



**Advertisement Ref No.: 2024AUG08/T002299086**  
**Engagement of Climate Expert on Contractual Basis (Full Time)**

**August 10, 2023**

Small Industries Development Bank of India (SIDBI) was established on April 2, 1990 under an act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). Over the years, SIDBI has evolved itself as a one-stop institution to meet the various types of credit requirements of the MSME sector by offering specialized fund based and non-fund based financial products. Also, besides being a purveyor of credit, the Bank endeavours to fulfil its developmental mandate by providing policy inputs to the Government of India as well as introducing innovative solutions, technology and processes for developing the MSME ecosystem in India. In keeping with the spirit of innovation and entrepreneurship, the Bank has also evolved its bouquet of offerings over the years. One such focus area is financing of energy efficient, green technologies and climate aligned green projects, as also non-financial interventions in this space. These also offer a tremendous opportunity for the banking sector.

SIDBI is implementing several green, clean, sustainable development initiatives with a mission of "Greening the Enterprise Ecosystem". SIDBI has setup a dedicated "Green Climate Finance Vertical" at New Delhi which is implementing various developmental theme projects in Green space in close coordination with various national and international agencies / stakeholders, bilateral / multilateral institutions / agencies viz. The World Bank, KfW, AfD, GiZ, ADB, BEE, EESL, JICA, etc. SIDBI is also once of the Direct Access Entity (DAE) of Green Climate Fund (GCF) who has been designated as an operating entity of the financial mechanism under Article 11 of the UNFCCC, was established as a Governing Instrument possessing juridical personality in order to operate effectively internationally. GCF resources are channelled through Accredited Entities nominated by the respective country's National Designated Agency [NDA]. Ministry of Environment, Forest & Climate Change [MoEF&CC], Government of India, is the NDA for India, and SIDBI is one of the Accredited Entities (AE) of GCF.

Now in order to take forward its "Green" agenda towards "Greening the Enterprise Ecosystem" and other green climate aligned enterprise promotion and development initiatives, aligned with SIDBI's mandate and national priorities, SIDBI invites applications for the following position on contractual basis to assist in various activities / initiatives / projects / programmes being undertaken by it:

<b>A.</b>	<b>Name of the Post</b>	<b>Climate Expert</b>
<b>B.</b>	<b>Type of the Post</b>	<b>Contractual on full time basis</b>
<b>C.</b>	<b>No. of Posts</b>	<b>Three (03) – 01 OBC and 02 UR</b>
<b>D.</b>	<b>Period of Contract</b>	The term of the contract would initially be for a period of <b>one year</b> , extendable, at sole discretion of the Bank, for a further period of up to <b>two (02) year</b> . The contract can be terminated at <b>one months' notice</b> on either side or salary and allowances (if any) in lieu thereof.
<b>E.</b>	<b>Qualification and Experience</b>	<b>a. Age limit</b> The candidate should not be more than <b>45 years</b> of age as on last date of submission. <b>b. Educational Qualification</b> <ul style="list-style-type: none"><li>• Graduation in any discipline.</li></ul>

		<ul style="list-style-type: none"> <li>• Postgraduate in Environment, Energy, Climate Change and related fields.</li> </ul> <p><b>c. Experience</b></p> <ul style="list-style-type: none"> <li>• Minimum 5 years' experience in the area of sustainable development, energy efficiency, climate change, etc.</li> <li>• Experience of working in Externally Aided Projects with national level specialized institutions is desirable.</li> <li>• Must have excellent communication, report writing and drafting skills with advanced knowledge of MS Excel and financial modelling.</li> <li>• Self-driven with a high degree of responsiveness and proactivity.</li> </ul> <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>
<b>F.</b>	<b>Remuneration</b>	<ul style="list-style-type: none"> <li>• Rs. 1 lakh to Rs. 2 lakh per month (all inclusive), based on experience/ profile of the candidate.</li> <li>• Annual increment of upto 10% of monthly remuneration, may also be considered by the Bank, based on performance.</li> </ul> <p>No other payment shall be made except reimbursement of Travelling / Halting allowance / expenses, in case of outstation tours, as per norms of SIDBI and equivalent to the Manager (i.e. Grade – B officer) of the Bank.</p>
<b>G.</b>	<b>Selection Procedure</b>	<p>Selection would be by way of shortlisting and Personal Interview to be held "Online" (details would be shared to the shortlisted candidates) before the Selection Committee.</p> <p>The Bank will undertake a preliminary screening of the applications for preparing, if necessary, 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>

#### H. Indicative Roles and responsibilities

1. The expert shall be attached on full time basis to Green Climate Finance Vertical of SIDBI at New Delhi or any other location at the discretion of SIDBI and will be responsible for increasing the portfolio of projects in the area of green climate, energy efficiency and sustainable development.
2. The expert shall explore potential engagement areas / projects in the area of green climate, energy efficiency and sustainable development and shall develop and formulate the ideas into actionable concept notes and funding proposals along-with financial and economic modelling, etc. in accordance with the requirements of SIDBI as well as other institutions / regulatory bodies / think tanks including multilateral and bilateral institutions.

