

Detailed Advertisement



SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)
HEAD OFFICE : SIDBI TOWER, 15 ASHOK MARG, LUCKNOW - 226001
Recruitment of Officers in Grade A, B and C

Candidates are advised to apply **ON - LINE** between December 22, 2007 to January 19, 2008 only, through Bank's web site at www.sidbi.in after carefully going through all the instructions contained in this application and general instructions given in this advertisement. **No other means /mode of Application / Printout will be accepted.**

UNLESS THE COMPUTER PRINTOUT OF THE SYSTEM GENERATED APPLICATION ALONG WITH DEMAND DRAFT, PHOTOGRAPH AFFIXED AND SELF ATTESTED COPIES OF REQUISITE CERTIFICATES IS RECEIVED BY ORDINARY POST AT THE SPECIFIED ADDRESS , THE ON-LINE REGISTRATION WILL NOT BE CONSIDERED AS VALID.

| Important Dates | |
|--|-------------------|
| Opening of On line Registration Gateway | December 22, 2007 |
| Closing of On-line Registration Gateway | January 19, 2008 |
| Last Date for receipt of Registered Application Print Out with DD and copies of Certificates etc. (to be sent by Ordinary post) | January 28, 2008 |
| Last Date for receipt of Registered Application Print Out with DD and copies of Certificates from far flung areas. (to be sent by Ordinary post). <i>For definition of far flung areas, please see general instructions.</i> | February 09, 2008 |
| Call letter may be generated from the web site by the candidates from March 11, 2008 onwards. | |

Small Industries Development Bank of India (SIDBI), the Apex Financial Institution for promotion, financing and development of Micro, Small and Medium Enterprises (MSMEs) in India invites applications for the posts of Officers i.e. **Assistant Manager (Gr 'A')**, **Manager (Gr 'B')** and **Assistant General Manager (Gr 'C')** as indicated below.

| Name of Posts Pay Scale (Starting Basic) \$ Gross emoluments (p.m.) at minimum of pay scale | Post code | No. of vacancies # | Reserved For | | |
|--|-----------|--------------------|--------------|----|-----|
| | | | SC | ST | OBC |
| Assistant Manager Grade 'A' 11250-700(11)-18950-EB-700(4)-21750-750(1)-22500 (Rs. 11250/-). Rs. 17000/- approx | 01 | 40 | 7 | 4 | 9 |

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| | | | | | |
|--|----|----|---|---|----|
| Manager Grade 'B' 13700-700(9)-20000-EB-700(2)-21400-750(4)-24400 (Rs. 13700/-) . Rs. 18000/- approx | 02 | 45 | 6 | 3 | 12 |
| Assistant General Manager Gr. 'C' 17525-700(5)-21025-800(4)-24225-EB-800(3)-26625 (Rs. 17525/-) . Rs. 20000/- approx. | 03 | 15 | 3 | 1 | 3 |

The total number of vacancies as also vacancies in different grades mentioned above are provisional and may vary depending upon actual requirement of the Bank. SIDBI reserves the right to draw wait lists of candidates in different grades and consider such wait listed candidate(s) for meeting actual requirement.

\$ *The Bank may consider granting not more than 4 advance increments in the pay scale of respective grade to suitable short listed candidates who possess higher academic qualification or who possess special experience of value to the Bank. The decision of the Bank in granting such advance increment(s) shall be final and binding on the candidates.*

Besides emoluments as per the pay scale given above, all the posts indicated above shall carry other facilities like pension, gratuity, leave fare concession, reimbursement of medical expenses, reimbursement of vehicle maintenance expenses / allowance, vehicle loan, housing loan etc. as per the Bank's rules. Unfurnished Bank's residential accommodation / dormitory accommodation (available at select centres) may also be provided at the discretion of the Bank subject to availability of accommodation / dormitory on payment of fixed charges as determined by the Bank from time to time.

All the above posts are also open for officers employed in SIDBI. The Bank reserves the right to give them suitable relaxation / concessions as deemed fit by the Bank.

*The candidates can **apply for one post only**. In other words, on line Registration for more than one post by a candidate will render his candidature invalid for all the posts.*

The Bank reserves the right to offer post lower in grade to that applied for by the Candidate.

2. Probation and posting / transfer

| Post code | Initial Probation Period | Posting / Transfer |
|------------------|---|--|
| 01 and 02 | 2 years extendible upto 4 years at the discretion of the Bank | The selected candidates will be liable to be posted / transferred at discretion of the Bank to various offices / departments / associates / subsidiaries of the Bank from time to time and on such terms and conditions as may be decided by the Bank. |
| 03 | 1 year extendible upto 2 years at the discretion of the Bank | |

3. Reservations / Relaxations / Concessions

Reservations / Relaxations / Concessions would be given to SCs/STs/OBCs/PWD/Ex-Servicemen candidates as per guidelines issued by Govt. of India.

