



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

**Recruitment of Officers in Grade 'A'**

Candidates are advised to apply **ONLINE**, through Bank's web site at [www.sidbi.in](http://www.sidbi.in) after carefully going through all the instructions contained in this application and general instructions given in this advertisement. **No other means /mode of Application / Printout will be accepted.**

<b>Important Dates (for all the grades / posts)</b>	
<b>Opening of On line Registration Gateway</b>	<b>25.06.2013</b>
<b>Closing of On-line Registration Gateway</b>	<b>09.07.2013</b>
<b>Cut off date for determining Eligibility Criteria with regard to age, educational qualification and post qualification experience</b>	<b>March 31, 2013</b>

Small Industries Development Bank of India (SIDBI) is the Principal Financial Institution set up under an Act of Parliament for promotion, financing and development of Micro, Small and Medium Enterprises (MSMEs). 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.

The Bank invites applications for the posts of Officers i.e. **Assistant Manager (Gr 'A')** as indicated below.

<b>Name of Posts Pay scale Minimum Gross emoluments (p.m.)</b>	<b>No. of vacancies</b>	<b>Post Code</b>	<b>Vacancies reserved for</b>		
			<b>SC</b>	<b>ST</b>	<b>OBC</b>
<b>Assistant Manager Grade 'A' (IT)</b> 17100 - 1000 (11) - 28100 - EB – 1000 (4) - 32100 - 1100 (1) - 33200 (17 years) <b>₹ 36,000/- approx</b>	3	1	1	0	2
<b>Assistant Manager Grade 'A' (Legal)</b> 17100 - 1000 (11) - 28100 - EB – 1000 (4) - 32100 - 1100 (1) - 33200 (17 years) <b>₹ 36,000/- approx</b>	8	2			
<b>Total</b>	11		1	0	2

- (i) 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 notice.
- (ii) SIDBI reserves the right to draw wait lists of candidates and consider such wait listed candidate(s) for meeting actual requirement.
- (iii) The total number of vacancies as also reserved vacancies mentioned above are provisional and may vary depending upon actual requirement of the Bank. The vacancies include backlog and shortfall in respective categories. The exact number of posts reserved for SCs/STs and OBCs indicated above may vary depending upon the actual number of offers issued / number of candidates actually joining.
- (iv) While there is no reservation for Persons with Disability (PwD), they may apply but they will not be eligible for any concession except in respect of age and application fee. 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 / centres as decided by the Bank in this regard.
- (v) As per the existing guidelines of the Bank, candidates having already qualified JAIIB / CAIIB (prior to joining SIDBI) will be eligible to be considered for grant of one / two advance increments in the respective pay scale subject to production of documentary evidence to the satisfaction of the Bank in this regard.
- (vi) The Bank, at its discretion, may grant not more than 4 advance increments (including JAIIB/CAIIB increments) in the respective pay scale for the grade in which the candidate has been offered the post, to such candidates who possess good academic qualification or special experience of value to the Bank. However, such requests shall be examined on case to case basis by the Bank only after the candidate has reported for duty and submission of necessary documentary evidence as required by the Bank. The decision of the Bank for grant of such advance increments or otherwise as also the date of grant of such advance increments shall be final and binding on the candidate and no correspondence in this regard shall be entertained.
- (vii) Besides emoluments as per the pay scale given above, all the posts indicated above shall carry other facilities like pension, gratuity, leave fare concession, reimbursement of medical expenses, reimbursement of vehicle maintenance expenses / allowance, vehicle loan, housing loan etc. as per the Bank's rules. Unfurnished Bank's residential accommodation / dormitory accommodation (available at select centres) may also be provided at the discretion of the Bank subject to availability of accommodation / dormitory on payment of fixed charges as determined by the Bank from time to time. In case of non availability of Bank's accommodation, the facility of leased accommodation shall be available at all centres as per existing rules of the Bank.
- (viii) All the above posts are also open for officers employed in SIDBI. The Bank reserves the right to give them suitable relaxation / concessions in educational qualification, upper age limit, application fee etc as deemed fit by the Bank.
- (ix) **The candidates (including Staff candidates) can apply for ONE POST ONLY. In other words, 'Online' Registration for more than one post by a candidate will render his candidature invalid for all the posts.**
- (x) The Definitions of Disabilities and the Degree of Disability for availing benefits of Reservation shall be in accordance with instructions issued by Govt. 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, Govt. of India for further details in this regard.

