



Advertisement No. 01/VFIV/41528
Engagement of Specialists on Contractual Basis (Full Time) -2025

February 08, 2025

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.

SIDBI's **Mission** is 'To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system'. SIDBI 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'. One of the key areas of operations of SIDBI is in the space of Venture Finance & Investment which includes Venture Capital Fund of Funds Operations as well as other activities being undertaken for promotion / development and financing of innovation led MSMEs/startups and the startup ecosystem.

SIDBI firmly believes that its Human Resources are its most valuable assets. 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 is looking for dynamic and ambitious youngsters to be part of the SIDBI growth story and invites applications for the following post on Contractual basis:

SN	Name of the Post	Post Code	No. of vacancies		PwBD* (OC)
			Unreserved	Total Vacancy	
1	Junior Level Officer (Analyst – Fund of Funds Operations)	01	1	1	1

** PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016"
OC - Orthopedically challenged. The vacancy for OC is horizontal and included in the vacancies of parent category;*

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01 Junior Level Officer - (Analyst – Fund of Funds Operations)
Description, Eligibility Criteria and other instructions / Terms and Conditions

A	Post Code / Name of the Post	Junior Level Officer (Analyst – Fund of Funds Operations) (Contractual Grade E3)
B	Type of the Post	Contractual on full time basis.
C	No. of Posts	ONE (1)
D	Place of Posting	New Delhi
E	Period of Contract	The term of the contract would initially be for a period of three years , extendable, at sole discretion of the Bank, for a further period of upto two years . The contract can be terminated at one month's notice on either side or salary and allowances (if any) in lieu thereof.
F	Scope of work	<p>Analyst – Fund of Funds Operations - shall be broadly responsible for the following responsibilities pertaining to fund of funds operations / other areas of operations of the Venture Finance & Investment Vertical of SIDBI:</p> <ul style="list-style-type: none"> • All accounting and tax related work including review of individual transactions, scrutiny of statements / accounts received from supported funds, quarterly and annual closing activities of the Vertical, handling matters pertaining to external auditors, compliance with provisioning requirements and other related work. • Preparation and analysis of statements pertaining to financial returns from the operations on granular basis. • Maintaining and collecting / collating financial and other data on operations being maintained by the Vertical, analysis thereof, furnishing customized data reports and periodic MIS reports. • Follow up and monitoring / review of supported funds. • Planning and management of events like investors' day(s) & other VC events / seminars / webinars. • Engaging with supported funds and other stakeholders. • Comply with regulations by forwarding required information to various authorities / stakeholders. • Creating summary reports, factsheets & customized presentations. • Assess, research and resolve tax issues whenever required and suggest best course of action. • Any other assignment / work concerning the Venture Finance & Investment Vertical / SIDBI from time to time.

G	Eligibility Criteria: - As on January 31, 2025	
	i	Age limit The candidate should not be more than 35 years old.
	ii	Educational Qualification CA/ CFA
iii	Experience	<p><u>Experience:</u></p> <ul style="list-style-type: none"> • Prior work / practice experience of at least 5 years including 2 years' experience in similar role in Alternative Investment Fund / Venture Capital Fund / Fund of Funds / Financial Institutions/ Banks / Consulting Firm/ Services Agency. <p><u>Required Skills and Competencies:</u></p> <ul style="list-style-type: none"> • Strong proficiency in MS Office, particularly Excel, Power Point and accounting software. • In-depth knowledge of accounting and book-keeping processes. • Good analytical skills and innate curiosity: able to analyse transactions and reconcile errors • Knowledge of regulatory requirements • Good communication and team skills • Hands-on experience of advanced Excel tools / functions for day-to day working. • Self-starter: a reliable personality, able to work independently and deliver on priority matters within timelines. <p><u>Note:</u> <i>Applications without relevant experience certificate would not be considered and Bank is not liable to communicate in this regard.</i></p>

General Terms & Conditions applicable

A	Remuneration	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. The same shall not be a constraint for the suitable candidate. 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.
B	Other Terms & Conditions	
1	Reservation	<ul style="list-style-type: none"> • Reservations / Relaxations / Concessions would be given to SC/ ST/OBC/EWS/PwBD candidates, wherever

		<p>applicable as per guidelines issued by the Government of India from time to time.</p> <ul style="list-style-type: none"> • The eligible candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines. • Reservation for Person with Disability (PwBD) is horizontal within the overall vacancies for the post. • Candidate belonging to 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. • 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.
2	Right to raise / modify the eligibility criteria	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 posts.
3	Selection Procedure	<p>Selection would be by way of <u>shortlisting and personal interview</u> to be held on a suitable date (<i>to be informed in due course</i>) before the Selection Committee.</p> <p>The Bank will undertake a preliminary screening of the applications, if necessary, for preparing 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.</p> <p>The decision of the Bank to call the eligible / suitable candidates for the interview shall be final and binding. No correspondence will be entertained in this regard.</p> <p>Merit List: 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>

		Wait List: SIDBI reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.
4	HOW TO APPLY	<ol style="list-style-type: none"> 1. 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 only through email at vcfoperations@sidbi.in on or before February 23, 2025. 2. While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. "Application for the post of <<01>>, << Junior Level Officer (Analyst – Fund of Funds Operations)>> <<Candidate Name>>." 3. Applications should be accompanied by self-attested scanned copies of relevant certificate(s)/ documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark -sheets), work experience, caste certificate, wherever applicable, as mentioned in the application form. 4. An application not accompanied by photocopies/ scanned copies (in cases 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. 5. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected. 6. In case where the certificate of Educational Qualification does not specify the marks obtained in absolute percentage terms (i. e. in cases otherwise than in percentage) as well as the field of specialization, the candidate will have to produce a certificate from the concerned University / Institute / College specifically mentioning the marks converted into percentage equivalent, as well as the specialization acquired. 7. Bank reserves the right to cancel the engagement / recruitment process entirely/ partly for any particular post at any stage.

<p>5. Others</p>	<ul style="list-style-type: none"> i. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required. ii. The candidate must be a citizen of India. iii. The number of vacancies including reserved vacancies, if any, mentioned above are provisional and may vary. 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. v. Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY SHOULD BE FORWARDED. vi. Candidates are advised to indicate a working e-mail ID and mobile phone no. in their applications under this advertisement and maintain the same active for receiving communication viz. call letters/ Interview date advice 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. vii. The Interview shall take place online/offline to be decided by the Bank. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard. 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. 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. 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. xi. Appointments of selected candidates will be subject to his / her being declared medically fit by Bank Medical Officer,
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		<p>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>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, 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.</p>
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