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4 Eligibility Criteria

4.1 Nationality / Citizenship

A candidate must be either (i) a citizen of India or (ii) a subject of Nepal or (iii) a subject of Bhutan or (iv) a Tibetan refugee (who came over to India before 1st January 1962) with the intention of permanently settling in India or (v) a person of Indian origin who has migrated from Pakistan, Burma, Sri Lanka, East African Countries of Kenya, Uganda, the United Republic of Tanzania (formerly Tanganyika and Zanzibar), Zambia, Malawi, Zaire, Ethiopia and Vietnam with the intention of permanently settling in India. Provided that a candidate belonging to categories (ii), (iii), (iv) or (v) above shall be a person in whose favour a certificate of eligibility has been issued by the Government of India. A candidate in whose case a certificate of eligibility is necessary may be admitted to the examination / interview conducted by the Bank but on final selection, the offer of appointment may be given only after the necessary eligibility certificates have been issued to him / her by the Government of India.

4.2 Age Limit (as on December 01, 2007)

| Post code | Minimum and Maximum Age Limit |
|------------------|---|
| 01 | Not below 21 years and not exceeding 28 years . |
| 02 | Not below 21 years and not exceeding 32 years . |
| 03 | Not below 21 years and not exceeding 35 years . |

4.2.1 Relaxation in upper age limit would be available as under :- (for all posts)

| Sr. | Category of Candidate | Relaxation |
|------------|---|--|
| (a) | Scheduled Caste (SC) and Scheduled Tribe (ST) | By 5 years |
| (b) | Other Backward Classes (OBCs) below Creamy Layer | By 3 years |
| (c) | Persons with Disabilities (PWD) | By 5 years (unreserved), By 10 years (SC/ST) and by 8 years (OBCs) |
| (d) | All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989 | By 5 years |
| (e) | Children / family members of those who died in the 1984 riots | By 5 years |

(f) Ex-Servicemen (for all posts as indicated above)

5 years in case of Ex-servicemen (including ECOs/SSCOs) provided applicants have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within 6 months) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment. ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment.

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Notes :

(i) An ex-serviceman who has once joined a Govt. job on the civil side after availing of the benefits given to him as an ex-servicemen for his re-employment, his ex-servicemen status for the purpose of re-employment in Govt. ceases.

(ii) The relaxation in upper age limit is allowed on cumulative basis as per Govt. Guidelines.

(iii) All persons who are eligible for age relaxation under 4.2.1(d) above must produce the domicile certificate at the time of interview from the district Magistrate in the Kashmir Division within whose jurisdiction he / she had ordinarily resided or any other authority designed in this regard by Government of J & K to the effect that the candidate had ordinarily been domiciled in the Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989.

4.3 Essential Educational Qualifications and Post Qualification experience* (as on December 01, 2007)

| Post code | Minimum educational qualification | Minimum post qualification experience |
|--------------------------|---|---|
| 01 | (i) Bachelor's Degree in Engineering / Economics / Commerce / Business Administration / Industrial Relations / Human Resources Development (with at least 60% marks - 55% for SC/ST) from any recognized University. | 18 months |
| | OR | |
| | (ii) Chartered / Cost Accountant or MBA / PGDM (in Finance, Marketing, Industrial Relations / HRD) with Bachelor's Degree in the disciplines indicated at (i) above. | 12 months |
| 02 And 03 | (i) Bachelor's Degree in Engineering / Economics / Commerce / Business Administration / Industrial Relations / Human Resources Development from any recognized University. | 4 years for post code 02 And 7 years for post code 03 |
| | OR | |
| | (ii) Chartered / Cost Accountant or MBA / PGDM (in Finance, Marketing, Industrial Relations / HRD) with Bachelor's Degree in the disciplines indicated at (i) above. | 3 years for post code 02 And 6 years for post code 03 |

* *The post qualification experience of requisite period as indicated above **must be in Officers' cadre**, in areas of credit appraisal / monitoring, working capital, equity valuation, structured finance, securitization, treasury, risk management, micro credit, industrial relations and human resource management in RBI / All India Financial Institutions / Public / Pvt. Sector Banks / NBFCs and other institutions providing credit and other related services to SMEs or involved in Marketing of financial services to SMEs.*

- 4.3.1 (i) Working knowledge of computers is essential for all the above posts.
(ii) The Bank reserves the right to raise / modify the eligibility criteria in minimum educational qualification and minimum post qualification work experience depending upon the response
(iii) The post qualification experience should be full time and will be counted from the date of acquiring the prescribed qualification upto December 01, 2007
(iv) Candidates whose result is awaited are not eligible.

