



Advertisement No. 06/ 2018

अनुबंध आधार पर विधि सहयोगी की आवश्यकता : 2018

Hiring of Legal Associate on Contractual Basis (Full Time) - 2018

November 30, 2018

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 33% in the country's Gross Value Added (GVA) as per FY 2014-15, with 51 million enterprises providing employment to over 117 million Indians. 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. These include the innovative Credit Plus model, where credit is supplemented with advisory and mentoring facilities to MSMEs. Over the years, SIDBI has been working towards the sustainable development of MSME sector, pioneering efforts that have manifested in creation of economic wealth, its distribution for an egalitarian society while preserving the ecological wealth of the country.

The Bank's **Mission** is to '*To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system*'.

The Bank is working with the **Vision** '*To emerge as a single window for meeting the financial and developmental needs of the MSME sector to make it strong, vibrant and globally competitive, to position SIDBI Brand as the preferred customer friendly institution and for enhancement of shareholders wealth and highest corporate values through modern technology platform*'.

The Bank believes that its people, process and technology are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are its most valuable asset.

SIDBI invites application from interested candidates for the post of Legal Associate on Contractual basis as detailed below:

A.	Name of the Post	Legal Associate
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	2 (Two)
D.	Place of Posting	The Legal Associates will be posted at <u>Lucknow</u> .
E.	Period of Contract	The term of the contract of Legal Associates 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.

F.	Job Responsibility	<p>The Legal Associate of the Bank will be responsible for the following:</p> <p>a) Liaison with the Advocates in connection with title verification;</p> <p>b) Submission/ scrutiny of title verification reports as per Bank's format;</p> <p>c) Coordinating with Bank's empaneled advocates and providing legal opinion in respect of other related areas as and when sought on an ongoing basis;</p> <p>d) Drafting/ vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation;</p> <p>e) Supporting the operational functionaries in understanding and mitigating the legal risk in projects/ agreements etc.</p> <p>f) Liaison with the Advocates/ Solicitors, enforcement of securities including under SARFAESI Act;</p> <p>g) Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI.</p> <p>h) Any other work/ responsibility as may be assigned by the Bank from time to time.</p>
G.	Eligibility Criteria	
a	Age limit	Candidates must have completed 25 Years and not more than 35 Years at the date of applying for the post.
b	Educational Qualification	Degree in law (3 years/ 5 years) from a recognized university in India with minimum 60% marks. Post Graduate degree in Law from a recognized Indian University shall be preferable.
c	Experience	<ul style="list-style-type: none"> • Enrolled as Advocate with Bar Council having minimum 3 years of experience as practicing advocate in Civil Court in civil matters or Law officer in the Legal Department of any Public/Pvt. Sector Bank/Financial Institution/ Asset Reconstruction Company / NBFCs/ or in the Legal Department of Central/State Government or as a partner in law firm providing legal advice. • Candidate should be well versed with Banking laws, Land Laws, Personal Laws including succession and inheritance, Registration Laws, Stamp Laws, Laws pertaining to enforcement of securities, Partnership/ LLP Law, Real Estate Law, Societies Registration Laws, Company Laws and Industrial Laws. • The candidates having experience in handling investigation of title, Conveyancing and property related matters will be preferred;
		<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>

H.	Remuneration	CTC of `8- `10 Lakh, p.a. based on experience/profile of the candidate. Annual increment, up to 5% of CTC finalised initially, may be considered by the Bank, based on performance. The CTC would, however, not be a limiting factor for a suitable candidate.
I.	Selection Procedure	Selection would be by way of shortlisting and Personal Interview to be held at Lucknow 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.
J.	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 and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent so as to reach the Dy. General Manager, Human Resources Vertical (HRV), Small Industries Development Bank of India, SIDBI Tower, 15, Ashok Marg, Lucknow- 226001 Uttar Pradesh on or before December 14, 2018_ (Friday). The envelope/ subject of the mail containing the application should bear the superscription "Application for the post of Legal Associate on Contractual Basis".</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, 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 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>
K.	Others	<p>i. Candidates, called for interview will be paid to & fro economy class airfare by shortest route in India.</p> <p>ii. Candidates short listed for interview 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>iii. Candidates are advised that they should not furnish any particulars or information that are false,</p>

		<p>tampered/ fabricated or should not suppress any material information while applying for the post.</p> <p>iv. 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>v. 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> <p>vi. The Bank reserves the right to modify / amend / reverse/ cancel any or all the provisions of hiring process, without assigning any reasons thereof. Depending upon the hiring the Bank reserves the right to cancel / restrict/curtail/enlarge the hiring process, if need so arises, without any further notice and assigning any reason thereof.</p> <p>vii. Further, corrigendum/ addendum if any issued on the above advertisement, will be published only on the Bank's website www.sidbi.in</p>
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