



## Advertisement No.01/2023-24

August 25, 2023

### Engagement of Audit Consultants on Contractual Basis (Full Time)

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 the post on Audit Consultants on Contractual Basis (Full Time) as indicated below. Details are in **Annexure I**.

Sr No.	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	SC	ST	PwBD
1	Audit Consultant	01	05	02	01	01	01	-	-

**Engagement of Audit Consultants  
on Contractual Basis (Full Time) at Audit Vertical, HO, Lucknow**

<b>S. No.</b>	<b>Particulars</b>	<b>Details</b>
<b>A.</b>	<b>Name of the Post</b>	Audit Consultant
<b>B.</b>	<b>Category</b>	General/OBC/SC/EWS
<b>C.</b>	<b>Type of the Post</b>	Contractual on <b>full time basis</b> .
<b>D.</b>	<b>No. of Posts</b>	5 (Five).
<b>E.</b>	<b>Place of Posting</b>	Lucknow
<b>F.</b>	<b>Period of Posting</b>	The term of the contract of Audit Consultant 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 month notice on either side or salary and allowances (if any) in lieu thereof.
<b>G.</b>	<b>Scope of Work</b>	<p>The Audit Consultant will be responsible for the following:</p> <ul style="list-style-type: none"><li>• Undertake Risk Based Internal Audit (RBIA) /management audit /special audits/ any other audit with Banks' audit team.</li><li>• Coordinate with Concurrent Auditors for audit related operational work.</li><li>• Preparation of Audit reports along with comments/ observations to be complied with.</li><li>• Providing necessary guidance to the offices for ensuring satisfactory and adequate compliance.</li><li>• Monitoring audit compliance level of various offices, closure of compliance reports, co-ordination with offices for submission of compliance etc.</li><li>• Preparation and maintenance of reports required for Audit MIS or for reporting purposes to the Management/ Statutory Authorities.</li><li>• Providing necessary inputs for improvement/ modification in the various credit/operational processes of the Bank, automation of existing audit process etc.</li><li>• Work related to appointment of audit firm/ consultant, preparation of RfP etc.</li></ul>

		<ul style="list-style-type: none"> <li>Any other work, as deem fit in the interest of the Bank from time to-time.</li> </ul>	
<b>H.</b>	<b>Eligibility Criteria</b>		
	<b>a</b>	<b>Age Limit</b>	The candidate should not be more than 35 years as on August 01, 2023.
	<b>b</b>	<b>Educational Qualification</b>	<ul style="list-style-type: none"> <li>Qualified Chartered Accountants from ICAI.</li> <li>The candidate should have active membership of ICAI.</li> <li>Proficiency in MS Office, particularly Excel and Power Point, data analysis / management / presentation tools shall be preferred.</li> </ul>
	<b>c</b>	<b>Experience</b>	<ul style="list-style-type: none"> <li>Minimum 5 years' of experience in audit function/ expertise with reputed CA firms/Banks/Financial Institutions/Reputed Corporates/ Multinational Consulting firms.</li> <li>Applications without relevant experience/certificate would be summarily rejected.</li> </ul>
<b>I.</b>	<b>Remuneration</b>	The remuneration would be market linked and shall not be a limiting factor for the right candidate.	
<b>J.</b>	<b>CTC and Increment</b>	<ul style="list-style-type: none"> <li>The CTC offered is negotiable. Annual CTC will depend upon present position, experience, emoluments and place of posting.</li> <li>Annual increment shall also be considered by the Bank based on the performance to be reviewed from time to time.</li> </ul>	
<b>K</b>	<b>Right to raise/ modify the eligibility criteria</b>	The Bank reserves the right to raise/modify the eligibility criteria including educational qualification and minimum work experience to restrict the number of candidates to be called for Interview, commensurate with the number of posts.	
<b>L</b>	<b>Selection Procedure</b>	<p>Selection of candidates would be by way of Personal Interview to be held online/off-line. The Bank will undertake a preliminary screening of the applications (if necessary), to shortlist 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</p>	

		<p>(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 and consider such wait listed candidate(s) for meeting actual requirement.</p>
<b>M</b>	<b>HOW TO APPLY</b>	<ol style="list-style-type: none"> <li>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 only <b>through email at <a href="mailto:auditvertical_ho@sidbi.in">auditvertical_ho@sidbi.in</a> on or before September 06, 2023.</b> While forwarding the respective applications, the subject line shall clearly indicate the following details viz. <b>"Application for the post of Audit Consultant &lt;&lt;Candidate Name&gt;&gt;."</b></li> <li>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.</li> <li>iii. An application not accompanied by photocopies/ scanned copies 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 and time will not be entertained under any circumstances.</li> <li>iv. Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.</li> </ol>
<b>N</b>	<b>Others</b>	<ol style="list-style-type: none"> <li>v. The number of vacancies mentioned above are provisional and may vary.</li> <li>vi. The relevant experience certificate from employer must contain specifically that the candidate has experience in the relevant field as required.</li> <li>vii. The candidate must be a citizen of India.</li> <li>viii. Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. <b>NO HARD COPY WILL BE SENT.</b></li> </ol>

		<ul style="list-style-type: none"> <li>ix. 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 etc. The indicated e-mail ID and mobile phone no. should not be changed during the interview process. The Bank takes no responsibility for any delay in receipt or loss of any communication.</li> <li>x. The Interview shall take place either online or offline. In case online interview, Bank will send link to the participants.</li> <li>xi. In case of off-line interview, candidates have to attend the interview at their own cost.</li> <li>xii. 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.</li> <li>xiii. In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</li> <li>xiv. Candidates are advised that they should not furnish any particulars or information which are false, tampered/ fabricated or should not suppress any material information while applying for the post.</li> <li>xv. Appointments of selected candidates will be subject to his /her being declared medically fit by Bank Medical Officer (if required), 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.</li> <li>xvi. In case it is detected at any stage that a candidate does not fulfil 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</li> </ul>
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