



Advertisement No. 05/ 2021-22

**Engagement of Specialists on Contractual Basis (Full Time) -2021-22**

January 15, 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 various posts on Contractual basis as detailed below:

S.No.	Post	Post Code	Total Vacancy	Reservation					
				UR	EWS	OBC	SC	ST	PwBD*
1	Legal Counsel (Mortgages/Securities)	01	1	1	-	-	-	-	3*
2	Chief Officer (Supply Chain Finance)	02	1	1	-	-	-	-	
3	Lead Officer (Supply Chain Finance)	03	1	1	-	-	-	-	
4	Principal Investment Officer (Equity & Venture Debt)	04	1	1	-	-	-	-	
5	Lead Specialist (Equity & Venture Debt)	05	2	2	-	-	-	-	
6	Statistician	06	1	1	-	-	-	-	
7	Data Scientist	07	1	1	-	-	-	-	
8	Procurement Officer	08	1	1	-	-	-	-	
9	Branding & Communication Officer	09	1	1	-	-	-	-	
10	Investment Associates	10	2	2	-	-	-	-	
11	Risk Analyst	11	1	1	-	-	-	-	
12	Risk Officer (Basel-III)	12	1	1	-	-	-	-	
13	Risk Officer (Model Validation)	13	1	1	-	-	-	-	
14	Risk Analyst (Market Risk)	14	1	1	-	-	-	-	

S.No.	Post	Post Code	Total Vacancy	Reservation					
				UR	EWS	OBC	SC	ST	PwBD*
15	Consultant – Engg.(Civil)	15	1	1	-	-	-	-	
16	Consultant Engg. (Mech.)	16	1	1	-	-	-	-	
17	Information Security Administrator	17	1	1	-	-	-	-	
18	Assistant Communication Officer	18	2	2	-	-	-	-	

\* PwBD vacancies shall include a) LV, b) D, HH, c) OA,BA, OL, BL, OAL, CP, LC, Dw, AAV, d) SLD, MI e) MD involving (a) to (d) above CATEGORY ABBREVIATIONS USED: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MI= Mental Illness MD=Multiple Disabilities

<b>A</b>	<b>Period of Contract</b>	The term of the contract would initially be for a period of <b>three years</b> , extendable, at sole discretion of the Bank, for a further period of up to <b>two years</b> . The contract can be terminated at <b>one months' notice</b> on either side or salary and allowances (if any) in lieu thereof.
<b>B</b>	<b>CTC and Increment</b>	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.
<b>C</b>	<b>Transfer</b>	The bank reserves the right to transfer the staff on contract to any of the offices of SIDBI or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service. Request for posting/transfer to a specific place/office may not be entertained.
<b>D</b>	<b>Post wise Eligibility Criteria and Job Description</b>	As specified post-wise hereinafter.

### 1. Legal Counsel (Mortgages/Securities)

S.No.	Particulars	Details
A.	Name of the Post	<b>Legal Counsel (Mortgages/Securities)</b>
B.	Type of the Post	Contractual on <b>full time basis</b> .
C.	No. of Posts	1 (One)
D.	Place of Posting	<b><u>Mumbai</u></b> .
E.	Scope of Work	<p><b>The Legal Counsel of the Bank will be responsible for the following:</b></p> <p>a) Supervision of pan India business operations related to creation, management &amp; enforcement of interest/charge on securities including mortgages in favor of Bank.</p> <p>b) Rendering legal opinion on creation and enforcement of interest/charge on securities including mortgages and other properties related matters specific to BFSI sector.</p> <p>c) Devising, Standardizing and reviewing the mortgage policy &amp; legal documentation of the Bank to keep it in line with the current / updated legal practices including prevailing State/Regional/Local Stamp Act or Security / Charge registration Acts/procedures across India.</p> <p>d) Supervising / attending the various Court proceedings in security enforcement cases under SARFAESI/DRT/DRAT and also handling matters under Insolvency and Bankruptcy Code, 2016 before National Company Law Tribunal as well as arbitration proceedings either directly or through advocates.</p> <p>e) Supervising the Sale/Disposal of assets charged to the Bank pertaining to recovery of loan defaults.</p> <p>f) Providing legal advice on policy issues, support and guidance on any legal matters as desired by SIDBI.</p> <p>g) Any other related matter assigned by SIDBI.</p>
F.	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Educational Qualification</b>
	Degree in law (3 years/ 5 years) from a recognized university in India.	
	<b>b</b>	<b>Experience</b>
	(i) Minimum 15 years of work Experience, which may be in a Commercial Bank / FI OR other reputed Corporate/ Organizations / Government Bodies <b>OR</b> (ii) Practicing Advocate having minimum 15 years of experience including experience in extending legal opinion on matters as described at Sl. No. E above <b>OR</b> combined experience in as indicated in (i) and (ii).	

		(ii) Preference shall be given to candidates having active Bar license to practice AND/OR having expertise in SARFAESI/DRT/DRAT & Asset Disposal.
<b>G.</b>	<b>Remuneration</b>	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.

