

Terms of Reference

Requirement of Officials /Consultants on Direct Contract Basis

Position: Associate Manager - Financial Inclusion – 3 posts at SIDBI, New Delhi

Small Industries Development Bank of India (SIDBI) invites application from interested candidates for the post of Associate Manager - Financial Inclusion on Contractual basis (full time) as detailed below:

JOB PROFILE

- Support SIDBI in effective functioning/management of the day-to-day affairs;
- Working in close co-ordination with Mission Swavalamban of SIDBI;
- Processing and management of developmental projects and other allied activities (including MIS, follow-up and monitoring) being undertaken by SIDBI;
- Processing and settlement of related bills of the concerned agencies;
- Keeping in touch with sectoral developments on financial inclusion and other relevant aspects involving livelihood, small and micro enterprises and prepare updates on sectoral issues;
- Document project progress through various internal reporting mechanisms;
- Represent SIDBI in various fora/events and brief the higher-ups on the same;
- Interact with various stakeholders for effective implementation of the activities undertaken by SIDBI;
- Build productive contacts and relations with all concerned stakeholders;
- Any other work as assigned by SIDBI.
- SIDBI reserves the right to relocate the Officials/Consultants to any other place at its discretion.

EDUCATIONAL QUALIFICATION, WORK EXPERIENCE etc.

- Bachelors Degree in Finance/Commerce/Economics/Business Management/Rural Management and/or any other relevant areas from recognized university / institutions;
- Demonstrated technical expertise in design, implementation of program of development nature with atleast 2 years' experience;
- Applicant shall not be more than 30 years as on December 31, 2019;
- Good experience in dealing with operational aspects related to microfinance/ livelihood/microenterprises aligned developmental activities;
- Excellent communication skills in English and Hindi, professional maturity and business judgment;

COMPENSATION

- The compensation shall be Rs.50,000/- per month on CTC basis. However, a higher compensation would be considered for competent and experienced candidate based on their suitability/experience.

PERIOD OF CONTRACT

The term of the contract of Associate Manager - Financial Inclusion would initially be for a period of 2 years. However, need-based renewal/extension of the contract may be considered by SIDBI subject to periodic review of performance.

GENERAL INFORMATION

- Candidates are advised that they should not furnish any particulars or information that are false, tampered / fabricated or should not suppress any material information while applying on line. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.
- Selection would be by way of written test/personal interview to be held at New Delhi before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- Candidates short listed for interview shall have to produce all certificates in original for verification of their age, educational qualification, category, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.
- SIDBI reserves right to fill / not to fill the above positions at any stage of the process.
- Decision taken by the Committee in connection with the selection process will be final.

HOW TO APPLY

The details of the opportunity and application form can be viewed and downloaded at career page of www.sidbi.in and please send the filled application as an attachment to:

Email id : am-fi@spc.co.in

Kindly note that only prescribed application forms shall be acceptable and application in any other form shall not be acceptable.

Last Date to Apply - By March 12, 2020