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The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case of candidates belonging to the SC/ST, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates from these categories possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.

5. Selection Procedure - common for all posts

The Selection would be by way of interview and / or group discussion only. However, in case, large number of applications are received by the Bank for any particular grade (s), the Bank reserves the right to conduct the written examination to screen the candidates at the first stage. Information on pattern of written examination, if required to be held, would be intimated to the short listed candidates separately in due course along with necessary details.

6. Venue for Group Discussion and / or Interview

The Bank shall conduct the group discussion and / or interview at Delhi, Mumbai, Chennai and Kolkata.

7. How to apply

Eligible candidates are required to apply only 'online' through our web site and no other means/ mode of application will be acceptable.

Before registering their applications on the web site, candidates should possess the following :

- (i)** The candidate must possess a **valid e-mail id** for filling the application. In case, candidate is not having a **valid e-mail id**, he/she can create a new e-mail id. This e-mail id should be valid for the duration of the project. .
- (ii)** A recent colour passport size photograph for pasting on print out of the Application.
- (iii)** Valid proof of Identity such as PAN card / Passport / Voter ID Card/ Driving License/ Permanent Identity Card issued by present Employer.
- (iv)** Demand Draft of Rs. 250/- as non refundable application fee for General, OBC, Ex-Servicemen candidates. Demand Draft of Rs. 50/- as non refundable postage charges for SC/ST& PWD candidates. No other financial instrument other than Demand Draft favoring **"SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA"**, payable at Mumbai shall be accepted. Candidates must write his / her full name / post applied for, System generated Registration Number and address on the reverse of the Demand Draft. The Demand Draft must be purchased on or after the date of opening of the On line Registration Gateway i.e. December 22, 2007 but before close of business on January 19, 2008 i.e. Close of On line Registration Gateway. **Even, if the Bank extends the last date of Registration due to technical reasons, the valid dates during which the DD should be purchased as indicated above shall not be changed.**

After applying online, the candidate is required to download the system generated printout of the application. This system generated printout of the application should be signed by the candidate and sent along with :

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- (a) The application fee in the form of Demand Draft for Rs 250/ (Rs 50/- postage charges for SC/ST/PWD candidates)
- (b) Copies of certificates pertaining to age, educational qualifications and experience
- (c) Copy of Caste / Tribe / Class /Class Certificate for SC/ST/OBC category candidates only.
- (d) Copy of Medical Certificate issued by the Competent Authority in case of PWD candidates.
- (e) Photograph pasted in the given place and signed across.
- (f) Candidates (other than SC/ST/OBC/PWD) seeking age relaxation under any other clause must attach a copy of the certificate / documentary evidence issued by the Competent Authority.

Note: The copies of certificates should be self-attested. The system generated print out of the application along with the documents mentioned above should be sent by ORDINARY POST ONLY in a closed envelope superscribed as "APPLICATION FOR THE POST OF OFFICER IN SIDBI" at the following address:

Project No. SIDBI / 7875

Post Box No. 9058

Goregaon (E)

Mumbai - 400 063

SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA
RECRUITMENT OF OFFICERS IN GRADE 'A' , 'B' AND 'C'

GENERAL INSTRUCTIONS

**[PLEASE READ CAREFULLY BEFORE
ON LINE FILLING UP THE APPLICATION FORM]**

- 1] Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect to age, educational qualification, work experience etc. **as on December 01, 2007** in respect of the post for which he / she is making the application and that the particulars furnished in the application form are correct in all respects. In case it is detected at any stage that a candidate does not fulfill any of the eligibility criteria, 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.
- 2] Decision of the Bank in all matters regarding eligibility of the candidate, the stages at which such scrutiny of eligibility is to be undertaken, the documents to be produced for the purpose of conduct of interview, selection etc. and any other matter relating to recruitment will be final and binding on the candidates. No correspondence or personal inquires shall be entertained by the Bank in this regard. The Bank does not furnish the mark-sheet of selection process to candidates.
- 3] The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for written test (if required to be held) / group discussion and / or interview commensurate with the number of vacancies.
- 4] Option for use of Hindi/English will be available for written test (if required to be held) / group discussion and / or interview.
- 5] Application once made will not be allowed to be withdrawn and the application fee / postal charges once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection. The application fee / postal charges shall also **NOT BE** refunded in case the application is rejected / not considered by SIDBI.
- 6] Duly filled in print out of the system generated Application form along with all enclosures must be received on or before the last date as indicated above. Print out of applications received after the last date shall not be considered valid and on line Registration of such applications shall stand cancelled automatically.
- 7] Far flung areas means candidates staying abroad and for those posting print outs of the system generated application from Andaman & Nicobar Islands, Lakshadweep, Minicoy Islands, Assam, Meghalaya, Arunachal Pradesh, Mizoram, Manipur, Nagland, Tripura, Sikkim, Ladak Division of J & K State, Lahul and Spiti District and Pangji Sub-Division of Chamba District of Himachal Pradesh.
- 8] The candidate must **retain** the photocopy of the system generated application print out, sent at the specified address for further reference.

