



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

**Advertisement No. 04/Grade A/2023-24**

**Recruitment of Officers in Grade 'A' – General Stream: 2023**

Applications are invited from eligible candidates for the post of **Assistant Manager in Grade 'A' (General Stream)** in Small Industries Development Bank of India (SIDBI). Candidates are advised to apply **ONLINE** through SIDBI's website 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 / Timelines</b>	
<b>Opening of Online Registration Gateway / payment of fees</b>	<b>November 08, 2023</b>
<b>Closing of Online Registration Gateway / payment of fees</b>	<b>November 28, 2023</b>
<b>Cut- off date for determining Eligibility Criteria with regard to age</b>	<b>November 08, 2023</b>
<b>Cut-off date for determining Eligibility Criteria with regard to Post qualification Experience</b>	<b>November 28, 2023</b>
<b>Tentative Date of Group Discussion &amp; Interview</b>	<b>December 2023/ January 2024</b>

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) sector in India. MSME sector, the focused business domain for SIDBI, has been an important pillar of the Indian Economy in the last seven and a half decades, having contributed to creativity, innovation, and dynamism in the industrial sector which has led to the spread of industrial development across the country. SIDBI operates various schemes for financing and promotion and development of MSMEs.

SIDBI's **Mission** is to 'To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system'. SIDBI 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'.

In order to achieve the same, SIDBI proactively partners with Banks, SFBs, NBFCs, MFIs, and New Age FinTechs for Indirect lending, focusing on multiplier effect / larger reach in financing the MSME sector. SIDBI also makes strategic interventions in Industrial Clusters through direct lending with an intent to bridge current credit gaps in the MSME sector by using demonstrable and creative lending products that can be scaled up by the credit delivery ecosystem.

SIDBI is also facilitating growth of entrepreneurship culture in India by helping Startups through its Fund of Funds initiatives. Besides that, SIDBI is promoting entrepreneurship

and assisting nascent enterprises for the comprehensive development of the MSME sector through credit - plus initiatives, acting as a facilitator in capacities such as Nodal Agency for the Government's MSME - oriented Schemes.

SIDBI is an equal opportunity employer and believes that its people, processes and technology are the key drivers for delivering customer service. SIDBI firmly believes that its Human Resource is its most valuable asset. Accordingly, the Bank is looking for dynamic and ambitious youngsters to be part of the SIDBI growth story and invites applications for the following post:

**1. Number of vacancies and reservation:**

Name of Post Pay scale (in `) Minimum Gross emoluments (` p.m.)	No. of total vacancies	Vacancies reserved for					UR	Total	Out of which reserved for PwBD*			
		SC	ST	OBC	EWS	HI			OC	VI	MD / ID	
<b>Assistant Manager Grade 'A' - General Stream</b> 44500 - 2500(4) - 54500 - 2850(7) – 74450 -EB - 2850(4) – 85850 - 3300(1) - 89150 (17 years) `90,000/- approx.	50	8	4	11	5	22	50	1	0	1	1#	

**# Backlog Vacancy**

\* PwBD – Persons with Benchmark Disabilities as defined in the "The Rights of Persons with Disabilities Act, 2016" (i) HI - Hearing Impaired; (ii) OC - Orthopedically challenged; (iii) VI – Visually Impaired; (iv) MD – Multiple Disabilities; (v) ID - Intellectual Disability.

- i. The designation / name of the post mentioned above is only indicative. SIDBI reserves the right to change the designation / name of post 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. Offer / Appointment Letters could be issued in phases as per the requirement of the SIDBI.
- iii. The total number of vacancies, which includes Un - Reserved (UR) as also reserved vacancies mentioned above, is provisional and may vary depending upon actual requirement of the SIDBI. The vacancies for SC / ST / OBC / EWS / PwBD categories include backlog and shortfall, if any, in respective categories. The exact number of reserved vacancies indicated above may vary depending upon the actual number of offer / appointment letters issued / number of candidates joining.
- iv. OBC applicants falling under 'Creamy Layer' on the date of closure of 'Online' registration gateway will be treated as unreserved. Such candidate should apply under General Category.
- v. The 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. Candidates may like to visit web site of Ministry of Social Justice and Empowerment, Government of India for further details in this regard.

- vi. **It is clarified that it may not be possible to employ candidates with disability in all offices / departments of the SIDBI and they will have to work in the post / centres as decided by SIDBI in this regard.**
- vii. **SIDBI may allow inter - se exchange of reservation between the MD / ID candidates, if suitable applicants of a specified category are not available.**
- viii. The above post is also open for staff employed in SIDBI. SIDBI reserves the right to give them suitable relaxation / concessions in upper age limit, application fee etc. as deemed fit by SIDBI.

## **2. Job Profile / Service Conditions / Career Prospects, etc.:**

- i. **Job Profile:** The Officers in Grade 'A' are expected to contribute proactively in following broad areas of operations of the Bank:
  - a. Augmenting credit penetration in MSME, Microfinance, Startup / Venture Capital Sector through Direct / Indirect Credit Delivery and Monitoring Mechanisms.
  - b. Contributing in entrepreneurship promotion & skill development activities of the Bank for the MSME sector, including facilitating co - operation and co - ordination with various stakeholders.
  - c. To be key input providers in Business Analytics and decision - making process by gathering regular market feedback / research and update the Management with the trends in their areas / clusters to assist Bank in prioritization of various new initiatives and projects.
  - d. Participate in internal management / administration, control and monitoring related functions to ensure that the Bank remains an adaptable and responsive organization amidst changing dynamics of MSME sector and overall economy.
  - e. Any other work as assigned by the Bank from time to time.
- ii. Presently, the gross emolument includes Dearness Allowance, Grade Allowance, Special Allowance, Local Compensatory Allowance, etc. Further, candidates selected for the post will be governed by 'The Defined Contributory New Pension Scheme (NPS)'.
  - iii. Besides emoluments as per the pay scale given above, the posts indicated above shall carry other facilities like gratuity, leave fare concession (once in two years for self, spouse and eligible dependents), reimbursement of medical expenses, vehicle maintenance expenses / allowance, lounge expenses, telephone expenses, newspaper, book grant, education expenses, allowance for furnishing the residence, interest free festival advance up to one month's gross emoluments, SIDBI's accommodations or leased flat facility in lieu thereof, Loans and Advances at concessional rates for car, housing, travel, personal computer / tablets, etc. as per SIDBI's rules. The amount may vary depending upon the place of posting.
  - iv. As per the existing guidelines of SIDBI, candidates who have qualified JAIB / CAIB (prior to joining SIDBI) will be eligible to be considered for grant of one / two advance increments in pay scale subject to production of documentary evidence to the satisfaction of SIDBI in this regard.