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## 2. Chief Officer (Supply Chain Finance)

<b>A.</b>	<b>Name of the Post</b>	<b>Chief Officer (Supply Chain Finance)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b>Lucknow</b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Chief Officer will be responsible for the following:</b></p> <p>a) Build-up of a sustainable supply chain/ channel finance portfolio for the Bank by contributing to development of the overall financing framework, policy guidelines and credit products/ models, identification and addressing the associated risks with digital and off-line models, and, adoption of best market practices/ industry knowledge.</p> <p>b) Sourcing of deals for supply chain financing/ invoice discounting/ similar financing programmes for MSMEs.</p> <p>c) Leading the team in conducting due diligence, negotiation, internal processing, evaluation and finalization of deals, legal &amp; regulatory review, finalization of appraisal, documentation, disbursements and follow up/ monitoring, etc.</p> <p>d) System automation/ digitization/ IT integration with SIDBI's system for supply chain financing programmes coordinating with technology service providers/ digital supply chain platforms/ TReDS platforms.</p> <p>e) Innovative and effective engagement with digital supply chain platforms/ corporate and other buyers/ suppliers/ dealers/ various other stakeholders in the supply chain/ channel financing industry.</p> <p>f) Local and outstation travel would be required in connection with sourcing the business/ co-ordinating with various stakeholders/ financing/ dissemination of SIDBI' schemes, etc.</p> <p>g) 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>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>45 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		MBA/ PGDM/ PGDBM/ CA/ CFA/ Post-Graduate in Economics/ Commerce/Law/ Finance/ Risk Management or equivalent degree/ diploma from Institute/ University of repute.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>1. <b>Minimum 15 years' experience</b> including working in Banks/ FIs/ NBFCs/ Fintechs / Consulting etc.</p> <p>2. Aforesaid experience to include <b>minimum 5-7 years'</b> experience in supply chain finance industry, including,</p>

		<p>Invoice Financing, Channel/Dealer Financing, Bills Discounting and similar financing arrangements, either as part of financing team/ lead role/ consulting in operations, analysis or equivalent including in Fintechs/ Supply Chain platform.</p> <p>3. Preference will be given to those associated with digital supply chain finance programmes/ platforms and/ or with full automation of supply chain financing in Banks/ FIs/ NBFCs/ Digital Supply Chain Platforms/ TReDS etc.</p> <p>4. Relevant experience in IT/ system integration would be an added advantage.</p> <p>Note: The Bank reserves the right to <b>Note: <i>Applications without relevant experience certificate would be rejected.</i></b></p>
<b>G.</b>	<b>Remuneration</b>	<p>The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.</p>

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### 3. Lead Officer (Supply Chain Finance)

<b>A.</b>	<b>Name of the Post</b>	<b>Lead Officer (Supply Chain Finance)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis.</b>
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b><u>Lucknow</u></b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Lead Officer will be responsible for the following:</b></p> <p>a) Business development/ lead generation and end-to-end conducting due diligence, negotiation, evaluation and finalization of deals, internal processing &amp; appraisal, legal &amp; regulatory review, documentation, disbursements and follow up/ monitoring, etc. for supply chain financing/ invoice discounting/ similar financing programmes for MSMEs.</p> <p>b) System automation/ digitization/ IT integration with SIDBI's system for supply chain financing programmes coordinating with technology service providers/ digital supply chain platforms/ TReDS platforms.</p> <p>c) Engagement with various stakeholders in the supply chain/ channel financing industry.</p> <p>d) Back office support services.</p> <p>e) Dissemination of SIDBI's schemes for supply chain/ channel financing amongst MSME/ sector.</p> <p>f) Local and outstation travel would be required in connection with sourcing the business/ co-ordinating with various stakeholders/ financing/ dissemination of SIDBI' schemes, etc.</p> <p>g) 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>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021.</b>
	<b>b</b>	<b>Educational Qualification</b>
		MBA/ PGDM/ PGDBM/ CA/ CFA/ Post-Graduate in Economics/Commerce/Law/Finance/Risk Management or equivalent degree/ diploma from Institute/University of repute.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>1. Minimum <b>10 years' experience</b> including working in Banks/ FIs/ NBFCs/ Fintechs / Consulting etc.</p> <p>2. Aforesaid experience to include <b>minimum 3-5 years'</b> experience in supply chain finance industry, including, Invoice Financing, Channel/Dealer Financing, Bills Discounting and similar financing arrangements, either as part of financing team/ other role/ consulting in</p>

		<p>operations, analysis or equivalent including in Fintechs/ Supply Chain platform.</p> <p>3. Preference will be given to those associated with digital supply chain finance programmes/ platforms.</p> <p><b>Note: <i>Applications without relevant experience certificate would be rejected.</i></b></p>
<b>G.</b>	<b>Remuneration</b>	<p>The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.</p>

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#### 4. Principle Investment Officer (Equity & Venture Debt)

