



**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)**  
**HEAD OFFICE: SIDBI TOWER, 15 ASHOK MARG, LUCKNOW - 226001**

## **RECRUITMENT OF ENGINEERING CONSULTANTS ON CONTRACT BASIS**

SIDBI is the Principal Financial Institution set up under an Act of Parliament for promotion, financing and development of MSME sector in India. Micro, Small and Medium Enterprises (MSMEs) in the last six decades have contributed to creativity, innovation and dynamism in the industrial sector which has led to the spread of industrial development across the country. MSMEs have not only proved to be the largest creators of employment opportunities but today also account for more than a third of the nation's manufacturing output and exports.

With its strong fundamentals, SIDBI is committed to emerge as a single window destination to make the MSME sector stronger, vibrant and globally competitive and to position the SIDBI Brand as the preferred and customer friendly institution.

To meet the new challenges, SIDBI requires experienced and committed professionals in specialized areas for its senior and middle management cadres. Professionals looking for challenging options for professional growth and desirous of being a part of the MSME growth story are invited to explore career opportunities with SIDBI.

SIDBI invites applications from eligible candidates for the following posts:

Post Code	Name of Post (Stream) Nature of appointment CTC (p.a.)	Stream	No. of Posts	Vacancies reserved		
				SC	ST	OBC
01	<b>Engineering Consultant</b> <i>On contract basis</i> <i>CTC of ₹ 12 lakh per annum</i>	Civil	1			
02	<b>Engineering Consultant</b> <i>On contract basis</i> <i>CTC of ₹ 12 lakh per annum</i>	Electrical	1	0	0	
03	<b>Senior Engineering Consultant</b> <i>On contract basis</i> <i>CTC of ₹ 15 lakh per annum</i>	Civil	1			

**SC – Scheduled Caste ST - Scheduled Tribe OBC – Other Backward Classes**

**Notes:-**

1. The total number of vacancies as also reserved vacancies mentioned above are provisional and may vary depending upon actual requirement of the Bank.
2. While there is no reservation for SC/ST/OBC categories, they may apply but they will not be eligible for any concession. OBC applicants falling under 'Creamy Layer' on the date of application will be treated as unreserved.
3. While there is no reservation for Persons with Disability (PwD), they may apply but they will not be eligible for any concession except age. It is clarified that it may not be possible to employ candidates with disability in all Offices / Verticals of the Bank and they will have to work in the post / centers as decided by the Bank in this regard.
4. The designations / name of the post mentioned above are only indicative. The Bank reserves the right to change the name of post / designations at any time without any notice.
5. SIDBI reserves the right to draw wait lists of candidates for different posts and consider such wait listed candidate(s) for meeting actual requirement. Offers could be issued in phases as per the requirement of the Bank.
6. The Bank reserves the right to offer a lower post even though the candidate applies and fulfills the eligibility criteria for a higher post.
7. Definitions of Disabilities and the Degree of Disability for availing benefits of Reservation shall be in accordance with instructions issued by Government of India from time to time. Presently, the instructions are contained in Ministry of Personnel, Public grievances and Pension (Department of Personnel and Training) OM No. 36035/3/2004-Estt(Res) dated December 29, 2005. Candidates may like to visit web site of Ministry of Social Justice and Empowerment, Government of India for further details in this regard.
8. The selected candidates are 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.

**1. Terms and conditions of posts on contract basis**

- (i) **Period:** The period of contract would initially be for a period of 3 years and renewable for a further period of 2 years. The contract will come to an end automatically on completion of the contract period, unless renewed. There shall be no obligation on the part of the Bank either to renew the contract at the end of 3 years or to issue a formal order of termination of contract.
- (ii) **Compensation / Remuneration:-**
  - ✓ The remuneration will be ₹12 lakh per annum & ₹15 lakh per annum on Cost-to-Company (CTC) basis for the posts of Engineering Consultant & Senior Engineering Consultant, respectively, subject to deduction of applicable TDS, taxes, levies, government charges, if any etc.
  - ✓ Various components of the package will be mutually decided at the time of appointment and may provide for performance based annual increments. As the appointment is on a CTC basis, the official will not be eligible for any facility/perks/allowance viz., housing accommodation, conveyance, medical facility, newspaper, household help, provident fund, pension, gratuity or bonus etc.
  - ✓ Halting allowance/eligibility for travel & staying in hotel etc. while on official duty, will be as per the entitlement equivalent to officers in Grade B / C Grades respectively, in the Bank.