- v. SIDBI, at its discretion, may grant not more than 4 advance increments (including JAIIB / CAIIB increments) in the pay scale in which the candidate has been offered the post, to such candidates who possess good academic qualification or special experience of value to SIDBI. However, such requests shall be examined on a case – to - case basis by SIDBI only after the candidate has reported for duty and submitted necessary documentary evidence, as required by SIDBI. The decision of SIDBI 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.
- vi. Probation and posting / transfer: The selected candidates would be on probation for a period of 2 years which is extendable up to maximum 4 years at the discretion of SIDBI. The selected candidates will be liable to be posted / transferred at discretion of SIDBI to various offices / verticals / associates / subsidiaries of SIDBI from time to time and on such terms and conditions as may be decided by SIDBI.

### **3. Reservations / Relaxations / Concessions:**

- i. Reservations / Relaxations / Concessions would be given to SC / ST / OBC / EWS / PwBD candidates as per extant guidelines issued by the Government of India.
- ii. Reservation for Persons with Benchmark Disabilities (PwBD): Under section 34 of 'The Rights of Persons with Disabilities Act, 2016', persons with benchmark disabilities are eligible for Reservation. The post is identified as suitable for the Persons under categories of disabilities as defined in the Schedule of RPWD Act 2016 and notified by the Department of Empowerment of Persons with Disabilities (Divyangjan) from time to time.
  - A. Orthopedically challenged "OC" category: A person's inability to execute distinctive activities associated with movement of self and objects resulting from affliction of musculoskeletal or nervous system or both, including Cerebral Palsy, Leprosy Cured, Dwarfism, Muscular Dystrophy and Acid Attack Victims. Orthopedically challenged persons are covered under locomotor disability with following benchmark:
    - a. OA - One arm affected (Right or Left)
    - b. OL - One leg affected (Right or Left)
    - c. OAL - One arm & One Leg affected
    - d. BL - Both legs affected but not arms

Persons with OA and OAL category should have normal bilateral hand functions.

- 1) "Cerebral Palsy" means a group of non - progressive neurological conditions affecting body movements and muscle coordination, caused by damage to one or more specific areas of the brain, usually occurring before, during or shortly after birth.
- 2) "Leprosy cured person" means a person who has been cured of leprosy but is suffering from:
  - a. Loss of sensation in hands or feet as well as loss of sensation and paresis in the

- eye and eye - lid but with no manifest deformity;
- b. Manifest deformity and paresis but having sufficient mobility in their hands and feet to enable them to engage in normal economic activity;
  - c. Extreme physical deformity as well as advanced age which prevents him / her from undertaking any gainful occupation, and the expression "leprosy cured" shall be construed accordingly;
- 3) "Dwarfism" means a medical or genetic condition resulting in an adult height of 4 feet 10 inches (147 centimetres) or less.
- 4) "Muscular dystrophy" means a group of hereditary genetic muscle disease that weakens the muscles that move the human body and persons with multiple dystrophy have incorrect and missing information in their genes, which prevents them from making the proteins they need for healthy muscles. It is characterized by progressive skeletal muscle weakness, defects in muscle proteins, and the death of muscle cells and tissue.
- 5) "Acid attack victims" means a person disfigured due to violent assaults by throwing of acid or similar corrosive substance.
- B. Visual Impairment ("VI" Category): Only those Visually Impaired (VI) persons who suffer from any one of the following conditions, after best correction, are eligible to apply.
- i. Blindness:
    - a. Total absence of sight OR
    - b. Visual acuity less than 3 / 60 or less than 10 / 200 (Snellen) in the better eye with best possible correction OR
    - c. Limitation of the field of vision subtending an angle of less than 10 degree
- OR
- ii. Low Vision:
    - a. Visual acuity not exceeding 6 / 18 or less than 20 / 60 upto 3 / 60 or upto 10/200 (Snellen) in the better eye with best possible corrections OR
    - b. Limitation of the field of vision subtending an angle of less than 40 degree up to 10 degree.
- C. Hearing Impaired ("HI" Category):
- i. Deaf means person having 70 DB hearing loss in speech frequencies in both ears.
  - ii. Hard of Hearing means person having 60 DB to 70 DB hearing loss in speech frequencies in both ears.
- D. "ID" Category: Only those persons, who suffer from any one of the following types of disabilities, are eligible to apply under this category:

- i. Autism Spectrum disorder (ASD) means a neuro - developmental condition typically appearing in the first three years of life that significantly affects a person's ability to communicate, understand relationships and relate to others, and is frequently associated with unusual or stereotypical rituals or behaviors.
- ii. "Mental Illness" (MI) means a substantial disorder of thinking, mood, perception, orientation or memory that grossly impairs judgment, behaviour, capacity to recognize reality or ability to meet the ordinary demands of life, but does not include retardation which is a condition of arrested or incomplete development of mind of a person, specially characterized by sub normality of intelligence.

E. "Multiple Disabilities" means multiple disabilities amongst clause "A", "B", "C", "D(i)".

Note: Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority.

- A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification / re - verification as may be decided by the competent authority.
- The allocation of reserved vacancies for the persons with benchmark disabilities will be as prescribed in the "The Rights of Persons with Disabilities Act, 2016" and as decided by SIDBI.
- **The PwBD 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 or any other disability as the case may be. Candidates claiming such benefits should produce certificate in original (issued by the Competent Authority on or before the last date of online submission of application in the prescribed format available at the end of this advertisement) in support of their claim at the time of Interview / at any stage of the process. Reservation for PwBD 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.**

**Guidelines for Persons with Disabilities using a Scribe (Applicable only in case the online written examination is conducted)**

**(A)** The visually impaired candidates and candidates whose writing speed is adversely affected permanently for any reason can use their own scribe at their cost during the online examination, subject to limits as in (ii) below. In all such cases where a scribe is used, the following rules will apply:

- a. The candidate will have to arrange his/her own scribe at his/her own cost.
- b. The scribe arranged by the candidate should not be a candidate for the same examination. If violation of the above is detected at any stage of the process,

candidature of both the candidate and the scribe will be cancelled. Candidates eligible for and who wish to use the services of a scribe in the examination should invariably carefully indicate the same in the online application form. Any subsequent request will not be entertained.

**c.** A person acting as a scribe for one candidate cannot be a scribe for another candidate.

**d.** The scribe may be from any academic stream. However, for posts in disciplines other than "General", the scribe should be from an academic stream different from that prescribed for the post.

**e.** Both the candidate as well as scribe will have to give a suitable undertaking confirming that the scribe fulfils all the stipulated eligibility criteria for a scribe mentioned above. Further in case it later transpires that he/she did not fulfil any laid down eligibility criteria or suppressed material facts the candidature of the applicant will stand cancelled, irrespective of the result of the online examination and interview / final result.

**f.** Those candidates who use a scribe shall be eligible for compensatory time of 20 minutes for every hour of the examination or as otherwise advised.