<b>A.</b>	<b>Name of the Post</b>	<b>Principle Investment Officer (Equity &amp; Venture Debt)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b><u>New Delhi / Lucknow</u></b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Principle Investment Officer will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Sourcing of deals for venture debt/ equity/ quasi-equity/similar funding/ financial assistance to MSME start-ups/ early staged enterprises.</li> <li>✓ Leading the team in conducting due diligence, negotiation, internal processing, evaluation and finalization of deals, legal &amp; regulatory review, finalization of appraisal, documentation, disbursements and follow up/ monitoring, etc.</li> <li>✓ Working with team to define growth goals and ensure that they are achieved.</li> <li>✓ Innovative and effective engagement with fund managers/ VCs/ PE investors in the industry.</li> <li>✓ Creating summary reports, factsheets &amp; customized presentations.</li> <li>✓ Dissemination of SIDBI's Schemes for MSME start-ups/ early stage enterprises.</li> <li>✓ Local and outstation travel would be required in connection with financing such enterprises/ dissemination of SIDBI' schemes.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		MBA/ PGDM/ PGDBM/ CA/ CFA/ Post-Graduate in Economics/ Finance/ Risk Management or equivalent degree/ diploma from premier Institute/ University of repute.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>1. Minimum <b>7 years'</b> experience in venture capital/ private equity/ venture debt/ investment banking/ VC consulting industry.</p> <p>2. Relevant experience in following areas would be an added advantage:</p> <p>(i) Part of investment team in start-up/ MSME focused AIFs/ funds/</p> <p>(ii) start-up/ AIF ecosystem level exposure</p> <p>(iii) technology related background/ experience/ expertise</p> <p>(iv) relevant investment banking/ consulting experience.</p>

		<b>Note: <i>Applications without relevant experience certificate would be rejected.</i></b>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 5. Lead Specialist (Equity & Venture Debt Ops)

<b>A.</b>	<b>Name of the Post</b>	<b>Lead Specialist (Equity &amp; Venture Debt Ops)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	2 (Two)
<b>D.</b>	<b>Place of Posting</b>	<b>New Delhi / Lucknow.</b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Lead Specialists will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Appraisal of venture debt/ equity/ quasi-equity/similar funding/ financial assistance to MSME start-ups/ early staged enterprises.</li> <li>✓ Business development/ Lead generation and end-to-end conducting due diligence, negotiation, internal processing, evaluation and finalization of deals, legal &amp; regulatory review, documentation, disbursements and follow up/ monitoring, etc.</li> <li>✓ Dissemination of SIDBI's Schemes for MSME start-ups/ early stage enterprises.</li> <li>✓ Local and outstation travel would be required in connection with financing such enterprises/ dissemination of SIDBI' schemes.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
	<b>b</b>	<b>Educational Qualification</b>
<b>c</b>	<b>Experience</b>	<p><b>(As on December 31, 2021)</b></p> <p>1. Minimum <b>5 years' experience</b> in venture capital/ private equity/ venture debt industry/ credit experience in a Bank/ FI/ NBFC's.</p> <p>2. Out of total 5 years' experience, minimum 3 years' experience required either as part of investment team/ analyst/ equivalent in AIFs/ Venture capital/ private equity/ venture debt industry.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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## 6. Statistician

<b>A.</b>	<b>Name of the Post</b>	<b>Statistician</b>	
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .	
<b>C.</b>	<b>No. of Posts</b>	1 (One)	
<b>D.</b>	<b>Place of Posting</b>	<b>Mumbai.</b>	
<b>E.</b>	<b>Scope of work</b>	<p><b>The Statistician will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>a) Analyzing and evaluating national and international economic &amp; financial indicators of relevance to the Bank with specific implications for the MSME sector.</li> <li>b) To undertake collection, compilation, analysis and interpretation of economic and financial data from various sources,</li> <li>c) undertake statistical analysis involving modern statistical/econometric models, empirical testing of data etc.,</li> <li>d) to undertake conceptual and methodological studies on various types of statistics relating to money and banking, prices, saving and investment, national accounts, index numbers, etc.,</li> <li>e) Periodic analysis &amp; presentation of the business profile of the Bank to its stakeholders, media and public for enhancing Bank's external profile, impact and influence.</li> <li>f) Candidates having hands on experience in packages like STATA (Data Analysis and Statistical Software), SAS (Statistical Analysis System), R, Python and EViews will be given preference.</li> <li>g) Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>	
<b>F.</b>	<b>Eligibility Criteria</b>		
	<b>a</b>	<b>Age limit</b>	The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>	Post-Graduation in Statistics/ Mathematics/ Economics as full-time course from recognized Institute/ University with minimum 60% marks (or its equivalent). Additional qualification of MBA/ PGDBM/ B.Tech. will be advantageous.
<b>c</b>	<b>Experience</b>	<p><b>(As on December 31, 2021)</b></p> <p>Minimum 5 years of work Experience, which may be in a Commercial Bank / FI OR other reputed Corporate/ Rating Agencies / Organizations / Government Bodies</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>	
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.	

