



## Advertisement No. 02/ 2024-25

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

August 03, 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 post on Contractual basis as detailed below:

| Sr No | Post                   | Post Code | Total Vacancies | Reservations |     |     |    |    |            |
|-------|------------------------|-----------|-----------------|--------------|-----|-----|----|----|------------|
|       |                        |           |                 | UR           | EWS | OBC | SC | ST | PwBD* (VI) |
| 1     | Company Secretary (CS) | 01        | 01              | 01           | -   | -   | -  | -  | 01         |

\* 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;

Company Secretary (CS)

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| <b>A.</b> | <b>Name of the Post</b>            | <b>Company Secretary (CS)</b>   |
| <b>B.</b> | <b>Post Code</b>                   | 01  |
| <b>C.</b> | <b>Type of the Post</b>            | Contractual on <b>full time basis.</b>  |
| <b>D.</b> | <b>No. of Posts</b>                | 1 (One)   |
| <b>E.</b> | <b>Place of Posting / Transfer</b> | <p><b>Mumbai.</b></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>  |
| <b>F.</b> | <b>Period of Contract</b>          | 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. The contract can be terminated at three months' notice by the candidate / one month's notice by the Bank or salary and allowances (if any) in lieu thereof.   |
| <b>G.</b> | <b>Scope of Work</b>               | <p>The <b>CS</b> will be broadly responsible for the following:</p> <ul style="list-style-type: none"> <li>➤ Corporate Governance and Secretarial Services.</li> <li>➤ Corporate Laws Advisory and Representative Services; Arbitration and conciliation Services.</li> <li>➤ Attending to all SEBI / RBI related compliance issues and other policies of the Bank.</li> <li>➤ Timely disclosure of all regulatory filings/ LODR.</li> <li>➤ Providing compliances support and clarifications to all verticals/ departments in the Bank.</li> <li>➤ Resolution of NSE/BSE/SEBI and other investor related complaints.</li> <li>➤ Assist, participate, partner with internal and external stakeholders in areas of: Corporate Social Responsibility, Communication with various stakeholders, like Shareholders, Government, Regulators, Authorities etc. &amp; industrial and labour laws.</li> <li>➤ To work closely with Finance and Legal departments of SIDBI.</li> <li>➤ Monitor and implement latest developments in Corporate Governance and other developments notified by SEBI/RBI/Gol from time to time affecting the Bank's business operations.</li> <li>➤ Overseeing corporate legal matters and providing advice to the management in secretarial and legal matters.</li> <li>➤ Managing legal risks and ensuring compliance with legal regulations.</li> <li>➤ Liaising with external/ internal legal advisors and representing the organization in legal proceedings, if necessary.</li> <li>➤ Monitor and ensure compliance by Verticals, of law, rules, regulations and directions of regulatory, statutory bodies, and the Bank's Policies.</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>H.</b> | <b>Eligibility Criteria</b>        |   |

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|           | <b>a</b> Age limit                 | The candidate should not be more than <b>50 years</b> old as on <b>August 03, 2024</b> .  |
|           | <b>b</b> Educational Qualification | <p><b>1. Mandatory educational qualification as on August 03, 2024:</b></p> <ul style="list-style-type: none"> <li>i. Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI);</li> <li>ii. The candidate should have active membership of ICSI.</li> </ul> <p><b>2. Desirable additional Qualification:</b></p> <ul style="list-style-type: none"> <li>i. LL.B., C.A., I.C.W.A., M.Com. from a recognized university.</li> </ul>  |
|           | <b>c</b> Experience                | <p>(As on <b>August 03, 2024</b>)</p> <p><b>1. Mandatory Experience:</b></p> <ul style="list-style-type: none"> <li>i. Minimum 13 years' Post Qualification experience in a listed company/ Scheduled Commercial Bank / NBFC / Financial services company. The experience should be in SEBI/companies Act/RBI related compliance/filings and secretarial functions.</li> <li>ii. SEBI Listing Obligations &amp; Disclosure Requirements (LODR) related matters.</li> </ul> <p><b>2. Desirable additional Experience:</b></p> <ul style="list-style-type: none"> <li>i. Proficiency in MS Office suite.</li> </ul> <p><b>Note: Applications without relevant experience certificate from the employer would be rejected.</b></p> |
| <b>I.</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> <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.</p>  |

**Other Conditions (Applicable for All posts):**

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| 1. | <b>Reservation</b>                                      | <ul style="list-style-type: none"><li>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.</li><li>ii. The eligible candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.</li><li>iii. Vacancy for Person with Disability (PwBD) is horizontal within the overall vacancies for the post.</li><li>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.</li><li>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.</li></ul>  |
| 2. | <b>Right to raise / modify the eligibility criteria</b> | <p><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.</p>   |
| 3. | <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, 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. The Bank reserves the right to modify the selection procedure, if deemed fit.</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.</p> <p><b>Wait List:</b> 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> |
| 4. | <b>HOW TO APPLY</b>                                     | <ul style="list-style-type: none"><li>i. Duly filled in application (typed 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>August 19, 2024</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>"</li><li>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.</li><li>iii. An application not accompanied by photocopies/ scanned copies</li></ul>   |

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|           |               | (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.  |
|           |               | <b>iv. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</b>  |
| <b>5.</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 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 changed during Interview process. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p> <p>vii. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p>viii. 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>ix. 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>x. 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>xi. 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 and completion of all other pre recruitment formalities to the complete satisfaction of the Bank.</p> <p>xii. 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>xiii. 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>xiv. Decisions of the Bank in all matters regarding eligibility,</p> |

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|  |  | 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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