**g.** Scribe should not answer on his/her own. Any such behaviour observed will result in cancellation of candidature.

**h.** Only candidates registered for compensatory time will be allowed such concessions since compensatory time given to candidates shall be system based, it shall not be possible for the test conducting agency to allow such time if he / she is not registered for the same. Candidates not registered for compensatory time shall not be allowed such concessions.

**i.** The candidate should opt for using scribe/ compensatory time only if they are eligible for availing these services/concessions as per the rules and guidelines of Government of India under RPWD Act, 2016 in this regard.

**j.** The scribe will be allowed to be used as per the guidelines issued vide Office Memorandum F.No.16-110/2003-DDIII dated February 26, 2013 of Government of India, Ministry of Social Justice and Empowerment, Department of Disability Affairs, New Delhi.

**k. During the exam, at any stage, if it is found that scribe is independently answering the questions, the exam session will be terminated and candidate's candidature will be cancelled. The candidature of such candidates using the services of a scribe will also be cancelled if it is reported after the examination by the test administrator personnel that the scribe independently answered the questions.**

**l.** For candidates availing scribe in accordance with **OM-F.No. 29-6/2019-DD-III dated 10.08.2022**, shall be allowed scribe facility subject to production of a certificate at the time of online examination to the effect that person concerned has limitation to write and that scribe is essential to write examination on his/her behalf from competent medical authority of a Government healthcare institution as per proforma as **Appendix-I**. Such candidates shall also, upload their certificate while filling the application form.

### **(B) Guidelines for Candidates with Locomotor Disability and Cerebral Palsy**

A compensatory time of 20 minutes for every hour or otherwise advised shall be permitted for the candidates with locomotor disability and cerebral palsy where dominant (writing) extremity is affected to the extent of slowing the performance of function (minimum of 40% impairment).

**(C) Guidelines for Visually Impaired Candidates**

- ✓ Visually Impaired candidates (who suffer from not less than 40% of disability) may opt to view the contents of the test in magnified font and all such candidates will be eligible for compensatory time of 20 minutes for every hour or otherwise advised of examination.
- ✓ The facility of viewing the contents of the test in magnifying font will be available to Visually Impaired candidates.

**Note:** Only those persons with benchmark disabilities would be eligible for reservation. "Benchmark disability" means a person with not less than 40% of a specified disability where specified disability has not been defined in measurable terms and includes the persons with disability, where disability has been defined in a measurable term, as certified by the certifying authority. A person who wants to avail benefit of reservation will have to submit a disability certificate issued by a Competent Authority as per Government of India guidelines. Such certificate will be subject to verification/ re-verification as may be decided by the competent authority.

These guidelines are subject to change in terms of GoI guidelines/ clarifications, if any, from time to time.

**Use of Scribe & Compensatory time (persons having less than 40% disability) (OM– F. No. 29-6/2019-DD-III dated 10.08.2022):** In addition to instruction applicable to PwBD candidates (who have disability of 40% or more) following rule will apply for persons with specified disabilities covered under the definition of section 2(s) of the RPwD Act 2016 but not covered under the definition of Section 2 (r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing:

- A. The facility of scribe and / or compensatory time shall be granted solely to those having difficulty in writing subject to production of a certificate to the effect that person concerned has limitation to write and that scribe is essential to write examination on his / her behalf from the competent medical authority of a Government healthcare institution as per proforma at Appendix-I.
- B. The qualification of the scribe should be one step below the qualification of the candidate taking the examination. The person opting for own scribe should submit details of the own scribe as per proforma at Appendix-II.

**iii. Reservation for EWS (Economically Weaker Section):**

- a. Persons who are not covered under the existing scheme of reservations to the Scheduled Castes, the Schedule Tribes and the Other Backward Classes and whose family has gross annual income below ₹ 8 lakh (Rupees Eight lakh only) are to be identified as EWSs for benefit of reservation.
- b. The income shall include income from all sources i.e., salary, agriculture, business, profession, etc. and it will be income for the financial year prior to the year of application. Also, persons whose family owns or possesses any of the following assets shall be excluded from being identified as EWSs, irrespective of the family income:
  - i. 5 acres of Agricultural Land and above.
  - ii. Residential flat of 1000 sq.ft. and above.
  - iii. Residential plot of 100 sq.yards and above in notified municipalities.
  - iv. Residential plot of 200 sq.yards and above in areas other than the notified

municipalities.

- c. The property held by a "Family" in different locations or different places / cities would be clubbed while applying the land or property holding test to determine EWS status.
- d. The benefit of reservation under EWS can be availed upon production of an Income and Asset Certificate issued by a Competent Authority. The Income and Asset Certificate issued by any one of the Authorities as notified by the Government of India in the prescribed format shall only be accepted as proof of candidate's claim as belonging to EWS. The candidates shortlisted for document verification / interview shall be required to bring the requisite certificate as specified by the Government of India at the time of appearing for the process of document verification / interview.
- e. The term "Family" for this purpose will include the person who seeks benefit of reservation, his / her parents, and siblings below the age of 18 years as also his / her spouse and children below the age of 18 years.
- f. The instructions issued by the Government of India in this regard from time to time shall be adhered to.

**Disclaimer: EWS Vacancies are tentative and subject to further directives of Government of India and outcome of any litigation. These guidelines are subject to change in terms of GOI guidelines / clarifications, if any, from time to time.**

#### **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 1<sup>st</sup> 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 Group Discussion conducted by SIDBI 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 November 08, 2023 (to be read with 4.3):**

Minimum and maximum age limit
Not exceeding <b>30 years</b> . (candidates born not earlier than November 09, 1993 are only eligible to apply)

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

S.N.	Category	Age relaxation
1	Scheduled Caste / Scheduled Tribe	5 years
2	Other Backward Classes (Non - creamy layer)	3 years
3	PwBD [Unreserved / EWS] <i>Persons With Benchmark Disability as defined under "The Rights of Persons with Disabilities Act, 2016".</i>	10 years
	PwBD [OBC candidates] <i>[cumulative with OBC relaxation]</i>	13 years
	PwBD [SC / ST candidates] <i>[cumulative with SC / ST relaxation]</i>	15 years
4	Ex - servicemen candidates (as per the provisions of Ex - Servicemen [Re - employment in Central Civil Services and Posts] Amendment Rules, 2012) Ex - Servicemen, Commissioned Officers including Emergency Commissioned Officers (ECOs) / Short Service Commissioned Officers (SSCOs) who have rendered at least 5 years military service and have been released on completion of assignment (including those whose assignment is due to be completed within one year from the last date of receipt of application) otherwise than by way of dismissal or discharge on account of misconduct or inefficiency or physical disability attributable to military service or invalidment.	5 years
5	Persons affected by 1984 riots	5 years

NOTE:

- i. The maximum age limit specified is applicable to General Category candidates and Economically Weaker (EWS) Category Candidates.
- ii. Candidates seeking age relaxation will be required to submit necessary certificate (s) in original / along with photocopies at the time of Interview and at any subsequent stage of the recruitment process as required by SIDBI.
- iii. Caste / Category Certificate issued by competent authority in the prescribed format as stipulated by Government of India in case of SC / ST / OBC / PWBD category candidates.
- iv. In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. **Candidates belonging to OBC category but coming under creamy layer are not entitled to OBC reservation. They should indicate their category as General in the online application form. The candidate should possess a valid OBC certificate with a Non - creamy layer clause as per the Government of India guidelines, from time to time.**
- v. If an ex - serviceman applies for various vacancies before joining any civil employment, he / she can avail of the benefit of reservation as ex - serviceman for any subsequent employment. However, to avail of this benefit, an ex - serviceman as soon as he / she joins any civil employment, should give self - declaration / undertaking to the concerned employer about date - wise details of

application for various vacancies for which he / she had applied for before joining the initial civil employment. Further, this benefit would be available only in respect of vacancies which are filled on direct recruitment and wherever reservation is applicable to the ex - serviceman. There is no reservation for Ex - servicemen in Officers' Cadre.