## 7. Data Scientist

<b>A.</b>	<b>Name of the Post</b>	<b>Data Scientist (DS)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b><u>full time basis</u></b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b><u>Mumbai</u></b> .
<b>E.</b>	<b>Scope of work</b>	<p><b>The Data Scientist will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>a) Work with stakeholders throughout the organization to identify opportunities for leveraging company data to drive business solutions.</li> <li>b) Mine and analyze data from Bank's databases to drive optimization and improvement of product development, marketing techniques and business strategies.</li> <li>c) Use predictive modeling to increase and optimize customer experiences, revenue generation, ad targeting and other business outcomes.</li> <li>d) Develop custom data models and algorithms to apply to data sets using big data.</li> <li>e) Assess the effectiveness and accuracy of new data sources and data gathering techniques.</li> <li>f) The candidate should have hands on experience in NLP, R, Python etc. and other evolving technologies in data management.</li> <li>g) Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		<p>1 The candidate should possess B.Tech/B.E./M.Tech/M.E. in Computer Science / IT/Data Science/Machine Learning and AI (Minimum 60% marks compulsory in B.Tech / B.E.) from AICTE/UGC recognized university.</p> <p>2. Professional certifications including Certified data Scientist shall be preferred.</p>
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>Minimum 5 years of work Experience in IT / Data Science in BFSI sector out of which minimum 2 years' experience as a Data Scientist.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

### **8. Procurement Officer**

<b>A.</b>	<b>Name of the Post</b>	<b>Procurement Officer (PO)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b><u>Mumbai/ Lucknow</u></b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Procurement Officer will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>h) Coordinate functions and responsibilities of purchasing contracts with various departments to achieve optimal efficiency and effectiveness;</li> <li>i) Review and monitor the Bank's procurement requirements and processes to ensure compliance with applicable laws, codes, and policies of procurement, including CVC guidelines;</li> <li>j) Frame and update Procurement Policy periodically and ensure the procurement policy is in line with extant Gol guidelines.</li> <li>k) Develop and maintain inhouse online procurement system in collaboration with IT team for storing, retrieving and managing all the procurement details including vendor management and periodic MIS required by the Bank.</li> <li>l) Follow-up for updates and query addressal for bidders at Central Public Procurement Portal (CPPP) and the Bank's tender portal;</li> <li>m) Provide necessary expertise, assistance and recommendations to staff and senior management in procurement;</li> <li>n) Resolve complex staff, vendor, customer, or other procurement-related inquiries, concerns, complaints, and problems, like invoice discrepancies, vendor relations, or non-compliance with purchasing policies;</li> <li>o) Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>45 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		1. Full-time B.E. /B. Tech in any discipline with minimum 60% marks from a recognized University at the time of application OR 2. Full-time BCom/ BBA/ B.Sc. with minimum 60% marks from a recognized University with full-time M.Com/MBA/ M.Sc. with minimum 60% marks from a recognized University.

		3. Industry certifications like PMP, Prince 2, Certified Supply Chain Professional etc. shall be preferred.
	<b>c</b>	<p><b>Experience</b></p> <p><b>(As on December 31, 2021)</b></p> <p>1. Minimum 10 years of work Experience (post qualification) in areas of procurement, preferably in procurement / operations / marketing / supply chain management in any public/private sector corporate/organisation/institute etc. The Experience in Banking &amp; Financial sector shall be preferred.</p> <p>2. Experience in GeM portal (Government e-Marketplace) shall be preferred.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 9. **Branding & Communication Officer**

<b>A.</b>	<b>Name of the Post</b>	<b>Branding &amp; Communication Officer (BCO)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <u>full time basis</u> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<u>Mumbai</u>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Branding &amp; Communication Officer will be responsible for the following:</b></p> <p><b>a) Media planning and Content Development:</b></p> <ul style="list-style-type: none"> <li>✓ Strategize, coordinate and oversee branding &amp; communication for promoting culture of entrepreneurship.</li> <li>✓ Organize events/ activities for SIDBI and work for their planning, execution and also work for coverage in mainstream and social media.</li> <li>✓ Develop and deliver communications strategies for various initiatives of the Bank for entrepreneurship &amp; MSME development as well as poverty alleviation interventions .</li> <li>✓ Develop and implement comprehensive branding, communications and marketing strategies for current and new initiatives, programs and products of the Bank.</li> <li>✓ Manage selection, empanelment, payment terms, agreements and SOPs for media and advertising agencies.</li> <li>✓ Plan and implement brand visibility through various marketing programs, Sponsorships etc.</li> <li>✓ Prepare and deliver high quality marketing collateral and communications including print, electronic and social media.</li> <li>✓ Devise methods and framework for accessing the impact of various communication drives.</li> <li>✓ Co-ordinate with the verticals/ field offices of the Bank to cover and publicize events conducted by them.</li> <li>✓ Develop contents and press release etc.</li> <li>✓ Create content repository .</li> </ul> <p><b>b) Engaging with Media</b></p> <ul style="list-style-type: none"> <li>✓ Engage the media [ Print/Electronic (TV/Radio) ] for SIDBI's positioning as Prime Finance Institution on regular basis.</li> <li>✓ Co-ordinate with PR Agencies hired by the Bank for increased coverage of its event s, press meet s, interviews, dignitaries' visits, advertisements, launch/ inaugurations and various programmes etc.</li> </ul> <p><b>C) Managing Social Media</b></p> <ul style="list-style-type: none"> <li>✓ Manage all social media platforms viz. Twitter, Facebook, YouTube, LinkedIn etc and also SIDBI's website. Promote brand SIDBI on social media platforms.</li> </ul>



