



Advertisement No. 09/ 2024-25

Engagement of Specialists on Contractual/ Consultation Basis (Full Time/ Part Time) - 2024-25

January 10, 2025

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.

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 is an equal opportunity employer and provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex etc.

The Bank invites application from interested candidates for the following post on Contractual/ Consultation basis (Full Time/ Part Time) as detailed below:

Sr No	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	SC	ST	PwBD* (VI)
1	Cluster Expert	01	01	01	-	-	-	-	01

* PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016" (i) VI – Visually Impaired. The vacancy for VI is horizontal and included in the vacancies of parent category;

Cluster Expert

A.	Name of the Post	Cluster Expert
B.	Post Code	01
C.	Type of the Post	On Contractual/ Consultation Basis (Full Time/ Part time)
D.	No. of Vacancy	1 (One)
E.	Place of Posting	The Cluster Expert will be posted at New Delhi . However, the Bank reserves the right to post the incumbent at other Centres as the Bank may decide from time to time.
F.	Period of Contract	<p>The term of the contract with the Cluster Expert would be for a period of three years. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to two years.</p> <p>Annual reviews of the performance of the Cluster Expert would be undertaken.</p> <p>The contract can be terminated at three months' notice on either side or salary and allowances (if any) in lieu thereof.</p>
G.	Scope of Work	<p>The Cluster Expert will be expected to guide the Bank in making its promotional & developmental (P&D) activities cluster centric. She/He is expected to review the extant P&D policies and reorient them to create synergy with the business of SIDBI.</p> <p>Below are the key roles and responsibilities:</p> <ol style="list-style-type: none"> i. Devising a strategic plan for SIDBI's Promotion and Development intervention with PAN India scope to reach out to MSME clusters. ii. Mapping of various kinds of soft and hard interventions suitable for different MSME clusters. iii. Providing inputs to the management for financing policy for the cluster level interventions, both developmental and financial. iv. Helping in preparation of concept notes for policy advocacy in the areas of cluster, financing interventions. v. Guiding the concerned vertical heads in implementing cluster centric interventions. vi. Putting in place a framework for measuring the impact of the interventions. vii. Devising capacity development programmes in MSME cluster development for Bank's staff, MSME and other stakeholders.
H.	Eligibility Criteria	
	a Age limit	The candidate should not be less than 40 years old and not more than 65 years old as on December 31, 2024 .
	b Educational Qualification	<p><u>Essential Qualifications:</u></p> <p>A bachelor's degree in any stream from a recognized Indian/Foreign University/Institute.</p>

		<p>Preferred/Desirable:</p> <ul style="list-style-type: none"> i. A master's degree in business administration (MBA), Economics, Development Studies, Public Administration, or a related field. ii. Additional certifications in Project Management, Cluster Development, or Entrepreneurship Development.
C	Experience	<p>(As on December 31, 2024)</p> <p><u>Essential:</u></p> <p>The Cluster Expert should be an expert in the domain of MSME clusters with a minimum of 20 years of experience.</p> <p><u>Desirable:</u></p> <ul style="list-style-type: none"> i. She/He must have thorough understanding of various programmes and schemes addressing challenges in MSME sector. ii. She/He should have prior experience of implementing varied kind of soft and hard interventions in MSME clusters. The advisor should have carried out diagnostic studies and detailed project report preparation for MSME clusters in the past. iii. She/He should have strong understating of business support system in cluster and dynamics related for formation and functioning of special purpose vehicles in challenging environment. <p>Note: Applications without relevant experience certificates would be rejected.</p>
I.	Remuneration	<p>The remuneration would be market linked. The same shall not be a limiting factor for the right 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. The salary would also have a suitable variable component.</p> <p>The candidates who opt to offer their services in the nature of consultancy are also eligible to apply.</p>

Other Conditions (Applicable for the all the posts):

1.	Reservation	<ul style="list-style-type: none">i Reservations / Relaxations / Concessions would be given to SC/ST/OBC/EWS/PwBD 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.ii Vacancy for Person with Disability (PwBD) is horizontal within the overall vacancies for the post.iii Candidates belonging to the reserved category for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they fulfil all the eligibility criteria applicable to unreserved category.iv It is clarified that it may not be possible to employ candidates with disability in all offices / departments of the Bank and they will have to work in the post / centers as decided by the Bank in this regard.
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 posts.
3.	Selection Procedure	<ul style="list-style-type: none">• 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, 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 qualifying marks in Interview/selection procedure will be decided by the Bank.• A candidate should qualify in all the processes of selection i.e. PI and/or other selection method (as the case may be) and should be sufficiently high in the merit to be shortlisted for subsequent process.• The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard. The Bank reserves the right to modify the selection procedure, if deemed fit. <p>Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only.</p> <p>Wait List: SIDBI reserves the right to draw wait list of candidates and consider such wait listed candidate(s) for meeting actual requirement.</p> <p>In case more than one candidate score equal marks, such candidates will be ranked according to their age in descending order, both in the select list as well as in the wait list.</p>

4.	HOW TO APPLY	<p>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 photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent / forwarded <u>only through email at recruitment@sidbi.in</u> on or before <u>January 31, 2025</u>. 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, PwBD Certificate etc, 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>
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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 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 WILL BE SENT.</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 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.</p> <p>vii. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this 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>
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