3. The expert shall prepare the Terms of Reference (TORs), budgeting, work plan, etc. for various contracts to be awarded by the Vertical. The expert shall supervise and also provide written inputs into the various reports submitted by the Consultancy firms hired for baseline assessment, feasibility studies, impact assessment, best market practices, etc.
4. The expert shall be responsible for implementation, supervision, monitoring, evaluation and reporting of technical, operational and financial aspects of the projects undertaken by the Vertical. The expert shall be responsible for ensuring compliance with Standards, Policies and Procedures of projects undertaken by the Vertical as per the requirement of the concerned donor agency.
5. The expert shall be responsible for developing and putting in place an effective Management Information System (MIS) mechanism for reporting the progress, record keeping to the senior management of SIDBI. at regular intervals as well as ensuring proper record keeping. The expert shall analyse various progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit comments along-with suggestions for improvements / corrective actions required, if any.
6. The expert shall be able to identify, analyze and properly document the benefits as well as environmental, social and other impacts of the projects.
7. The expert shall be actively involved in awareness creation, training and capacity building activities to the MSMEs / Banks / FIs / NBFCs officials including SIDBI employees, other partners and stakeholders and shall also develop suitable training modules / workshop material for the same.
8. The expert should have expertise in drafting and developing project reports, research papers, talking points, conference /seminar proceedings, compendium, etc.
9. The expert should have expertise in developing theme presentation for the benefit of variety of stakeholders including govt. officials, bilateral / multilateral institutions, international agencies actively involved in the field of Climate Change, Green Finance, Sustainable Development Goals, etc.
10. Any other responsibility assigned from time to time.

## I. HOW TO APPLY

1. Duly filled in & signed application, as per the format given at **Annexure** 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 at the address given below -

**The Deputy General Manager  
Green Climate Finance Vertical  
Small Industries Development Bank of India (SIDBI)  
12<sup>th</sup> floor, Atma Ram House  
1, Tolstoy Road, New Delhi – 110001**

**OR** can directly share their signed and scanned application (along-with Curriculum Vitae, Experience Certificates and all the supporting documents) on the following email ids:

- [gcfv@sidbi.in](mailto:gcfv@sidbi.in)
- [neerajverma@sidbi.in](mailto:neerajverma@sidbi.in)

The envelope containing the application should bear the superscription "**Application for the post of Climate Expert in SIDBI**".

The deadline for submission of the application is

- **August 21, 2023 (17:00 hrs) – by hand / by courier**
- **August 21, 2023 (23.59 hrs) – by email**

2. 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, etc., as mentioned in the application form. 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.

## J. Others

1. The shortlisted candidates shall have to produce all **certificates in original** for verification of their age, educational qualification, experience details, etc. **at the time of interview / joining. Failure to produce the same shall render the candidate ineligible for the recruitment process.**
2. 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.
3. 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), 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.
4. Decisions of the Bank in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the Bank in this regard.
5. Canvassing in any form will lead to disqualification of candidature.

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**APPLICATION FOR THE ENGAGEMENT OF CLIMATE EXPERT ON CONTRACTUAL BASIS (Full Time)**

**FILL ALL THE INFORMATION IN BLOCK LETTERS**

(To be typed without changing the format, handwritten application is NOT acceptable and liable to be rejected)

(Before filling in Application Form, please read carefully all the Instructions contained in the detailed advertisement)

1. **POST APPLIED FOR** (Please indicate name of the post applied for along with the post code as indicated below) –

Post Code	Name of the Post applied for
01	Climate Change Expert

PLEASE AFFIX (DO NOT STAPLE) YOUR RECENT PASSPORT SIZE COLOUR PHOTOGRAPH AND SIGN IN SUCH MANNER THAT SIGNATURE APPEARS PARTIALLY ON PHOTOGRAPH & PARTIALLY ON APPLICATION FORM.

2. **NAME IN FULL** (Surname first) (leave one box blank between two parts of your name)  
Shri / Smt. / Kum. [as it appears on your educational certificate]


3. **FATHER'S / HUSBAND'S NAME** (Surname first) (leave one box blank between two parts of the name)  
Shri


4. **ADDRESS FOR CORRESPONDENCE** (leave one box blank between two parts of the address)

<b>STATE</b>										<b>PIN</b>						

**5. CONTACT INFORMATION**

<b>E - MAIL ADDRESS</b>	
<b>Alternate E - MAIL ADDRESS</b>	
<b>MOBILE NUMBER</b>	
<b>ALTERNATE MOBILE NUMBER</b>	
<b>TELEPHONE NUMBER</b>	
<b>STD CODE</b>	

6. **PERMANENT ADDRESS** (leave one box blank between two parts of the address)


STATE															
								PIN							

7. DATE OF BIRTH

DD			MM			YYYY				
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8. AGE (as on last date of application submission)

YEARS			MONTH(S)			DAY(S)		
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9. BIRTH-PLACE

STATE									
DISTRICT									
PLACE									

9. NATIONALITY \_\_\_\_\_

10. INDICATE BY TICK MARK IN APPROPRIATE BOX.

GENDER	MALE	FEMALE	MARITAL STATUS	SINGLE	MARRIED

11. RELIGION \_\_\_\_\_

12. Category (please tick appropriate column)

SC	ST	OBC	General (UR)	PwD

13. Languages known (please tick appropriate column)

Name of Language	Read	Write	Speak

13. EDUCATIONAL QUALIFICATIONS (Graduation onwards) [Add rows if needed]

Examination passed	Name of University / Institution	Subject details	Month & Year of passing	Percentage Marks obtained / CGPA Obtained	Class / Division

**Note:** - Attested photocopies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.

**14. PARTICULARS OF EXPERIENCE** (starting from present) [Add rows if needed]

Name / Address and Telephone No. of Employer	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Reasons, for leaving the job
		From	To	Yrs.	Months		

**Note:** -Documentary evidence in support of requisite experience for the post applied must be enclosed.

**15. DECLARATION**

[I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent contract period in the Bank, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I also undertake to abide by all the terms and conditions of the advertisement given by the Bank. I further declare that I have read the Detailed Advertisement and undertake to abide by the same]

**DATE:** \_\_\_\_\_

**(SIGNATURE OF THE CANDIDATE)**

**PLACE:** \_\_\_\_\_

**FULL NAME:** \_\_\_\_\_

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