



Advertisement No. 06/ 2024-25

Engagement of Specialists on Contractual Basis (Full Time) -2024-25

September 26, 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 Enterprise (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, 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 posts on Contractual basis as detailed below:

Sr No	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	SC	ST	PwBD* (VI)
1	Consultant Credit Analyst (CCA)	01	19	8	2	5#	3	1	1
2	Accounts & Tax Consultant (ATC)	02	3	3	-	-	-	-	1

including 1 backlog vacancy.

* PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016" (i) VI – Visually Impaired. The vacancy for VI is horizontal and included in the vacancies of parent category.

Consultant Credit Analyst (CCA)

A.	Name of the Post	Consultant Credit Analyst (CCA)
B.	Post Code	01
C.	Type of the Post	Contractual on full time basis.
D.	No. of Vacancies	19 (Nineteen)
E.	Place of Posting / Transfer	<p>Mumbai (9 vacancies) / Lucknow (2 vacancies) / New Delhi (4 vacancies)/ Ahmedabad (2 vacancies) / Chennai (2 vacancies).</p> <p>However, the Bank reserves the right to post/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.</p>
F.	Period of Contract	<p>The term of the contract would initially be for a period of three years, extendable, at the sole discretion of the Bank, for a further period of up to two years.</p> <p>The contract can be terminated at three months' notice by either side or salary and allowances (if any) in lieu thereof.</p>
G.	Scope of Work	<p>The CCA will be responsible for the following:</p> <p><u>I. In Verticals / Offices dealing in Institutional Finance/Indirect Finance:</u></p> <ul style="list-style-type: none"> ➤ Credit Appraisal & Risk Assessment: Appraisal of credit proposals. Assessment of creditworthiness and financial risks associated with MSME borrowers / projects / institutional clients. Conducting CIBIL and other checks as per internal process. Handle routine client inquiries related to financial products and services. ➤ Client Support & Relationship Management: Assist in maintaining relationships with institutional clients. Handle routine client inquiries related to financial products and services. ➤ Coordination & Communication: Coordinate with various internal teams such as compliance, legal, risk management, and operations. ➤ Regulatory Compliance & Documentation: Ensure all institutional finance activities are compliant with regulatory and legal requirements. Assist in maintaining proper documentation for audits and compliance checks. ➤ Follow-up with delinquent clients including assessing ongoing early warning signals of existing clients. ➤ 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><u>II. In Verticals / Offices dealing in Venture Finance & Investment:</u></p> <ul style="list-style-type: none"> ➤ Investment Analysis: Evaluating potential investment opportunities, including startups and growth-stage companies, by conducting thorough financial analyses and due diligence.

- Portfolio Management: Monitoring and managing existing investments, assessing performance, and making recommendations for improvements or divestments.
- Risk Assessment: Identifying and analyzing risks associated with venture investments and developing strategies to mitigate them.
- Market Research: Conducting research on industry trends, market conditions, and competitive landscapes to inform investment decisions.
- Client Engagement: Interacting with entrepreneurs and business owners to understand their needs, provide guidance, and foster relationships.
- Compliance and Regulatory Adherence: Ensuring that all investments comply with relevant regulations and the bank's policies.
- Collaboration: Working closely with other departments, such as risk management and legal, to facilitate smooth investment processes.
- Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.

III. In Vertical/ Offices dealing in Digital Initiatives/ Strategic Innovations etc:

- Digital Transformation of Financial Services: Assist in the implementation of digital platforms for MSMEs to access loans, grants, and other financial products. Oversee the digitization of SIDBI's financial services, focusing on improving accessibility, speed, and transparency.
- FinTech and Innovation Partnerships: Collaborate with FinTech companies, startups, and innovation hubs to integrate innovative solutions into SIDBI's offerings.
- Policy Development and Compliance: Assist in formulating digital finance-related policies and ensure compliance with RBI and other regulatory guidelines. Assist in developing frameworks to safeguard digital transactions.
- User Experience and Process Improvement: Enhance user experience through simplified digital interfaces for loan applications, repayment systems, etc. Focus on automating and optimizing operational processes to reduce time and paperwork for customers.
- Strategic Planning: Contributing to the bank's strategic initiatives related to all SIDBI activities.
- 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>IV. In Offices dealing in Direct Finance:</p> <ul style="list-style-type: none"> ➤ Ensuring quick and timely appraisal of MSME credit proposals. ➤ Ensuring that the proposals are submitted to the competent committee after addressing risk issues. ➤ Conduct visits to the plants of the borrower as per requirement. ➤ Timely completion of review/ renewals of proposals/accounts. ➤ Coordinate with relationship manager for maintaining relationship with borrowers. ➤ Supporting relationship managers in canvassing new to bank borrowers. ➤ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time. 												
H.	Eligibility Criteria													
	a Age limit	The candidate should not be more than 28 years old as on August 31, 2024 . Relaxation in age for – <ul style="list-style-type: none"> - SC/ST/PwBD candidates - 5 years, - OBC candidates - 3 years. 												
	b Educational Qualification	Qualified Chartered Accountant along with graduation from UGC / AICTE recognized college/university. The candidate should have cleared the CA Final exams in not more than two attempts.												
	c Experience	Nil												
I.	Remuneration	<p>Indicative remuneration offered on Cost to Company (CTC) basis:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="text-align: center;">SI No</th> <th style="text-align: center;">Place of Posting</th> <th style="text-align: center;">Indicative CTC (Fixed + Variable components) (negotiable)</th> </tr> </thead> <tbody> <tr> <td style="text-align: center;">1</td> <td>Mumbai</td> <td style="text-align: center;">` 12.00 lakh</td> </tr> <tr> <td style="text-align: center;">3</td> <td>New Delhi and Chennai</td> <td style="text-align: center;">` 10.00 lakh</td> </tr> <tr> <td style="text-align: center;">2</td> <td>Ahmedabad and Lucknow</td> <td style="text-align: center;">` 9.00 lakh</td> </tr> </tbody> </table> <p>Apart from initial remuneration offered on Cost to Company (CTC) basis, there would be provision for Annual increment on CTC finalized initially, which shall be considered by the Bank based on the performance review from time to time. The salary would also have a suitable variable component of 10%, which shall be released subject to satisfactory performance and as may be decided by the Bank.</p>	SI No	Place of Posting	Indicative CTC (Fixed + Variable components) (negotiable)	1	Mumbai	` 12.00 lakh	3	New Delhi and Chennai	` 10.00 lakh	2	Ahmedabad and Lucknow	` 9.00 lakh
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Accounts & Tax Consultant (ATC)