- vi. As per Government guidelines, age relaxation will not be available on cumulative basis save and except as given in table above, and that for departmental / staff candidate (only permanent / regular employees of SIDBI) by 5 years as detailed in point 4.4(iii).

**4.4 Essential Educational Qualifications and Post Qualification experience (As on November 28, 2023):**

<b>Name of Post</b>	<b>Stream</b>	<b>Educational Qualification</b>	<b>Minimum post Educational Qualification work experience</b>
Assistant Manager Grade 'A'	General	<p>The candidate shall possess any of the following education qualifications:</p> <p>1. Bachelor's degree in any subject from any recognized University / Institution with a minimum of 60% marks (SC / ST / PwBD applicants - 55%) in aggregate from Universities / Institutions recognized by Gol / UGC.</p> <p style="text-align: center;">OR</p> <p>2. CA / CS / CWA / CFA / CMA</p> <p style="text-align: center;">OR</p> <p>Bachelor's degree in Law / Bachelors' Degree in Engineering with a minimum of 60% marks (SC / ST / PwBD applicants - 55%) in aggregate from Universities / Institutions recognized by Gol / UGC / AICTE.</p>	<p>2 years in Scheduled Commercial Banks / All India Financial Institution in areas of MSME lending (except personal loan, educational loan, Vehicle Loan, Housing Loan, etc.)</p> <p style="text-align: center;">OR</p> <p>3 years in systemically important NBFCs in MSME lending / Non-Individual lending / Corporate Lending.</p>

**Note:**

- i. SIDBI reserves the right to raise / modify the eligibility criteria in minimum educational qualification, and percentage of marks depending upon the response.
- ii. The post qualification experience should be full time in officers' cadre and will be counted after the date of acquiring the prescribed qualification up to the cut - off

date specified for determining eligibility. Experience of working in a contractual capacity / trainee / apprentice shall not be counted.

- iii. Staff candidates (only permanent / regular employees of SIDBI) shall also be eligible to apply for the advertised post subject to their fulfilling the eligibility criteria, for which they may be given relaxation in age by 5 years and waiver from payment of application fee as applicable in General Recruitment. The age relaxation of 5 years shall be over and above the age relaxation already provided to their respective category i.e., SC / ST / OBC / PwBD.
- iv. **The percentage marks shall be arrived at by dividing the total marks obtained by the candidate in all the subjects in all semester (s) / year (s) by aggregate maximum marks in all the subjects irrespective of honors / optional / additional optional subject, if any.** This will be applicable for those Universities also where Class / Grade is decided on basis of Honors marks only. Candidate should indicate the percentage obtained in Graduation / Post - graduation, as the case may be, calculated to the nearest two decimals in the online application. The fraction of percentage so arrived will be ignored i.e., 59.99% will be treated as less than 60% and 54.99% will be treated as less than 55%.
- v. Some Universities / Institutes do not award Class or percentage of marks and allot Aggregate Grade Points [e.g. CGPA / OGPA / CPI, etc.]. Where CGPA / OGPA / CPI is awarded, the same should be converted into percentage as indicated in online application. In case University / Institute defines criteria for conversion of Aggregate Grade Point into Class and / or percentage of marks, the same will be accepted. If called for interview, the candidate will have to produce a certificate issued by the appropriate authority inter alia stating the norms of the University regarding conversion of grade into percentage and the percentage of marks scored by the candidate in terms of these norms.

However, where the University / Institute does not define criteria for conversion of Aggregate Grade Point into Class and / or percentage of marks, the undefined parameter [s] would be worked out as under:

Equivalent CGPA / OGPA / CPI or similar terminologies allotted on 10 - point scale	Class / Division	Aggregate % of Marks
6.75	I (First)	60%
6.25	II (Second)	55%

- vi. Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.
- vii. Where the Aggregate Grade Point [CGPA / OGPA / CPI, etc.] is awarded out of a number other than 10, it will be normalized out of 10 and computed as per item [v] above.
- viii. In case of any candidate completed the Diploma Course and directly got entry into second year / semester in degree course by getting exemption of few semesters / years then only those semesters / years marks would be considered which are part of bachelor's degree, neither diploma marks nor any exempted semesters / years marks shall be considered for eligibility. The

same shall also be applicable for other degree courses.

- ix. All educational qualifications should have been obtained from Universities / Institutions recognized by UGC / GoI.

**5. Pre - Recruitment Training (PRT):** As per GoI guidelines, Pre - recruitment training (PRT) would be conducted for SC / ST / OBC candidates for 10 days' duration. Accordingly, PRT would be conducted for willing SC / ST / OBC candidates whose applications are found eligible as per the eligibility criteria stipulated by SIDBI. PRT would be conducted **Online**. Candidates who desire to avail of the training programme may indicate their willingness while filling the online application form. Please note that undergoing the training will not confer any right to the candidate to be called for the **Group Discussion and Interview** or for recruitment in SIDBI's service. Please also note that, by merely attending the Pre - recruitment training no candidate acquires any right to be selected in SIDBI.

