



## Advertisement No. 02/ 2023-24

### Engagement of Specialists on Contractual Basis (Full Time) -2023-24

May 16, 2023

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 contributes in a significant way to the growth of the Indian economy with a vast network of about 6.34 crore enterprises. This sector contributes to around 30% of India's GDP, over 45% of India's exports, while creating employment for about 11.1 crore people, which in terms of volume stands next to agriculture sector. 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 the following post on Contractual basis as detailed below:

Sr No	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	SC	ST	PwBD*
1	Deputy Legal Advisor cum General Counsel (Dy LacGC)	01	02	02	-	-	-	-	-
2	Legal Associate cum Counsel (LAcC)	02	06	01	01	03	01	-	-

\* PwBD vacancies shall include a) LV, b) D, HH, c) OA, BA, OL, BL, OAL, CP, LC, Dw, AAV, d) SLD, MI e) MD involving (a) to (d) above CATEGORY ABBREVIATIONS USED: LV=Low Vision, D=Deaf, HH= Hard of Hearing, OA=One Arm, OL=One Leg, BA=Both Arms, BL=Both Leg, OAL=One Arm and One Leg, CP=Cerebral Palsy, LC=Leprosy Cured, Dw=Dwarfism, AAV=Acid Attack Victims, SLD= Specific Learning Disability, MI= Mental Illness MD=Multiple Disabilities

Deputy Legal Advisor cum General Counsel

<b>A.</b>	<b>Name of the Post</b>	Deputy Legal Advisor cum General Counsel	
<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>	2 (Two)	
<b>E.</b>	<b>Place of Posting</b>	One vacancy each at Chandigarh and Lucknow	
<b>F.</b>	<b>Period of Posting</b>	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.	
<b>G.</b>	<b>Scope of work</b>	<p>Deputy Legal Advisor cum General Counsel will be responsible for the following :</p> <ol style="list-style-type: none"><li>a) Filing of petition in various recovery tribunals/forums/under SARFAESI Act for recovery of the dues of the Bank and also for filing of criminal complaints, wherever applicable, with police station/CBI/investigative agencies, etc in respect of recovery matters to protect the interests of the Bank .</li><li>b) Rendering legal opinion on creation and enforcement of interest/charge on securities including mortgages and other properties related matters specific to BFS I sector.</li><li>c) Devising, Standardizing and reviewing the mortgage policy &amp; legal documentation of the Bank to keep it in line with the current / updated legal practices including prevailing State/Regional/Local Stamp Act or Security / Charge registration Acts/procedures across India.</li><li>d) Supervising / attending the various Court proceedings in security enforcement cases under SARFAESI/DRT/DRAT and also handling matters under Insolvency and Bankruptcy Code, 2016 before National Company Law Tribunal, arbitration proceeding/investigative agencies, etc either directly or through advocates.</li><li>e) Supervising the Sale/Disposal of assets charged to the Bank pertaining to recovery of loan defaults.</li><li>f) Providing legal advice on policy issues, support and guidance on any legal matters as desired by SIDBI.</li><li>g) Any other related matter assigned by SIDBI.</li></ol>	
<b>H.</b>	<b>Eligibility Criteria</b>		
	<b>a</b>	<b>Age limit</b>	The candidate should not be more than <b>40 years</b> old as on <b>April 30, 2023</b> .
	<b>b</b>	<b>Educational Qualification</b>	Degree in law (3 years/ 5 years) from a recognized university in India.

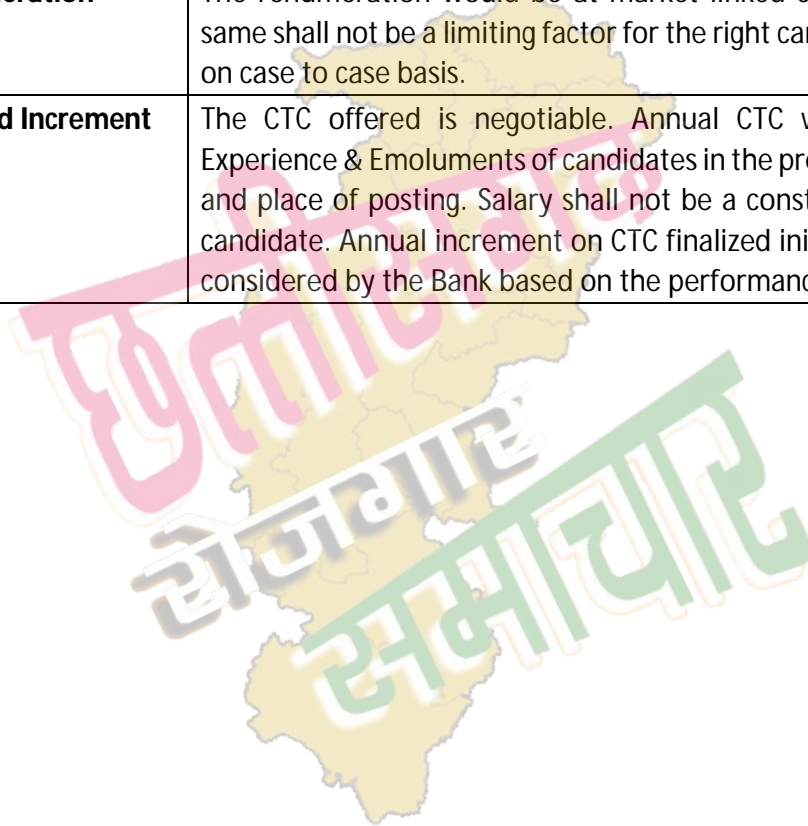
	c	<b>Experience</b>	<p><b>(As on April 30, 2023)</b></p> <p>(i) Minimum 10 years of work Experience, which may be in a Commercial Bank / FI OR other reputed Corporate/ Organizations / Government Bodies OR (ii) Practicing Advocate having minimum 10 years of experience including experience in extending legal opinion on matters as described at S I. No. G above OR combined experience in as indicated in (i) and (ii).</p>
			<p><b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria in 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>
I.		<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>
J.		<b>CTC and Increment</b>	<p>The CTC offered is negotiable. Annual CTC will depend upon Experience &amp; Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.</p>