		<ul style="list-style-type: none"> <li>✓ Communicate with followers, respond to queries/complaints in a timely manner and monitor customer reviews.</li> <li>✓ Facilitate digital marketing of SIDBI's schemes, products, programmes etc.</li> <li>✓ Develop and expand community and/or influencer outreach efforts</li> <li>✓ Oversee social media accounts' visual design and web development (i.e.: Facebook Timeline cover, profile pic, thumbnails, advertisements, landing pages, twitter profile, Blog, you tube, etc.)</li> <li>✓ Design and implement Social Media Policy and Social Media Strategy to align with business goals.</li> <li>✓ Organize webinars, webcasts, podcasts, etc.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
	<b>b</b>	<b>Educational Qualification</b>
	<b>c</b>	<b>Experience</b>
		<p>The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021</b>.</p> <p>Graduate in any discipline from a recognized Indian / Foreign University/Institute.</p> <p><b>(As on December 31, 2021)</b></p> <p>Minimum 8 years of work Experience as indicated at (f) above including brand management/corporate communication including social media etc. The Experience in Banking &amp; Financial sector shall be preferred.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 10. Investment Associates

<b>A.</b>	<b>Name of the Post</b>	<b>Investment Associates (IA)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b><u>full time basis</u></b> .
<b>C.</b>	<b>No. of Posts</b>	2 (Two)
<b>D.</b>	<b>Place of Posting</b>	<b><u>New Delhi</u></b> .
<b>E.</b>	<b>Scope of work</b>	<p><b>The Investment Associate will be associated with Venture Capital Operations Vertical and responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Appraisal of proposals for commitment to AIFs / funds.</li> <li>✓ Processing of drawdown requests and handling other operational references from supported funds.</li> <li>✓ Follow up and monitoring / review of supported funds, including field visits to the office(s) of funds / startups / portfolio companies as may be required.</li> <li>✓ Planning and management of events like investors' day(s) &amp; other VC events / seminars / webinars.</li> <li>✓ Engaging with supported funds and other stakeholders.</li> <li>✓ Data collection &amp; analysis and preparation of periodic MIS.</li> <li>✓ Creating summary reports, factsheets &amp; customized presentations.</li> <li>✓ Accounting related work including individual transactions, scrutiny of unit statements / other reports from the supported funds and preparation of quarterly and annual closing reports for the Vertical.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>35 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		<p>1. PGDM [Finance] / MBA [Finance] / CA / CFA / ICWA / Post-Graduate in Economics / Innovation / Finance / Entrepreneurship etc. from any Indian / foreign recognized university.</p> <p>2. Proficiency in MS Office, particularly excel and power point, data analysis / management / presentation tools shall be preferred.</p>
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>Minimum 5 years' of experience either as part of investment team in AIFs / funds / Private Equity or relevant investment banking or consulting experience.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>

			<b>Important:</b> 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.
<b>G.</b>	<b>Remuneration</b>		The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 11. Risk Analyst

<b>A.</b>	<b>Name of the Post</b>	<b>Risk Analyst</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	Mumbai
<b>E.</b>	<b>Scope of work</b>	<p><b>The Risk Analyst will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Work with the Risk team for data analytics /data mining / data migration.</li> <li>✓ Undertaking portfolio level risk analysis using state of the art analytical tools.</li> <li>✓ Assessment of risk through various frameworks such as rating models, EWS systems, default forecasting and monitoring systems, model validation, market information etc.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>30 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		<p>1. Full time MBA/PGDM in finance from Indian/foreign recognized university</p> <p>2. <b>Additional certifications:</b> Professional Certification such as FRM, PRM shall be preferred.</p> <p>3. Hands on experience in tools like Excel, Python, R etc.</p> <p>4. Knowledge of advanced statistical and quantitative modelling skills (linear regression, logistic regression, and other data mining /predictive modelling skills) etc. shall be preferred</p>
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>Prior experience of <b>2-5 years</b> working in the Risk Management / Analytics division in large banks and/or tier 1 consulting organizations like Big 4 with clear ownership in one of the risk areas, viz. credit risk / market risk.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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## 12. Risk Officer (Basel-III)

<b>A.</b>	<b>Name of the Post</b>	<b>Risk Officer (Basel-III)</b>	
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .	
<b>C.</b>	<b>No. of Posts</b>	1 (One)	
<b>D.</b>	<b>Place of Posting</b>	The Risk Officer shall be initially posted at <b>Mumbai</b> . However, the Bank reserves the right to post the candidate at other Centres as the Bank may decide from time to time.	
<b>E.</b>	<b>Scope of work</b>	<p><b>The Risk Officer will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Assist the Bank in implementation of Basel III capital regulations in SIDBI.</li> <li>✓ To co-ordinate with the Consultant/ Verticals for Basel III related works</li> <li>✓ Assessment of risk through various frameworks such as rating models, EWS systems, default forecasting and monitoring systems, model validation, market information etc.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>	
<b>F.</b>	<b>Eligibility Criteria</b>		
	<b>a</b>	<b>Age limit</b>	The candidate should not be more than <b>30 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>	<ol style="list-style-type: none"> <li>1. Full time MBA/PGDM in finance from Indian/foreign recognized university</li> <li>2. <b>Additional certifications:</b> Professional Certification such as FRM, PRM shall be preferred.</li> <li>3. Hands on experience in tools like Excel, Python, R etc.</li> <li>4. Knowledge of advanced statistical and quantitative modelling skills (linear regression, logistic regression, and other data mining /predictive modelling skills) etc. shall be preferred</li> </ol>
	<b>c</b>	<b>Experience</b>	<p><b>(As on December 31, 2021)</b></p> <p>Prior experience of 2-3 years working in the Basel-II / III implementation and knowledge on RBI guidelines. Experience in large banks and/or tier 1 consulting organizations like Big 4 with clear ownership in one of the risk areas, viz. credit risk / market risk shall be an added advantage.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.	