**6. Selection Procedure:** The selection process for the post would be by way of **Group Discussion and Interview** as detailed below:

- Upon receipt of online applications from candidates, a preliminary screening of the applications shall be carried out by SIDBI to shortlist the eligible candidates with reference to prescribed qualification, suitability / experience, etc. as declared by the candidate in the application form and documents uploaded in support. The Candidature after preliminary screening and without verification of documents would be provisional for all Posts / Grades and would be subject to verification with the originals.
- The Bank shall then conduct online Psychometric Test or any other suitable Test to assess the personality, level of communication, clarity & problem - solving innovativeness, level of efficiency, willingness to work in any part of the country, suitability for the post, etc. of the shortlisted candidates. The finding of the test may be placed before the interview panel for having a thorough perspective on the candidates.
- After completion of Psychometric Test, the candidates shall then be called to appear in Group Discussion and Interview, which will take place in various SIDBI Offices. The candidate shall first appear for Group Discussion and then appear for Interview on the same day.
- The maximum marks for Group Discussion and Interview shall be 100 each. The minimum qualifying marks will be as decided by the Bank. Further, the marks in Interview of only those candidates who obtain the minimum qualifying marks in Group Discussion, would be considered for merit.
- Final Selection will be drawn on the basis of combined marks secured by the candidate in Group Discussion and Interview. In case more than one candidate scores the cut - off marks (common marks at cut - off point), such candidates will be ranked according to their age in descending order, in the order of merit. Bank's decision would be binding on the candidates and no separate communication will be sent to the unselected candidates.
- Mere fulfilling minimum qualification & experience will not vest any right in candidate being called for Group Discussion and / or Personal Interview (PI). The decision of the Bank to call the candidates for Group Discussion and / or Personal Interview (PI) shall be final. No correspondence will be entertained in this regard.

- Bank reserves the right to conduct online written examination depending upon applications, if deem fit and proper. The tentative list of Examination centres for the Online examination, **if any**, is available in **Annexure I** (*Applicable only in case the online written examination is conducted*).
  - Bank reserves the right to change (cancel / modify / add) any of the criteria, method of selection and provisional selection etc.
  - While short listing the candidates, the Bank may consider additional qualification / s, greater experience and level of responsibilities handled. Thus, merely fulfilling minimum qualification and experience criteria would not automatically entitle a candidate for the Group Discussion & Interview and the Bank as per decided criteria shall shortlist the candidates for Group Discussion & Interview and accordingly only such candidates will be allowed to participate in recruitment process.
  - The Bank reserves its right to call any number of candidates for selection process at its sole discretion and / or as per the Bank's requirement. Adequate candidates as decided by the Bank will be shortlisted based on their qualification, experience and overall suitability for selection process. Most suitable candidates will be called for the selection process i.e., Group Discussion and Personal Interview and merely applying / being eligible for the post does not entitle any right to the candidate to be called for the selection process.
  - Mere eligibility / admission to Group Discussions / Interview / pass in Group Discussion / interview does not imply that the Bank is satisfied beyond doubt about the candidate's eligibility and shall not vest any right in a candidate for selection. The Bank would be free to reject the candidature of any candidate at any stage of recruitment process, if he / she is found to be ineligible and / or furnished incorrect or false information / certificates / documents or has suppressed any material facts and the fees paid by the ineligible candidates shall be forfeited. If appointed, such a candidate may be summarily removed from the services of the Bank.
7. Group Discussion and Interview shall be held at **Lucknow, Mumbai, New Delhi, Chennai and Kolkata**. The Bank, however, reserves the right to cancel / add any venue for Group Discussion / Interview, depending on the response / number of applications for a particular venue, administrative feasibility, etc. The decision for allocating the venue to the candidates will be solely at the discretion of the Bank and requests for change of venue will not be entertained.
- (i) The details regarding the time date and address of the venue of the **Pre - Recruitment Training / Group Discussion / Interview** to the shortlisted eligible candidates will be intimated through **Call Letters, E - mail and SMS**. **The intimation of online download of Call Letters will be sent to candidates at the appropriate time.** Candidates are required to download their Group Discussion / Interview call letter from the SIDBI's website [www.sidbi.in](http://www.sidbi.in). 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 **Pre - Recruitment Training / Group Discussion** / Interview without the Call letter. **Candidates are, therefore, advised to visit SIDBI's website at regular intervals for information regarding the recruitment.**
- (ii) Candidates are required to download their Group Discussion & Interview call letters

from the SIDBI's website www.sidbi.in. The centre, address of the venue, time & date of Group Discussion & Interview will be informed to the shortlisted candidates in the call letter. Please note that any request regarding change in date, centre etc. of interview will not be entertained. However, SIDBI reserves the right to change the date / venue / time / centre etc. of interview or hold supplementary process for particular date / session / venue / centre / set of candidates at its discretion, under unforeseen circumstances, if any.

- (iii) While appearing for the Group Discussion & Interview, the candidate should produce valid prescribed documents given below. In the absence of documents candidature of the candidates shall be cancelled. SIDBI takes no responsibility to receive / connect any certificate / remittance / document sent separately.

**List of Documents to be produced at the time of Group Discussion and Interview (as applicable):** The following documents in original and their self - attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of Group Discussion and Interview failing which the candidate may not be permitted to appear for the interview. Non - submission of requisite documents by the candidate at the time of interview will debar his candidature from further participation in the recruitment process.

- (a) Printout of the valid Group Discussion / Interview Call Letter.
- (b) Valid system generated printout of the online application form.
- (c) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- (d) Photo Identify Proof as indicated at S.No.7(viii).
- (e) Proof of Permanent Address as indicated at S.No.7(ix).
- (f) Marksheets & certificates for Graduation or equivalent qualification etc. (Mark sheets / Certificates from SSC examination onwards for the highest examination passed. Individual Semester / Year wise Mark sheets & certificates for educational qualifications including the final degree. Proper document from Board / University for having declared the result).
- (g) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC / EWS category candidates.
- (h) In case of candidates belonging to OBC category, certificate should specifically contain a clause that the candidate does not belong to creamy layer section excluded from the benefits of reservation for Other Backward Classes in Civil post & services under Government of India. OBC caste certificate containing the non - creamy layer clause should be valid as on the date of interview if called for (issued within one year prior to the date of interview if called for). Caste Name mentioned in certificate should tally letter by letter with Central Government list / notification. Candidates belonging to OBC category but coming under creamy layer and / or if their caste does not find place in the Central List are not entitled to OBC reservation. They should indicate their category as General in the online application form.
- (i) Disability certificate in prescribed format issued by the District Medical Board

in case of Persons with Disability category. If the candidate has used the services of a Scribe at the time of Online Examination (if any), the duly filled in details of the scribe in the prescribed format.

- (j) In case of candidates belonging to EWS category, an Income and Asset Certificate in prescribed format issued by a Competent Authority.
- (k) An Ex - serviceman candidate has to produce a copy of the Service or Discharge book along with pension payment order and documentary proof of rank last / presently held (substantive as well as acting) at the time of Group Discussion & Interview. Those who are still in defense service should submit a certificate from a competent authority that they will be relieved from defense services, on or before **November 28, 2024**.
- (l) Candidates serving in Government / quasi Govt offices / Public Sector Undertakings (including Nationalized Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of Group Discussion & Interview, in the absence of which their candidature will not be considered. The No Objection Certificate should be issued for appearing in interview for selection to SIDBI. Production of conditional NOCs at the time of interview will not be considered and such candidates will not be permitted to participate in interview / will not be considered for further selection process.

Persons eligible for age relaxation under 4.3.(5) must produce a certificate from the District Magistrate to the effect that they are eligible for relief in terms of the Rehabilitation Package for 1984 Riot Affected Persons sanctioned by the Government and communicated vide Ministry of Finance, Dept of Financial Services communication No.F.No.9/21/2006 -IR dated 27.07.2007.

