



Advertisement No. 03/ 2022-23

Engagement of Specialists on Contractual Basis (Full Time) -2022-23

August 11, 2022

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 29% in the country's Gross Value Added (GVA) as per FY 2019-20. 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 various posts on Contractual basis as detailed below:

S.No.	Name of the Post	Post Code	Total Vacancy	Posts Reserved for				
				SC	ST	OBC	EWS	UR
1	Legal Associate cum Counsel – LAcC	01	4	1	-	2	-	1

A	Name of the Post	Legal Associate cum Counsel – LAcC
B	Type of the Post	Contractual on full time basis.
C	No. of Posts	Four(4 nos.) One each at locations indicated at S.No. D below
D	Place of Posting	Ahmedabad / Delhi / Lucknow / Mumbai
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 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	Scope of work	<p>The LAcC shall be responsible for the following:</p> <ul style="list-style-type: none"> ✓ To assist Legal team at regional / local level in discharging legal related work related to Credit / Other functionalities. ✓ To work in tandem with Credit disbursement team to ensure quick disbursements by providing required legal support from time to time. ✓ To provide Legal opinion and manage legal aspects of recovery related banking functions including DRT, enforcement of securities including under SARFAESI Act, Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities. ✓ Drafting/vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation; ✓ Liaison with the Advocates/ Solicitors, enforcement of securities including under SARFAESI Act; ✓ Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI. ✓ Submission/ scrutiny of title verification reports as per Bank's format; ✓ Liaison with the Advocates in connection with title verification; ✓ Coordinating with Bank's empaneled advocates and providing legal opinion in respect of other related areas as and when sought on an ongoing basis; ✓ Maximizing the recovery by applying appropriate Legal tools. ✓ The candidate should also be performing Any other legal matter concerning SIDBI from time to time.
G Eligibility Criteria : - As on July 31, 2022		
i	Age limit	The candidate should not be more than 35 years old.
ii	Educational Qualification	<ul style="list-style-type: none"> ✓ Bachelor's Degree in law (3 years / 5 years) from a recognized Indian university with minimum 60% marks. ✓ Post Graduate degree in Law from a recognized Indian University shall be preferable.
iii	Experience	<ul style="list-style-type: none"> ✓ The Officer should have minimum 3 - 5 years of experience in PSBs / FIs / NBFCs etc. in legal related work especially in legal recovery matters OR; ✓ Practicing Advocate having experience of minimum 3-5 years in handling Bank/FI related legal matters viz. experience in DRT / SARFAESI etc OR; ✓ Having combined experience in both the above categories. <p><i>Preference will be given to the candidates having experience in Drafting/ vetting of documents/ deeds/ contracts including plaints/written statement/ petitions/ claims; conveyancing; title investigation; Supporting the operational functionalities in understanding and mitigating the legal risk in projects/ agreements etc. ; Liaison with the Advocates/ Solicitors, enforcement of securities</i></p>

		<i>including under SARFAESI Act; Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI.</i>
H	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.
I	Transfer	The bank reserves the right to 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.
J	Other Terms & Conditions	
1.	Reservation	<ul style="list-style-type: none"> i. Reservations / Relaxations / Concessions would be given to SC/ ST/OBC/EWS/PwD candidates, wherever applicable as per guidelines issued by the Government of India from time to time. ii. The eligible candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.
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 post s.
3.	Selection Procedure	Selection would be by way of shortlisting and Personal Interview to be held online on a suitable date (<i>to be informed in due course</i>) before the Selection Committee. The Bank will undertake a preliminary screening of the applications for preparing, 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. 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. 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	<ul style="list-style-type: none"> 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

		<p>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 recruitment.sidbi@gmail.com / recruitment@sidbi.in on or before August 19, 2022. While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. “Application for the post of <<Post Code>>, <<Name of the Post>> <<Candidate Name>>.”</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, caste certificate, wherever applicable, as mentioned in the application form.</p> <p>iii. 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> <p>iv. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</p> <p>v. The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</p>
5.	Others	<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 including reserved 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 SHOULD BE FORWARDED.</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 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.</p> <p>vii. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this</p>

		<p>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, 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 post s. 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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