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### 13. Risk Analyst (Model Validation)

<b>A.</b>	<b>Name of the Post</b>	<b>Risk Analyst (Model Validation)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	Mumbai
<b>E.</b>	<b>Scope of work</b>	<p><b>The Risk Analyst will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Internal validation of rating models [using qualitative and quantitative techniques];</li> <li>✓ Data analytics of existing rating data and building of new rating models;</li> <li>✓ Co-ordinating with outside agencies for external validation.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
	<b>b</b>	<b>Educational Qualification</b>
<b>c</b>	<b>Experience</b>	
<b>G.</b>	<b>Remuneration</b>	

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#### 14. Risk Analyst (Market Risk)

A.	Name of the Post	Risk Analyst (Market Risk)
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><b>The Risk Analyst will be responsible for the following:</b></p> <p><b>a) Review of assumption in ALM bucketing -</b></p> <ul style="list-style-type: none"> <li>✓ To carry out a comprehensive review of the assumptions for various items in the ALM bucketing (including non-maturity items based on behavioural analysis) –</li> <li>✓ Liase with the Verticals for getting any information in this regard - Analyse the inputs, discuss on the instances of revision - preparation of memo to ALCO for approval of the revised bucketing rules - justification as to the revision to be substantiated - Obtain ALCO approval.</li> <li>✓ Prepare the Standard Operating Procedure (in detail) in this regard and present for approval</li> </ul> <p><b>b) Review of Operating Guidelines / SOPs -</b></p> <ul style="list-style-type: none"> <li>✓ To review and update operating guidelines / SOPs prepared for routine work of Mid office and ALCO support group; especially in view of introduction of new measures during the year viz. dynamic gap statement, duration gap analysis, scenario analysis, VaR back-testing etc.</li> </ul> <p><b>c) Implementation of Basel III -</b></p> <ul style="list-style-type: none"> <li>✓ To coordinate with the consultant appointed for implementation of Basel III.</li> <li>✓ To help in carrying out UAT, validate the output etc.</li> <li>✓ To prepare Standard Operating Procedure (in detail) in this regard and present for approval</li> <li>✓ To prepare data / disclosures etc. under Basel III for reporting to management / RBI, till the time system is ready/implemented and stabilizes.</li> </ul> <p><b>d) Implementation of Treasury Solution -</b></p> <ul style="list-style-type: none"> <li>✓ To coordinate with TRMV and vendor of the proposed treasury solution</li> <li>✓ Carry out satisfactory UAT of the features related to Mid office section, validate the output and to release it in GO LIVE mode.</li> <li>✓ To understand requirement of interfacing treasury solution with ALM solution and closely work with ALM and treasury vendors for smooth interface between the solution.</li> <li>✓ To prepare the SoP for various workflows related to Market Risk activities as arising from the implementation of treasury solution.</li> </ul>

		<p><b>e) Consolidation of ALM Policy and Market Risk Management Policy</b></p> <ul style="list-style-type: none"> <li>✓ To examine the contents of the policy documents with the objective of avoiding of duplicity.</li> <li>✓ To re-draw the policies by listing the various risks associated, approach for identification of risks, measurement of risks, limits therein.</li> <li>✓ To update the policies with the market risk measures adopted since the last review.</li> <li>✓ To ensure that the policies are updated for the Basel III environment.</li> </ul> <p><b>f) Devising the framework for Contingency Funding Plan</b></p> <ul style="list-style-type: none"> <li>✓ To draw a well laid Contingency Funding Plan detailing the decision making process, available liquidity lines with the Bank's underlying actions, timelines, procedure for effective internal coordination &amp; communication across the Bank's business line, operational procedure needed to transfer liquidity and collateral across different entities, business lines and jurisdictions and the restrictions that govern such transfers and escalation matrix.</li> <li>✓ The document should cover aspects related to Contingency funding plan like available liquidity lines with the bank, specification of roles and responsibilities, decision making processes, underlying actions, timelines, procedure for effective internal coordination &amp; communication across the Bank's business line, operational procedure needed to transfer liquidity and collateral across different entities, business lines and jurisdictions and the restrictions that govern such transfers and escalation matrix.</li> <li>✓ The said document should be in tandem and covering the aspects as per the extent RBI guidelines.</li> </ul> <p><b>g) Evolution of Internal Transfer Pricing Model</b></p> <ul style="list-style-type: none"> <li>✓ To draw internal transfer pricing model for various verticals.</li> <li>✓ Devise the model with appropriate assumptions, carry out back testing with the past period data etc.</li> <li>✓ Create an XLS file for collating the data on resources, computation of the transfer pricing.</li> <li>✓ Prepare a detailed SoP detailing the approach in the transfer pricing.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>35 years</b> old as on <b>December 31, 2021</b> .