## 2. Probation and posting / transfer – for all posts

**2 years which is extendable upto maximum 4 years at the discretion of the Bank.** The selected candidates will be 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.

## 3. Reservations / Relaxations / Concessions – for all posts

- (i) Reservations / Relaxations / Concessions would be given to SCs / STs / OBCs / PwDs / Ex-Servicemen candidates as per guidelines issued by the Government of India from time to time.
- (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.**

### (iii) 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 Central / 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.

#### 4. Eligibility Criteria

##### 4.1 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, 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 as on March 31, 2013 (to be read with 4.3)

Post code	Minimum and Maximum Age Limit
01 & 02	Not below <b>21 years</b> and not exceeding <b>28 years</b> .  (Candidates born not earlier than 01.04.1985 and not later than 31.03.1992 [both days including] are only eligible to apply.

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

- (i) **By 3 years in upper age limit** in case of OBC candidates having certificate from the competent authority **with non-creamy layer clause**.
- (ii) **By 5 years in upper age limit** in respect of (a) SC candidates, (b) Ex-servicemen (including ECOs / SSCOs) provided applicants have rendered at least 5 years continuous military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or/on account of physical disability or have been released on account of physical disability attributable to military service or on invalidment, (c) ECOs/SSCOs who have completed their initial period of assignment of five years of Military Service but whose assignment has been extended beyond five years and in whose case the Ministry of Defense issues certificates that they would be released on selection within three months from the date of receipt of offer of appointment, (d) All persons who have ordinarily been domiciled in Kashmir division of J & K State during 01-01-1980 to 31-12-1989 and (e) Children / family members of those who died in the 1984 riots.

- (iii) **By 5 years in upper age limit** for PwD (unreserved); 8 years for PwD (OBC) and 10 years for PwD (SC/ST) candidates.

**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 (ii) (d) 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.

**4.4 Essential Educational Qualifications and Post Qualification experience (As on March 31, 2013)**

Name of Posts	Stream	Age (Y)		Educational Qualification	Minimum post qualification work experience
		Min	Max		
Assistant Manager Grade 'A'	IT	21	28	1. B Tech / BE / B.Sc (Engg) in Computer Science / Engineering or Information Technology from any recognized university OR 2. Masters in Computer Application (MCA) from any recognized university. 3. Candidates should have secured minimum 60% marks (55% for SC/ST), in aggregate, in the examination on the basis of which their eligibility is decided.	1. Overall work experience of 2 years in related field from the date of Graduation. 2. The candidate should have experience in programming languages such as C, C + +, Java, PL / SQL. 3. Project development and management experience with Java, /J2EE/NET/Oracle Forms/Report environment is required. 4. Experience of Data Base Administration (Oracle) and Network Administration will be an added advantage.
Assistant Manager Grade 'A'	Legal	21	28	Bachelor's Degree in Law from a recognized institute / deemed university / university with minimum 60% marks (55% for SC/ST) in aggregate.	3 years experience in RBI / All India Financial Institutions / Public Sector Banks / Pvt. Sector Banks / Investment Banks / Merchant Banks / State Financial Corporations / Asset Reconstruction Companies/ NBFCs, OR 3 years experience of working as Advocate.

## Notes

- (i) The Bank reserves the right to raise / modify the eligibility criteria in minimum educational qualification, percentage of marks and minimum post qualification work experience depending upon the response. **Proficiency in computers is essential for all the above posts.**
- (ii) Additional qualification such as CA, ICWA, CS, MBA/PGDM/PGDBM/MMS, CFA, JAIIB/CAIIB, Diploma in Banking and Finance awarded by IIBF would be desirable for all the posts.
- (iii) The post qualification experience will be counted after the date of acquiring the prescribed qualification upto **March 31, 2013**. Experience of working in a contractual capacity / trainee / apprentice shall not be counted.
- (iv) Candidates whose result is awaited are not eligible to apply.