- (iii) **Posting:** Official will be posted / liable to be transferred to any place in India as the Bank may decide from time to time without payment of any allowance other than admissible traveling allowance.
- (iv) **Scope of work:** To shoulder responsibilities for all the tasks / issues related to Premises Vertical or any assignments as may be decided by the Bank from time to time.
- (v) **Leave Details:** You will be eligible for leave as under:
  - ✓ 12 Casual Leave (CL) in a year.
  - ✓ Ordinary Leave (OL) of 3 weeks / 21 days per annum, to be credited at the rate of 7 days for every 4 months. However, no OL can be availed of before completion of 4 months of service.
  - ✓ If any candidate leaves the job during the contract period, Bank has the discretion to adjust the unavailed OL not exceeding 10 days per year against the notice period. There will be no provision for leave encashment during the contract period and unavailed leave at the time of expiry / termination of contract may be allowed to be encashed entirely at Bank's discretion.
- (vi) **Accommodation:** Candidates will have to make their own arrangements for his/her accommodation. However, dormitory accommodation may be provided at the place of posting, subject to availability on terms and conditions decided by the Bank.
- (vii) **Superannuation Benefits:** Candidates will not be entitled to any superannuation / terminal benefits with respect to services rendered during the period of contract.
- (viii) **Seniority:** Candidates will have no claims as to seniority, amongst the regular employees of the Bank.
- (ix) **Termination of contract:** Contract can be terminated by giving one month's notice on either side or one month's salary and allowances in lieu thereof, provided that such notice or compensation in lieu thereof shall not be necessary on the part of the Bank where the termination is for misconduct specified under Chapter IV of SIDBI (Staff) Regulations, 2001.
- (x) **Secrecy:** Candidates shall sign a declaration of fidelity and secrecy in the form and manner acceptable to the Bank.

## 2. Reservations / Relaxations / Concessions

- (i) As none on the notified vacancies are reserved for SC/ST/OBC categories, no relaxation / concession would be available to such candidates.
- (ii) The PwD candidates should possess a recent disability certificate, in the prescribed format, issued by the competent authority. The competent authority to issue disability certificate shall be a Medical Board duly constituted by the Central or a State Government. The Central / State Government may constitute Medical Board(s) consisting of at least 3 members out of which at least one shall be a specialist in the particular field for assessing locomotor / cerebral / visual / hearing disability, as the case may be.

**Reservation for PwD is called horizontal reservations and these will be adjusted against the number of incumbents in the relevant reservation roster. The format of the disability certificate is available on SIDBI's website.**

**(ii) Definitions of Categories of Disabilities:-**

**A. Orthopaedically Handicapped (OH):**

An Orthopaedically Handicapped (OH) person is one suffering from Locomotor Disability or Cerebral Palsy. Persons who suffer from not less than 40% of relevant disability (as certified by a Medical Board appointed by the Center / State Govt) would be eligible for reservation in service / posts.

**a) Locomotor** disability means disability of the bones, joints or muscles leading to substantial restriction of the movement of the limbs or any form of cerebral palsy.

**b) Cerebral Palsy** means a group of non-progressive conditions of a person characterized by abnormal motor control posture resulting from brain insult or injuries occurring in the pre natal, peri-natal or infant period of development.

**Only those who fall into the following categories are eligible to apply:**

BL: Both legs affected but not arms

OA: One arm affected (R or L)

(a) Impaired reach

(b) Weakness of grip

(c) Ataxia

OL: One leg affected (R or L)

MW: Muscular weakness and limited physical endurance

**B. Person with low vision (LV):** means a person with impairment of visual functioning even after treatment or standard refractive correction but who uses or is potentially capable of using vision for planning or execution of a task with appropriate assistive device.

**C. Hearing Impaired (HI):** "Hearing Impairment" means loss of sixty decibels or more in the better ear in the conventional range of frequencies.

**3. Eligibility Criteria**

**3.1 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, Myanmar (formerly 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, Educational Qualification & Work Experience (as on June 30, 2013)

Name of Posts (Stream)	No. of posts	Age (Y)		Educational Qualification	Minimum post qualification work experience
		Min	Max		
<b>Engineering Consultant (Civil / Electrical)</b>	2 (civil – 1 / electrical - 1)	25	55	B.E (Civil) or B.E (Electrical) from any recognized University with minimum 60% marks, in aggregate, in the examination on the basis of which their eligibility is decided.	5 years in related areas.
<b>Senior Engineering Consultant (Civil)</b>	1 (civil)	30	55	B.E (Civil) from any recognized University with minimum 60% marks, in aggregate, in the examination on the basis of which their eligibility is decided.	8 years in related areas.

**Note:**

- a) The Bank would reserve 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 vacancies.
- b) All educational qualifications must have been obtained from recognized universities/institutions.

#### 4.3 Relaxation in upper age limit would be available as under:-

- **By 5 years in upper age limit** in respect of **(a) PwD (b)** All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989 and **(c)** Children / family members of those who died in the 1984 riots.
- To Ex-servicemen candidates as per the provisions of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules, 2012.