A.	Name of the Post	Accounts & Tax Consultant (ATC)
B.	Post Code	01
C.	Type of the Post	Contractual on full time basis.
D.	No. of vacancies	3 (Three)
E.	Place of Posting / Transfer	<p>Lucknow</p> <p>However, the Bank reserves the right to post/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.</p>
F.	Period of Contract	<p>The term of the contract would initially be for a period of three years, extendable, at the sole discretion of the Bank, for a further period of up to two years.</p> <p>The contract can be terminated at three months' notice by either side or salary and allowances (if any) in lieu thereof.</p>
G.	Scope of Work	<p>The ATC will be responsible for the following:</p> <ul style="list-style-type: none"> ➤ Financial Reporting: Prepare and review financial statements in accordance with Indian Accounting Standards (Ind AS). Assist in the preparation of annual budgets and financial forecasts. ➤ Tax Compliance: Ensure timely and accurate filing of direct and indirect tax returns (GST, Income Tax, etc.). Advise on tax planning and optimization strategies in compliance with current tax laws. ➤ Regulatory Compliance: Ensure adherence to RBI guidelines and other statutory regulations. Assist in audits and inspections conducted by regulatory authorities. ➤ Advisory Services: Provide advice on tax implications of business transactions and strategies. Evaluate the impact of changes in tax laws on the bank's operations. ➤ Tax Dispute Resolution: Represent the Bank in tax assessments, appeals, and litigations. Handle communications with tax authorities and regulators. ➤ Internal Controls: Review and improve internal financial controls and processes. Conduct risk assessments to identify and mitigate potential financial risks. ➤ Documentation and Record-Keeping: Maintain accurate and detailed records of all financial and tax-related documents. Ensure proper documentation for all tax filings and audits. ➤ Any other work, in the area of expertise and in the interest of the Bank as advised by the Bank from time-to-time.

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Other Conditions (Applicable for All posts):

1.	Reservation	<p>i. Reservations / Relaxations / Concessions would be given to SC/ST/OBC/EWS/PwBD candidates, wherever applicable as per guidelines issued by the Government of India from time to time.</p> <p>ii. The eligible candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.</p> <p>iii. Vacancy for Person with Disability (PwBD) is horizontal within the overall vacancies for the post.</p> <p>iv. Candidates belonging to the reserved category 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.</p> <p>v. 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.</p>
2.	Right to raise / modify the eligibility criteria	<p>Important: 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 vacancies.</p>
3.	HOW TO APPLY	<p>The selection will be by campus placement (60th Campus Placement Programme) being organized by Committee for Members in Industry & Business (CMI&B) for the Newly Qualified Chartered Accountants. Out of the listed locations by CMI&B, SIDBI will be undertaking interviews tentatively at Thane, Noida, Indore and Coimbatore centers.</p> <p>The interested candidates are requested to visit the website of CMI&B (http://cmib.icai.org/) for Indicative Guidelines and Procedure for Registration.</p> <p>Applications sent directly to SIDBI will not be entertained under any circumstances.</p>
4.	Selection Procedure	<p>Selection would be by way of shortlisting and personal interview to be held at the locations Thane, Noida, Indore and Coimbatore (address given at the website of CMI&B- (http://cmib.icai.org/)).</p> <p>The Bank may conduct online Psychometric Test or any other suitable Test to assess the personality, level of communication, clarity & problem - solving innovativeness, level of efficiency, suitability for the post, etc. of the shortlisted candidates. The finding of the test may be placed before the interview panel for having a thorough perspective on the candidates. After completion of Psychometric Test, the candidates shall then be called to appear in Interview.</p> <p>The Bank reserves the right to modify the selection procedure, if deemed fit.</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: If need arises, 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>

5.	Others	<ul style="list-style-type: none"> i. The candidate must be a citizen of India. ii. The number of vacancies mentioned above are provisional and may vary. iii. 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. iv. 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 referees and completion of all other pre recruitment formalities to the complete satisfaction of the Bank. v. 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. vi. 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. vii. 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 posts. No representation or correspondence will be entertained by the Bank in this regard. Canvassing in any form will lead to disqualification of candidature.
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