***The qualification regarding experience is relaxable at the discretion of the Competent Authority in the case, if at any stage of selection, the Competent Authority is of the opinion that sufficient number of candidates possessing the requisite experience are not likely to be available to fill up the vacancies reserved for them.***

### 5.1 Selection Procedure (for all 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.
- 5.2.2 Interviews shall be held at **Delhi, Mumbai, Kolkata and Chennai**. **Candidates can select any one centres from the above-mentioned centres and indicate centres code in his / her application.** The decision about the centres for conducting such selection process will be solely at the discretion of the Bank and **requests for change of centre will not be entertained.** The Bank, however reserves the right to change / cancel / add the venue for Interview depending on the response/number of applications for a particular centre.
- 5.2.3 The details regarding the time, date and address of the venue of the Interview to the short listed eligible candidates will be intimated through **'ONLINE' Call Letters. E-mail and SMS about intimation of online download of call letters will be sent to candidates at the appropriate time.** No separate communication i.e. either by post or otherwise would be issued to the candidates. 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. In view of sending Call letter 'online', no duplicate Call letter would be issued to any candidate/s. **Candidates are, therefore, advised to visit the Bank's website at regular intervals.**
- 5.2.4 Candidates short listed for interview shall have to produce all **certificates in original** for verification of their age, educational qualification, caste/tribe/class, disability and experience details **at the time of interview. Failure to produce the same shall render**

**the candidate ineligible for the recruitment process and he / she shall not be reimbursed to and fro journey fare.**

5.2.5 The decision about the centres for conducting such selection process will be solely at the discretion of the Bank and requests for change of centre will not be entertained. The Bank, however reserves the right to change / cancel / add the venue for Interview depending on the response/number of applications for a particular centre.

**6. Non - Refundable Application cum processing fee**

<b>Category of Candidate</b>	<b>Application cum processing fee</b>	<b>Mode of payment</b>
SC/ST/PwD	Nil	For making payment of Application cum processing fee, the candidates are required to pay making online payment through internet banking/debit/credit card as detailed at sr.no. 8 below.
Others (including OBCs and General)	<b>Rs. 300/-</b> (Rupees Three hundred only)	

**7. How to apply**

**Eligible candidates are required to apply only 'ONLINE' through the Bank's website [www.sidbi.in](http://www.sidbi.in). No other means/ mode of application will be acceptable.** Application shall be filled in English only.

**Before registering their applications on the website, candidates should possess the following:**

- (i) The candidate must possess a valid **e-mail id** for filling the application. In case, candidate is not having a **valid e-mail id**, he/she can create a new e-mail id. **This e-mail id should be kept valid till the recruitment process is over.** No request for change in e-mail id subsequently shall be entertained under any circumstances. **Since e-mail id shall be the focal contact point with the candidate, they are advised to keep the e-mail id valid during the entire recruitment process.**
- (ii) In addition to producing the requisite certificates in original for verification purposes at the time of interview, candidates shall also have to produce a valid proof of Identity such as PAN card / Passport / Voter ID Card/ Driving License/ Permanent Identity Card issued by the present Employer / any other valid proof of identity issued by Central / State Govt. / Local Govt. bodies acceptable to the satisfaction of the Bank.
- (iii) After close of the 'ONLINE' registration gateway, the facility for taking the print out shall be closed.
- (iv) Candidates belonging to SC/OBC/PwD categories applying for all the posts shall also be required to submit a self attested copy of their caste / tribe / class / disability certificate along with the Call Letter.

- (v) The candidates serving in Government/ Quasi Government Offices, Public Sector Undertaking including Nationalized Banks and Financial Institutions will be required to submit **“No Objection Certificate”**.

**8. Payment of Application-Cum-Processing Fee: (ON-LINE PAYMENT)**

- (I) Candidates should carefully fill in the details in the ON-LINE Application at the appropriate places very carefully and click on the “SUBMIT” button at the end of the ON-LINE Application format. Before pressing the “SUBMIT” button, candidates are advised to verify every field filled in the application.
- (II) In the event of the candidate not being able to fill the data in one go, he/she can save the data already entered. When the data is saved, Registration number and Password will be generated by the system and displayed on the screen. Candidates should note down the Registration number and Password. Email & SMS indicating the Registration number and Password will be sent. Candidates can reopen the saved data using Registration number and Password and edit the particulars, if needed. This facility will be available for three times only. Once the application is completely filled, candidate should submit the data. No change/edit will be allowed thereafter.
- (III) After ensuring the correctness of the particulars of the application form, candidates are required to pay fees through the payment gateway integrated with the application, following the instructions available on the screen. No change/edit will be allowed thereafter.
- (IV) The payment can be made by using MASTER/VISA debit/credit cards or Internet Banking by providing information as asked on the screen. Transaction charges for ON-LINE payment will be borne by the candidates.
- (V) On successful completion of the transaction, e-receipt and application form will be generated; Candidates can take a printout for their record.
- (VI) If the online transaction has not been successfully completed, candidates may register again. Candidates may then revisit ON-LINE Application link and fill in their application details again and make payment online.
- (VII) Amount of fees debited for unsuccessful transaction will be refunded to the candidate’s account in due course.