- (m) Persons falling in categories (ii), (iii), (iv) and (v) of Point 4.1 should produce a certificate of eligibility issued by the Govt of India.
- (n) Any other relevant documents in support of eligibility.
- (o) Work Experience: Experience certificate / Relieving letter or Experience certificate cum relieving letter from the previous and / or current employers clearly indicating the Date of Joining and Date of Relieving for each of the previous employment (s). In case the same is not mentioned in either the experience certificate or Relieving letter, a bonafide experience certificate is required mentioning the experience of the candidate in desired functional area along with the duration with exact dates, full name, full address and telephone numbers of employers designation held with Department, nature of duties handled / Job Profile etc. Any adverse remark from the previous employer (s) or any act of misconduct / wrong committed by the candidate would be a disqualification to apply and render the candidature for cancellation.

**Note: Candidates will not be allowed to appear for the Group Discussion / Interview if he / she fails to produce the relevant eligibility documents as mentioned above and SC / ST / PwBD candidates shall also not be reimbursed to and fro journey fare. No documents shall be directly sent to SIDBI by candidates before or after the interview.**

- (iv) The Competent Authority for the issue of the certificate to SC / ST / OBC / Economically Weaker Section / Persons with Benchmark Disabilities is as under (as

notified by GOI from time to time):

For Scheduled Castes / Scheduled Tribes / Other Backward Classes: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / Deputy Collector / First Class Stipendiary Magistrate / City Magistrate / Sub - Divisional Magistrate (not below the rank of First Class Stipendiary Magistrate) / Taluk Magistrate / Executive Magistrate / Extra Assistant Commissioner, (ii) Chief Presidency Magistrate / Additional Chief Presidency Magistrate / Presidency Magistrate, (iii) Revenue Officer not below the rank of Tehsildar, (iv) Sub - divisional officer of the Area where the candidate and or his family normally resides.

For Economically Weaker Section: (i) District Magistrate / Additional District Magistrate / Collector / Deputy Commissioner / Additional Deputy Commissioner / 1<sup>st</sup> Class Stipendiary Magistrate / Sub - Divisional 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 Tehsildar and (iv) Sub - Divisional Officer or the area where the candidate and / or his family normally resides.

For Persons with Benchmark Disabilities: Authorized certifying authority will be the Medical Board at the District level consisting of Chief Medical Officer, Sub - Divisional Medical Officer in the District and an Orthopaedic / Ophthalmic / ENT Surgeon or any person designated as certifying authority by appropriate government.

- (v) Candidates belonging to SC, ST, OBC, EWS, PWBD categories have to submit certificates in support of it at the time of interview.
- (vi) Identity Proof: Original and a photocopy of the candidate's currently valid photo identity (**bearing exactly the same name as it appears on the call letter**) such as PAN Card / Passport / Permanent Driving Licence / Voter's Card / Bank Passbook with photograph / Photo identity proof issued by a Gazetted Officer / People's Representative along with a photograph / Identity Card issued by a recognized college / university / Aadhaar/ E - Aadhaar card with a photograph / Employee ID / Bar Council Identity card with photograph should be submitted for verification. The candidate's identity will be verified with respect to his / her details on the call letter, and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the Group Discussion / Interview.
1. Ration Card and Learner's Driving License will not be accepted as valid id proof for this project.
  2. In case of candidates who have changed their name, they will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.
- (vii) Proof of Permanent Address: (i) Telephone bill, (ii) Bank account statement, (iii) Letter from any recognized Public Authority, (iv) Electricity bill, (v) Ration card, (vi) Letter from employer (subject to satisfaction of SIDBI), (vii) a rent agreement indicating the address of the candidate duly registered with State Government or similar registration authority (any one document which provides information to the satisfaction of SIDBI will suffice). Whereas the ID proof also contains permanent address, a separate proof of permanent address is not required.

**Note:** Candidates have to produce, in original, the same photo identity proof bearing the name as it appears on the online application form / call letter and submit photocopy of the photo identity proof along with the Group Discussion & Interview Call Letter while attending the Group Discussion & Interview, without which they will not be allowed to take up the Group Discussion & Interview.

**8. Non - refundable Application cum processing fee [Inclusive of applicable GST]:**

Category of Candidate	Application Fee (in `)	Intimation Charges (in `)	Total Charges (in `)
SC / ST / PwBD	Nil	`175/- (Rupees One hundred and Seventy Five only)	`175/- (Rupees One hundred and Seventy Five only)
Others (including OBCs / EWS and General Candidates)	`925/- (Rupees Nine hundred and Twenty Five only)	`175/- (Rupees One hundred and Seventy Five only)	`1,100/- (Rupees One thousand and One hundred only)
Staff Candidates (only permanent / regular employees of SIDBI)	Nil	Nil	Nil

**9. HOW TO APPLY:** Candidates can apply online only from SIDBI's website, and no other mode of application will be accepted.

1. Pre-Requisites for Applying Online: Before applying online, candidates should:

(i) Scan their:

- ✓ photograph (4.5 cm\* 3.5 cm)
- ✓ signature (with black ink)
- ✓ left thumb impression (on white paper with black or blue ink)
- ✓ a hand written declaration (on a white paper with black ink) (text given below)
- ✓ ensuring that all these scanned documents adhere to the required specifications as given in Guidelines for Scanning and Upload of documents below.
- ✓ Brief Resume (PDF), Educational Certificate i.e., Consolidated / Last year Mark sheet and Degree Certificates and Mandatory certificates wherever applicable (PDF), Previous Employment - Experience & Relieving Letter or Experience cum Relieving letter and Current Employment – Experience certificate, No Objection certificate (NOC) or Experience cum NOC (PDF).

(ii) Signature in CAPITAL LETTERS will NOT be accepted.

(iii) The left thumb impression should be properly scanned and not smudged (if a candidate is not having left thumb, he / she may use his / her right thumb for applying).

(iv) The text for the hand written declaration is as follows:

**"I, \_\_\_\_\_ (Name of the candidate), hereby declare that all the information submitted by me in the application form is correct, true and valid. I will present the supporting documents as and when required."**

**The above mentioned hand written declaration has to be in the candidate's handwriting and in English only. If it is written and uploaded by anybody else or in any other language, the application will be considered as invalid** (in the case of Visually Impaired candidates who cannot write may get the text of declaration typed and put their left-hand thumb impression below the typed declaration and upload the document as per specifications).

(v) Keep the necessary details / documents ready to make **Online Payment** of the requisite application fee/ intimation charges.

(vi) Have a valid personal email ID, which should be kept active at least till the completion of this Recruitment Process. SIDBI **will** send intimation to download call letters for PRT / Interview / GD on this e - mail ID only. Under no circumstances, a candidate should share with / mention e - mail ID to / of any other person. In case, a candidate does not have a valid personal e - mail ID, he / she should create his / her new e - mail ID before applying on - line and must maintain that email account.