	<b>b</b>	<b>Educational Qualification</b>	<p>1. Full time MBA/PGDM in finance from Indian/foreign recognized university</p> <p>2. <b>Additional certifications:</b> Professional Certification such as FRM, PRM shall be preferred.</p> <p>3. Hands on experience in tools like Excel, Python, R etc.</p> <p>4. Knowledge of advanced statistical and quantitative modelling skills (linear regression, logistic regression, and other data mining /predictive modelling skills) etc. shall be preferred</p>
	<b>c</b>	<b>Experience</b>	<p><b>(As on December 31, 2021)</b></p> <p>Prior experience of 3 years working in the Risk Management specifically Managing Market Risk in large banks and/or tier 1 consulting organizations like Big 4 with clear ownership in one of the risk areas, viz. credit risk / market risk..</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>		<b>Remuneration</b>	<p>The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.</p>

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### 15. Consultant - Engineering (Civil)

<b>A.</b>	<b>Name of the Post</b>	<b>Consultant – Engineering (Civil)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b><u>full time basis</u></b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b><u>Mumbai / Lucknow</u></b> .
<b>E.</b>	<b>Scope of work</b>	<p><b>The Consultant will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Civil and fit out works Project;</li> <li>✓ Preparing BOQ, costing, estimation, for civil, structural, MEP works, automation, safety, security system.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>45 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		Graduation in Engineering in Civil / Electrical with minimum 60% marks in aggregate or Ist Class from a recognized University, Postgraduates in the same discipline will be preferred.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Have experience in working of complete PMO cycle. Design development, construction, closeout.</li> <li>3. Experience in property, Facility management, transaction management is preferred.</li> <li>4. Experience in working with state and central government organisations, preferably banking will an added advantage.</li> <li>5. Sound understanding of building /structure maintenance</li> <li>6. Track record of managing third-party suppliers and sub-contractors to deliver optimum performance.</li> <li>7. Have worked with experience in real estate solution management, consultancy companies.</li> <li>8. Working knowledge of computers, experience in preparation of tenders for civil works etc.</li> </ol> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

### 16. Consultant - Engineering (Mechanical)

<b>A.</b>	<b>Name of the Post</b>	<b>Consultant – Engineering (Mechanical)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b>Mumbai / Lucknow.</b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Consultant will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Civil and fit out works Project;</li> <li>✓ Preparing BOQ, costing, estimation, for civil, structural, MEP works, automation, safety, security system.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>45 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		Graduation in Engineering in Mechanical / Electrical with minimum 60% marks in aggregate or 1st Class from a recognized University, Postgraduates in the same discipline will be preferred.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <ol style="list-style-type: none"> <li>1. 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.</li> <li>2. Have experience in working of complete PMO cycle. Design development, construction, closeout.</li> <li>3. Experience in property, Facility management, transaction management is preferred.</li> <li>4. Experience in working with state and central government organisations, preferably banking will an added advantage.</li> <li>5. Sound understanding of building /structure maintenance</li> <li>6. Track record of managing third-party suppliers and sub-contractors to deliver optimum performance.</li> <li>7. Have worked with experience in real estate solution management, consultancy companies.</li> <li>8. Working knowledge of computers, experience in preparation of tenders for civil works etc.</li> </ol> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 17. Information Security Administrator

<b>A.</b>	<b>Name of the Post</b>	<b>Information Security Administrator (ISA)</b>
<b>B.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>C.</b>	<b>No. of Posts</b>	1 (One)
<b>D.</b>	<b>Place of Posting</b>	<b>Mumbai/Lucknow.</b>
<b>E.</b>	<b>Scope of work</b>	<p><b>The Information Security Administrator will be responsible for the following:</b></p> <ul style="list-style-type: none"> <li>✓ Looking after Information Security of the Banks Infrastructure</li> <li>✓ Governance, Risk Management and Compliance of Information Security</li> <li>✓ Assisting in preparations of returns pertaining to regulators.</li> <li>✓ Providing technical advises and assistance to CISO</li> <li>✓ To develop mock drills / awareness test for end users</li> <li>✓ Creating awareness alerts and conduct awareness sessions / trainings</li> <li>✓ Develop questionnaires for assessing awareness levels of end users;</li> <li>✓ Advising CISO desk on the emerging cyber threats and its mitigation techniques.</li> <li>✓ Make recommendations and plans on how to strengthen an organization's security posture.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
<b>F.</b>	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>40 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		Graduation in Engineering in Computer Science/IT/ Electronics & Tele Communication from a recognized university <b>And</b> Certification in CISSP and CCNP <b>OR</b> CISA, CISM & CCNP <b>OR</b> CISA, CCNP & CRISC.
	<b>c</b>	<b>Experience</b>
		<p><b>(As on December 31, 2021)</b></p> <p>1. Prior experience of minimum 5 years with Banks / FIs in Information Security Management / Cyber Security Operations Center.</p> <p>2. Prior experience as Senior Security Architect with atleast knowledge of 3 domains (viz. Network, Network Security, CSOC and SME of Information Security) shall be preferred.</p> <p><b>Note: Applications without relevant experience certificate would be rejected.</b></p>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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### 18. Assistant Communication Officer