9] A recent passport size colour photograph (without dark glasses) should be firmly pasted on the system generated print out of the application at the prescribed place and should be signed across by the candidate. Sufficient copies of the same photograph should be retained for use at the time of written examination / group discussion and / or interview. Candidates are advised not to change their appearance till the entire recruitment process is over. Failure to produce the same photograph at the time of written examination / group discussion and / or interview may lead to disqualification.

10] In respect of candidates belonging to SC/ST/OBC category, copy of self attested caste / tribe / class certificate must be enclosed with the system generated print out of the application. The certificate should have been issued in the prescribed format and by Authorities empowered to issue such certificate.

The OBC certificate should specifically indicate that the candidate does not belong to Creamy Layer Section excluded from the benefits of reservation for OBCs in Civil Posts and Services under Govt. of India. OBC Certificate should not be more than one year old as on the date of application.

Persons with disabilities must attach an attested copy of certificate of their disability issued by authorities empowered to issue such certificate.

Self certified copies of educational qualification, age and experience certificates must be attached with the system generated print out of the application form. The candidates shall have to produce original certificates in respect of age, educational qualification, experience and caste / tribe / class (for SC/ST/OBC candidates only) and certificate of disability (for PWD only) at the time of appearing for group discussion / and or interview. Further, candidates seeking age relaxation under 'Children / Family members of those who died in 1984 riots' and / or whether ordinarily domiciled in Kashmir Division of the State of J & K during 01-01-1980 to 31-12-1989 shall have to produce necessary certificate issued by the competent authority in this regard. **Failure to produce all the requisite certificates / documents in original for verification at the time of interview shall lead to disqualification of the candidate.**

No other certificate in original or copy thereof is required to be attached with the system generated print out of the application. The Bank is not responsible for returning any original copy/ies of certificates/testimonials submitted with the application.

11] Eligible (unemployed) outstation SC/ST and PWD candidates attending the group discussion and / or interview for all the above posts shall be reimbursed to and fro second class rail / bus fare by the shortest route on production of evidence of travel i.e. Railway / Bus receipt / ticket. The fare for journey of first 30 Kms each shall be borne by the candidate. Fare will not be reimbursed to candidates belonging to other categories appearing for group discussion and / or interview.

12] Selected Candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, must produce a ***'proper relieving letter in original'*** from their present Employer at the time of reporting for duty, failing which they shall not be allowed to report for duty. Therefore, candidates, who are already in service of Government / Quasi-Government organizations, Public Sector Banks / Undertakings, may like to obtain prior permission / no objection certificate from their present employer before applying in SIDBI as per rules / regulations of their present employer in this regard.

13] Only candidates willing to serve anywhere in India may apply.

- 14] Any request for change of address / change of centre for group discussion and / or interview shall not be entertained.
- 15] The Bank reserves the right to cancel any of the centres and / or add some other centres depending upon the response, administrative feasibility etc. Bank also reserves the right to allot the candidate to any of the centres other than the one he / she has opted for.
- 16] The Bank has the right to reject any application/ candidature at any stage without assigning any reason and the decision of the Bank shall be final.
- 17] Any resulting dispute arising out of this advertisement shall be subject to the sole jurisdiction of the Courts situated at Lucknow.
- 18] In case any dispute arises on account of interpretation in version other than English, the English version of this advertisement will prevail.
- 19] 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 antecedents by the Police Authorities, satisfactory report from his / her previous employer and referees, verification of caste / tribe and class certificate (for reserved category candidates only) and completion of all other pre recruitment formalities to the complete satisfaction of the Bank. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.
- 20] The Bank / IBPS takes no responsibility for any delay in receipt or loss in postal transit of any application or communication. Candidates in their own interest are advised to submit applications well in time before the last date to avoid possible delay in postal transit.
- 21] **Canvassing in any form will be a disqualification.**

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