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**SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA**

**RECRUITMENT Of OFFICERS IN GRADE 'A'**

**GENERAL INSTRUCTIONS**

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

1. The candidate should apply **FOR ONE POST ONLY**. Multiple applications shall not be considered. Candidates uploading more than one application for any reason shall be treated as ineligible.
2. 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.
3. 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 antecedents by the Police Authorities, satisfactory report from his / her previous employer and referees, verification of caste / tribe and class certificate and completion of all other pre recruitment formalities to the complete satisfaction of the Bank. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.
4. Printout of the online application form and any other document (in original or copy thereof) **SHOULD NOT BE SENT** to any office / branch of SIDBI.
5. 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 March 31, 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.
6. **Candidates are cautioned** 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.**
7. All educational qualifications must have been obtained on or before the cut off date (**March 31, 2013**) from recognized Universities / Institutions in India as indicated in this Advertisement. 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 in the mark sheet.
8. 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 / selection etc. and any other matter 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.**

9. The Bank reserves the right to raise / relax the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for interview to commensurate with the number of vacancies. **No separate communication / notification shall be issued** in this regard.
10. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.
11. The Bank does not furnish the mark-sheet of selection process to candidates.
12. Application once made will not be allowed to be withdrawn and the Application cum processing fee / postal charges once paid will **NOT BE** refunded on any account nor would be held in reserve for any future examination or selection.
13. Sufficient copies of the recent passport size **colour photograph (without dark glasses)** which is pasted on the 'ON LINE' call letter, 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.**
14. In respect of candidates belonging to OBC category, the Class certificate should have been issued in the prescribed format and by authorities empowered to issue such certificate. The OBC certificate should specifically indicate that the candidate does not belong to **Creamy Layer Section** excluded from the benefits of reservation for OBCs in Civil Posts and Services under Govt. of India and that the **OBC Certificate should not be more than one year old from the date of closure of on line registration gateway.**
15. The competent authority for the issue of the Certificate to OBC is (i) District Magistrate / Additional Distt. Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Dy. Collector / First Class Stipendary Magistrate / Sub-Division Magistrate / Taluka Magistrate / Executive Magistrate / Extra Assistant Commissioner (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate (iii) Revenue Officer not below the rank of Tahsildar (iv) Sub Divisional Officer of the area where the candidate and / or his family normally resides.
16. The candidate's appointment will remain provisional subject to tribe / class certificate being verified through proper channel and verification of testimonials. **The candidate's service will be liable to be terminated forthwith without assigning any reason in case the verification reveals that his / her claim for belonging to OBC (including not belonging to creamy layer) and other testimonials is false. The Bank also reserves its right to take such further action against the candidate, as it may deem proper for production of false certificate(s).**
17. Option **for use of Hindi/English** will be available during interview. **Candidates may note to indicate their choice at appropriate place in the application form.**

18. The candidates will have to appear for the interview at their own cost and risk. The Bank shall not be responsible for any injury / loss etc of any nature to any candidate.
19. Eligible (Outstation) SC/ST/PwD candidates called for interview shall be reimbursed II and AC to/fro train or equivalent bus fare on production of tickets/ documentary evidence.
20. 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, may like to obtain prior permission / No objection certificate from their present employer before applying in SIDBI as per rules / regulations of their present employers in this regard.
21. Only candidates **willing to serve anywhere in India** may apply.
22. 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.
23. 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.
24. The candidate must **ensure to keep safely system generated print out of application form / registration number and password** for future use. No requests for re supply of registration number / password shall be entertained.
25. **Canvassing in any form will be a disqualification.**

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