Legal Associate cum Counsel [LAcC]

<b>A.</b>	<b>Name of the Post</b>	Legal Associate cum Counsel [LAcC]
<b>B.</b>	<b>Post Code</b>	02
<b>C .</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>D.</b>	<b>No. of Posts</b>	6 (Six)
<b>E.</b>	<b>Place of Posting</b>	One vacancy each at Ahmedabad, Chennai, Jaipur, Kolkata, Mumbai and New Delhi.
<b>F.</b>	<b>Period of Posting</b>	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 year. The contract can be terminated at one months' notice on either side or salary and allowances (if any) in lieu thereof.
<b>G.</b>	<b>Scope of work</b>	<p>The Legal Associate cum Counsel shall be responsible for the following :</p> <ul style="list-style-type: none"><li>• Drafting of complaints/petitions in various recovery tribunals namely DRT, NCLT, Civil court and under SARFAESI Act/NI Act; filing of criminal complaints with investigative agencies for protecting the interests of the Bank pertaining to recovery matters.</li><li>• Drafting /vetting of including plaints/written statement/ petitions/ claim s to be filed with various courts/ Forums/ Tribunals/ Authorities.</li><li>• Supervision of court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning S IDBI.</li><li>• Monitoring of Court Hearing dates, maintenance of case updates and to represent SIDBI in related courts.</li><li>• Clearance of Advocate Bills/ Court Fees etc., maintenance of accounts at Branch level. Carrying out routine operations under legal matters.</li><li>• To assist Legal team at regional / local level in discharging legal related work related to cases filed against the Bank.</li></ul> <p>The candidate should also be performing any other legal matter concerning SIDBI from time to time.</p>
<b>H.</b>	<b>Eligibility Criteria</b>	
<b>a</b>	<b>Age limit</b>	The candidate should not be more than <b>35 years</b> old as on <b>April 30, 2023</b> .
<b>b</b>	<b>Educational Qualification</b>	Degree in law (3 years/ 5 years) from a recognized university in India.

c	<b>Experience</b>	<p><b>(As on April 30, 2023)</b></p> <p>(i) Minimum 3 years of work Experience, which may be in a Commercial Bank / FI OR other reputed Corporate/ Organizations / Government Bodies.</p> <p>OR</p> <p>(ii) Practicing Advocate having minimum 3 years of experience including experience in extending legal opinion on matters as described at S I. No. G above</p>
		<p><b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria in 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>
I.	<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>
J.	<b>CTC and Increment</b>	<p>The CTC offered is negotiable. Annual CTC will depend upon Experience &amp; Emoluments of candidates in the present employment and place of posting. Salary shall not be a constraint for the right candidate. Annual increment on CTC finalized initially, shall also be considered by the Bank based on the performance review.</p>



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

1.	<b>Only one Post to be applied by each candidate</b>	One candidate can apply for only one post under this advertisement. Multiple candidatures, involving one post or several posts shall result in rejection of all applications from the candidate.
2.	<b>Right to raise/modify the eligibility criteria</b>	<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.
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 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.</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> <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.</p>
4.	<b>HOW TO APPLY</b>	<p>i. Duly filled in application (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> on or before <b>May 24, 2023</b></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></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, 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 may be rejected.</p> <p>v. The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</p>
5.	<b>Others</b>	<p>i. The relevant experience certificate from employer must contain</p>

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 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 WILL BE SENT.
- 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.
- vii.** The Interview shall take place online. 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, 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.
- 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><b>xiii.</b> 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><b>xiv.</b> 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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