A.	<b>Name of the Post</b>	<b>Assistant Communication Officer (ACO)</b>
B.	<b>Type of the Post</b>	Contractual on <u>full time basis</u> .
C.	<b>No. of Posts</b>	<b>2 (Two)</b>
D.	<b>Place of Posting</b>	<b><u>Mumbai/New Delhi.</u></b>
E.	<b>Scope of work</b>	<p><b>The Assistant Communication Officer will be responsible for the following:</b></p> <p><b>a) Media planning and Content Development:</b></p> <ul style="list-style-type: none"> <li>✓ Organize events/ activities for SIDBI and work for their planning, execution and also work for coverage in mainstream and social media.</li> <li>✓ Assist Branding &amp; Communication Officer in devising methods and framework for accessing the impact of various communication drives.</li> <li>✓ Co-ordinate with the verticals/ field offices of the Bank to cover and publicize events conducted by them.</li> <li>✓ Content Writing and develop press release etc.</li> <li>✓ Create content repository .</li> </ul> <p><b>b) Engaging with Media</b></p> <ul style="list-style-type: none"> <li>✓ Co-ordinate with PR Agencies hired by the Bank for increased coverage of its events, press meetings, interviews, dignitaries' visits, advertisements, launch/ inaugurations and various programmes etc.</li> </ul> <p><b>c) Managing Social Media</b></p> <ul style="list-style-type: none"> <li>✓ Manage all social media platforms viz. Twitter, Facebook, YouTube, Linked In etc. and also SIDBI's website. Promote brand SIDBI on social media platforms.</li> <li>✓ Communicate with followers, respond to queries / complaints in a timely manner and monitor customer reviews.</li> <li>✓ Facilitate digital marketing of SIDBI's schemes, products, programmes etc.</li> <li>✓ Organize webinars, webcasts, podcasts, etc.</li> <li>✓ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.</li> </ul>
F.	<b>Eligibility Criteria</b>	
	<b>a</b>	<b>Age limit</b>
		The candidate should not be more than <b>30 years</b> old as on <b>December 31, 2021</b> .
	<b>b</b>	<b>Educational Qualification</b>
		Graduate in any discipline from a recognized Indian / Foreign University/Institute.
	<b>c</b>	<b>Experience</b>
		<b>(As on December 31, 2021)</b> Minimum 2-3 years of work Experience as indicated at (f) above including brand management/corporate

		communication including social media etc. The Experience in Banking & Financial sector shall be preferred. <b>Note: Applications without relevant experience certificate would be rejected.</b>
<b>G.</b>	<b>Remuneration</b>	The remuneration would be at market linked compensation. The same shall not be a limiting factor for the right candidate and will be on case to case basis.

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**E. Other Conditions (for all posts above):**

<b>1.</b>	<b>Reservation</b>	<ul style="list-style-type: none"> <li>i. Reservations / Relaxations / Concessions would be given to PwBD candidates as per guidelines issued by the Government of India from time to time.</li> <li>ii. PwBD candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines</li> <li>iii. 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.</li> <li>iv. Candidate belonging to PwBD for whom no reservation has been mentioned are free to apply for vacancies announced for unreserved category provided they fulfil all the eligibility criteria applicable to unreserved category.</li> </ul>
<b>2.</b>	<b>Only one Post to be applied by each candidate</b>	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.
<b>3.</b>	<b>Right to raise/modify the eligibility criteria</b>	<b>Important:</b> 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.
<b>4.</b>	<b>Selection Procedure</b>	<p>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.</p> <p><b>Merit List:</b> 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.</p>

		<b>Wait List:</b> SIDBI reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.
<b>5.</b>	<b>HOW TO APPLY</b>	<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 and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent / forwarded <b>only through email at <a href="mailto:recruitment@sidbi.in">recruitment@sidbi.in</a></b> on or before <b>January 28, 2022</b>. While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. <b>"Application for the post of &lt;&lt;Post Code&gt;&gt;, &lt;&lt;Name of the Post&gt;&gt; &lt;&lt;Candidate Name&gt;&gt;."</b></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, caste certificate, PwBD Certificate etc, 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. <b>Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</b></p> <p>v. <b>The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</b></p>
<b>6.</b>	<b>Others</b>	<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 including reserved 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</p>

		<p>changed during Interview process. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p> <p><b>vii.</b> The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p><b>viii.</b> 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><b>ix.</b> 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><b>x.</b> 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><b>xi.</b> Appointments of selected candidates will be subject to his / her being declared medically fit by Bank Medical Officer, satisfactory report about his / her character and background verifications, satisfactory report from his / her previous employer and referees, verification of caste / tribe and class certificate and completion of all other pre recruitment formalities to the complete satisfaction of the Bank.</p> <p><b>xii.</b> 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><b>xiii.</b> 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><b>xiv.</b> 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 post s. 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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