**Notes:**

- An ex-serviceman who has once joined a Government job on the civil side after availing of the benefits given to him as an ex-serviceman, for his re-employment, his ex-servicemen status for the purpose of re-employment in Government ceases.
- Age relaxation will not be available on cumulative basis as per Government guidelines.
- All persons who are eligible for age relaxation under (b) 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.

#### 5. Selection Procedure (for all the posts)

- 5.1.1 Selection would be by way of personal interview before the Selection Committee. 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. The date of interview will be advised to the shortlisted candidates in due course.

- 5.1.2 Interviews shall be held at **Chennai, Delhi, Kolkata and Mumbai**. **Candidates can select any one center from the above mentioned centers and indicate the same in his / her application**. The Bank, however, reserves the right to cancel / add any venue for Interview, depending on the response / number of applications for a particular centre. The decision for allocating the centre to the candidates will be solely at the discretion of the Bank.
- 5.1.3 The details regarding the time, date and address of the venue of the Interview will be intimated to the short listed eligible candidates through **Call Letters**, which they should produce at the time of interview. Other instructions, if any, in this regard would also be displayed on the website. Candidates will not be allowed to appear for the Interview without the call letter.
- 5.1.4 Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualification, caste/class/PwD/Ex-SM (if any), experience details, etc. **at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.**

**7. How to apply**

- (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, bearing full signature of the candidate across the same with date, should be sent **so as to reach the Country Head, Human Resources Vertical (HRV), Small Industries Development Bank of India, Head Office, SIDBI Tower, (IInd Floor), 15, Ashok Marg, Lucknow - 226001** on or before **September 07, 2013**. The envelope containing the application should bear the superscription "**Application for the post of .....(Name of Post & Post Code)**".
- (ii) **Applications should be accompanied by attested copies of relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc as mentioned in the application form.**

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## **SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**

### **RECRUITMENT OF SPEACIALIST OFFICERS**

#### **General Instructions**

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

1. A candidate must fill the application form in CAPITAL LETTERS and should use as far as possible only international forms of Indian numerals. **The format of application can also be downloaded from Bank's web site - [www.sidbi.in](http://www.sidbi.in).**
2. It is essential that the application is strictly in accordance with the prescribed format in A4 size white plain paper and is properly and completely filled and contains no corrections / alterations / overwriting. Applications not in the prescribed format are liable to be rejected.
3. 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 and binding on the candidate.
4. 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 **June 30, 2013** 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.
5. **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 on line. **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. If any of these shortcomings is / are detected even after the appointment, his/her services are liable to be terminated.**
6. Regarding educational qualification, if grades are awarded instead of marks, candidates should attach a copy of the Conversion Chart of Grade into Numeric value which has been duly attested by the Head of the Department / Institute, in case the same is not indicated / printed in the mark sheet.
7. 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 and other matters 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.**
8. The Bank reserves the right to raise the minimum eligibility standard, etc., in order to restrict the number of candidates in the proposed selection process commensurate with the number of vacancies. **No separate communication / notification shall be issued in this regard.**
9. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
10. The Bank does not furnish the mark-sheet of selection process to candidates.
11. Sufficient copies of the recent passport size **colour photograph (without dark glasses)** which is pasted on the application form, should be retained for subsequent recruitment formalities. Candidates are advised not to change their appearance till

- the entire recruitment process is over. Failure to produce the same photograph subsequently may lead to disqualification.
12. **An application not accompanied by relevant certificate(s) / documents, in support of proof of age, category, educational qualification, work experience, etc mentioned in the application form 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.**
  13. The candidates shall have to produce **original certificates** in respect of age, educational qualification, experience, caste / class, identity proof and certificate of disability (for PwD only) **at the time of appearing for 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 at the time of interview. **Failure to produce all the requisite certificates / documents in original for verification of the eligibility and other particulars at the time of interview, shall lead to disqualification of the candidate and he / she shall be barred from the interview.**
  14. Eligible SC/ST candidates called for INTERVIEW shall be reimbursed upto II AC rail to and fro or equivalent fare by the shortest route on production of evidence of travel.
  15. Selected Candidates, who are already in service of Government / Quasi-Government organizations / Public Sector Banks / Undertakings, must produce a **'proper relieving letter / discharge certificate 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 are advised to obtain prior permission / No objection certificate from their present employer before applying in SIDBI, as may be required as per rules / regulations of their present employer in this regard.
  16. 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.
  17. Any legal proceedings in respect of any matter of claim or dispute arising out of this advertisement and / or an application in response thereto can be instituted only In Lucknow and Courts / Tribunals / Forums at Lucknow only shall have sole and exclusive jurisdiction to try any clause / dispute.
  18. In case any dispute arises on account of interpretation in version other than English, the English version of this Advertisement will prevail.

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