## 2. Procedure for applying online

### A. Application Procedure:

- i. Candidates to go to the **SIDBI website [www.sidbi.in](http://www.sidbi.in)** - click on the option "**APPLY ONLINE**" which will open a new screen.
- ii. To register application, choose the tab, "**Click here for New Registration**" and enter Name, Contact details and Email - id. A Provisional Registration Number and Password will be generated by the system and displayed on the screen. Candidate should note down the Provisional Registration Number and Password. An Email & SMS indicating the Provisional Registration number and Password will also be sent.
- iii. In case the candidate is unable to complete the application form in one go, he / she can save the data already entered by choosing "SAVE AND NEXT" tab. Prior to submission of the online application candidates are advised to use the "SAVE AND NEXT" facility to verify the details in the online application form and modify the same if required. Visually Impaired candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.
- iv. **Candidates are advised to carefully fill and verify the details filled in the online application themselves as no change will be possible / entertained after clicking the "COMPLETE REGISTRATION" BUTTON.**
- v. The Name of the candidate or his / her Father / Husband etc. should be spelt correctly in the application as it appears in the Certificates / Mark sheets / Identity proof. Any change / alteration found may disqualify the candidature.

- vi. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
- vii. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature and Brief Resume, Educational certificate and relevant experience/relieving letter (if any) detailed under point "C".
- viii. Candidates can proceed to fill other details of the Application Form.
- ix. Click on the Preview Tab to preview and verify the entire application form before "**COMPLETE REGISTRATION**".
- x. Modify details, if required, and click on '**COMPLETE REGISTRATION**' ONLY after verifying and ensuring that the photograph, signature uploaded, and other details filled by you are correct.
- xi. Click on 'Payment' Tab and proceed for payment.
- xii. Click on 'Submit ' button.

**B. PAYMENT OF FEES (online mode):**

- i. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
- ii. The payment can be made by using Debit Cards (RuPay / Visa / Master Card / Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards / Mobile Wallets by providing information as asked on the screen.
- iii. After submitting your payment information in the online application form, PLEASE WAIT FOR THE INTIMATION FROM THE SERVER. DO NOT PRESS BACK OR REFRESH BUTTON IN ORDER TO AVOID DOUBLE CHARGE.
- iv. On successful completion of the transaction, an E - Receipt will be generated.
- v. Non - generation of 'E - Receipt' indicates PAYMENT FAILURE. On failure of payment, candidates are advised to login again using their Provisional Registration Number and Password and repeat the process of payment.
- vi. Candidates are required to take a **printout of the e - Receipt** and online Application Form. **Please note that if the same cannot be generated, online transaction may not have been successful.**

**Note:**

- (i) After submitting your payment information in the online application form, please wait for the intimation from the server, DO NOT press Back or Refresh button in order to avoid double charge.
- (ii) For Credit Card users: All prices are listed in Indian Rupee. If you use a non - Indian credit card, your bank will convert to your local currency based on prevailing exchange rates.

(iii) To ensure the security of your data, please close the browser window once your transaction is completed.

- (i) In case of multiple registrations, only last registration will be kept valid.
- (ii) After completing the procedure of applying online including payment of fees, the candidate should take a printout of the system generated online application form, ensure the particulars filled in are accurate and retain it along with Registration Number and Password for future reference. They should not send this printout to the SIDBI.
- (iii) An email / SMS intimation with the Registration Number and Password generated on successful registration of the application will be sent to the candidate's email ID / Mobile Number specified in the online application form as a system generated acknowledgement. If candidates do not receive the email and SMS intimations at the email ID / Mobile number specified by them, they may consider that their online application has not been successfully registered.
- (iv) Candidates shall be solely responsible for filling up the online applications correctly. In case of invalid applications due to errors committed by the applicant no claims for refund of application money so collected shall be entertained by SIDBI.
- (v) Visually Impaired Candidates should fill the application form carefully and verify / get the details verified to ensure that the same are correct prior to final submission.

**To avoid last minute rush, candidates are advised to pay the application fees and register online at the earliest.**

**Note:** There is also a provision to reprint the submitted application containing fee details, after fee payment.

**Please note that all the particulars mentioned in the online application including Name of the Candidate, Category, Date of Birth, Address, Mobile Number, Email ID, Centre of Group Discussion & Interview will be considered as final and no change / modifications will be allowed after submission of the online application form. Candidates are hence requested to fill in the online application form with the utmost care as no correspondence regarding change of details will be entertained. SIDBI will not be responsible for any consequences arising out of furnishing of incorrect and incomplete details in the application or omission to provide the required details in the application form.**

- (vi) An online application which is incomplete in any respect such as without photograph and signature uploaded in the online application form/ unsuccessful fee payment will not be considered as valid.
- (vii) Candidates are advised in their own interest to apply online much before the closing date and not to wait till the last date for depositing the fee to avoid the possibility of disconnection / inability / failure to login to the SIDBI's website on account of heavy load on internet / website.
- (viii) SIDBI does not assume any responsibility for the candidates not being able to submit their applications within the last date on account of the aforesaid reasons or for any other reason beyond the control of SIDBI.

- (ix) Please note that the above procedure is the only valid procedure for applying. No other mode of application or incomplete steps would be accepted, and such applications would be rejected.
- (x) Any information submitted by an applicant in his/ her application shall be binding on the candidate personally and he/she shall be liable for prosecution / civil consequences in case the information / details furnished by him / her is found to be false at a later stage.
- (xi) No request for change of address, or changes in any other details mentioned in the online application form will be entertained. A candidate should ensure that the signatures appended by him/her in all the places viz. in his / her call letter, attendance sheet and in all correspondences with SIDBI in future should be identical and there should be no variation of any kind.
- (xii) A recent, recognizable photograph should be uploaded by the candidate in the online application form and the candidate should ensure that copies of the same are retained for use at various stages of the process. Candidates are also advised not to change their appearance till the process is completed. Failure to produce the same photograph at various stages of the process, doubt about identity at any stage could lead to disqualification.

**C. Guidelines for scanning and Upload of Documents:** Before applying online a candidate will be required to have a scanned (digital) image of his / her photograph and signature as per the specifications given below.

(i) Photograph Image: (4.5 cm\* 3.5 cm):

- Photograph must be a recent passport size colour picture.
- Make sure that the picture is in colour taken against a light - coloured, preferably white, background.
- Look straight at the camera with a relaxed face.
- If the picture is taken on a sunny day, have the sun behind you, or place yourself in the shade, so that you are not squinting and there are no harsh shadows.
- If you have to use flash, ensure there's no "red - eye".
- If you wear glasses make sure that there are no reflections, and your eyes can be clearly seen.
- Caps, hats and dark glasses are not acceptable.
- Religious headwear is allowed but it must not cover your face.
- Dimensions 200 x 230 pixels (preferred).
- Size of file should be between 20 KB – 50 KB
- Ensure that the size of the scanned image is not more than 50KB. If the size of the file is more than 50 KB, then adjust the settings of the scanner such as the DPI resolution, no. of colours, during the process of scanning.

