each group.
F.	Eligibility Criteria	
	a	Age limit
	b	Educational Qualification
	c	Experience
		<p>The candidate should not be more than 70 years old as on August 26,2021. The candidate should maintain good health.</p> <p>Bachelor’s Degree from a recognized University as on August 26,2021.</p> <p>(i) Candidates retired from the post of AGM in PSBs and FIs; OR Candidate retired from Central Government of India in the Level - 10 or above in the Pay Matrix of 7th Pay Commission or equivalent.</p> <p>(ii) Minimum 10 years of experience in various human resources related functions including recruitments, promotions, training, disciplinary matters etc.</p> <p>Important: The Bank reserves 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 posts.</p>
G.	Remuneration	₹ 9.00 - ₹ 12.00 lakh p.a., to be decided based on experience of the Candidate.

2. Recovery Officer

A.	Name of the Post	Recovery Officer (Post Code: 02)
B.	Type of the Post	Contractual on full time basis .
C.	No. of Posts	3 (Three)
D.	Period of Contract	The term of the contract of Recovery Officer would initially be for a period of one year , extendable, at sole discretion of the Bank, for a further period of up to one year . The contract can be terminated at one months’ notice on either side or salary and allowances (if any) in lieu thereof.
E.	Scope of Work	<p>The Recovery Officer shall be mainly responsible for the following:</p> <p>a) To provide Legal Opinion and Recommendations in legal aspects of recovery related banking functions including DRT, enforcement of securities including under SARFAESI Act, Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities.</p> <p>b) The candidate should also be performing any other legal matter concerning SIDBI from time to time.</p>

F.	Eligibility Criteria		
	a	Age	Not more than 65 years as on August 26,2021. The candidate should maintain good health.
	b	Educational Qualification	Degree in law (3 years/ 5 years) from a recognized university in as on August 26,2021.
	c	Experience	The Candidate should be a Retired Law/Legal Officer with minimum 20 years of experience in PSBs and FIs along with considerable experience in recovery related matters.
		Important: The Bank reserves 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 posts.	
G.	Remuneration	₹ 9.00 - ₹ 12.00 lakh p.a., to be decided based on experience of the Candidate.	

Other Conditions:

H.	Selection Procedure	Selection would be by way of shortlisting and Online Personal Interview 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, 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.
I.	HOW TO APPLY	<p>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 Vertical (HRDV), Small Industries Development Bank of India, Swavalamban Bhavan, Plot No. C-11, 'G' Block, Bandra Kurla Complex, Bandra (East), Mumbai – 400051 OR can directly share their signed and scanned application on email id recruitment@sidbi.in on or before September 10, 2021 (Friday). The envelope containing the application should bear the superscription "Application for the post of _____ (As may be applicable)".</p> <p>ii. Applications should be accompanied by Curriculum Vitae and self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photocopies/ scanned copies (in cases of applied online) of relevant certificate(s) / documents, or not in prescribed</p>

		format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.
J.	Others	<p>i. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p>ii. 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>iii. 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 will be liable to be terminated forthwith.</p> <p>iv. Candidates short listed for engagement shall have to produce all certificates in original for verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.</p> <p>v. Any modification in the content of this advertisement shall be published on SIDBI's website only. Candidates are advised to regularly keep in touch with the Bank's website www.sidbi.in for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.</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. Canvassing in any form will lead to disqualification of candidature.</p>