(ii) Signature, left thumb impression and hand-written declaration Image:

- The applicant has to sign on white paper with Black Ink pen.
    - ✓ Dimensions 140 x 60 pixels (preferred).
    - ✓ Size of file should be between 10 KB – 20 KB for signature and 20 KB – 50 KB for left thumb impression.
    - ✓ Ensure that the size of the scanned image is not more than 20 KB.
  - The applicant has to put his left thumb impression on a white paper with black or blue ink.
    - ✓ File type: jpg / jpeg
    - ✓ Dimensions: 240 x 240 pixels in 200 DPI (Preferred for required quality) i.e. 3 cm \* 3 cm (Width \* Height).
    - ✓ File Size: 20 KB - 50 KB
  - The applicant has to write the declaration in English clearly on a white paper with black ink.
    - ✓ File type: jpg / jpeg
    - ✓ Dimensions: 800 x 400 pixels in 200 DPI (Preferred for required quality) i.e. 10 cm \* 5 cm (Width \* Height)
    - ✓ File Size: 50 KB - 100 KB
  - The signature left thumb impression and the hand written declaration should be of the applicant and not by any other person.
  - If the Applicant's signature on the attendance sheet or Call letter, signed at the time of the Group Discussion and Interview, does not match the signature uploaded, the applicant will be disqualified.
  - Signature / hand written declaration in CAPITAL LETTERS shall NOT be accepted.
- (iii) Scanning of photograph / signature / left thumb impression / handwritten declaration:
- Set the scanner resolution to a minimum of 200 dpi (dots per inch).
  - Set Color to True Color.
  - File Size as specified above.
  - Crop the image in the scanner to the edge of the photograph / signature / left thumb impression / handwritten declaration, then use the upload editor to crop the image to the final size (as specified above).
  - The image file should be JPG or JPEG format. **An example file name is: image01.jpg or image01.jpeg.** Image dimensions can be checked by listing the folder files or moving the mouse over the file image icon.

- Candidates using MS Windows / MSOffice can easily obtain documents in .jpeg format by using MS Paint or MSOffice / Picture Manager. Scanned document in any format can be saved in .jpg / .jpeg format by using 'Save As' option in the File menu. Size can be adjusted by using crop and then resize option. Similar options are available in other photo editor also.
  - If the file size and format are not as prescribed, an error message will be displayed.
  - While filling in the Online Application Form the candidate will be provided with a link to upload his / her photograph and signature.
- (iv) Scanning the Brief Resume, Educational certificate and relevant experience / relieving letter (if any):

Document file type / size –

- All Documents must be in PDF format.
- Page size of the document to be A4.
- Size of the file should not be exceeding 500 KB.
- In case of Document being scanned, please ensure it is saved as PDF and size not more than 500 KB as PDF. If the size of the file is more than 500 KB, then adjust the setting of the scanner such as the DPI resolution, no. of colors etc., during the process of scanning. Please ensure that Documents uploaded are clear and readable.

**Procedure for Uploading the documents:**

- While filling in the Online Application Form the candidate will be provided with separate links for uploading Photograph, signature, left thumb impression, hand written declaration and **Brief Resume, Educational certificate and relevant experience / relieving letter**.
- Click on the respective link "Upload Photograph / signature / Upload left thumb impression / hand written declaration".
- Browse and Select the location where the Scanned Photograph / signature / left thumb impression / hand written declaration file has been saved.
- Select the file by clicking on it.
- Click the 'Open / Upload' button.
- If the file size and format are not as prescribed, an error message will be displayed.
- Preview of the uploaded image will help to see the quality of the image. In case of unclear / smudged, the same may be re-uploaded to the expected clarity / quality.

Your Online Application will not be registered unless you upload your Photograph, signature, left thumb impression, hand written declaration and **brief Resume, Educational certificate and relevant experience / relieving letter** as specified.

**Note:**

1. In case the face in the photograph, or signature is unclear / smudged, the candidate's application may be rejected.
2. After uploading the Photograph / signature / left thumb impression / hand written declaration / Brief Resume, Educational certificate and relevant experience / relieving letter in the online application form candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature or left thumb impression or the hand written declaration is not prominently visible, the candidate may edit his / her application and re - upload his / her photograph or signature or left thumb impression or the hand written declaration, prior to submitting the form.
3. Candidate should also ensure that photo is uploaded at the places of photo and signature at the place of signature. If photo in place of photo and signature in place of signature is not uploaded properly, candidate will not be allowed to appear for the Group Discussion and Interview.
4. Candidate must ensure that Photo to be uploaded is of required size and the face should be clearly visible.
5. If the photo is not uploaded at the place of Photo Admission for Group Discussion and Interview will be rejected / denied. Candidate him / herself will be responsible for the same.
6. Candidates should ensure that the signature uploaded is clearly visible.
7. After registering online candidates are advised to take a printout of their system generated online application forms.

**Helpdesk:** In case of any problem in filling up the form, payment of fee / intimation charges or receipt of Admission/ call letter, queries may be made at Toll free Helpline Number: 1800222366, 18001034566 (between 09:30 AM to 06:00 PM except Saturdays, Sundays & Bank Holidays applicable in Maharashtra State) or lodge their query on <http://cgrs.ibps.in>. Candidates should mention 'RECRUITMENT OF GRADE 'A' OFFICERS IN SIDBI - 2023' in the subject of the email.

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

**Recruitment of Officers in Grade 'A' – General Stream: 2022**

**GENERAL INSTRUCTIONS**

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

1. 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 November 08, 2023, and November 28, 2023, as the case may be** 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.
2. 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 SIDBI. Further, such appointment shall also be subject to Service and Conduct Rules of SIDBI.
3. 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.
4. 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 online. 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.
5. All educational qualifications must have been obtained on or before the last date of submission of application form 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.
6. Decision of SIDBI in all matters relating to recruitment viz. 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 **Group Discussion and Interview** / selection etc. and any other matter will be final and binding on the candidate. **No correspondence or personal inquiries shall be entertained by SIDBI in this regard.**
7. SIDBI reserves the right to raise/ relax the minimum eligibility standard, etc., in order to restrict the number of candidates to be called for **Group Discussion and Interview** to commensurate with the number of vacancies. **No separate communication / notification shall be issued** in this regard.
8. SIDBI shall not entertain requests from the candidate's seeking advice about their eligibility to apply.
9. SIDBI does not furnish the mark sheet of selection process to candidates.

10. 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.
11. Sufficient copies of the recent passport size, **colour photograph (without dark glasses)** which is pasted on the 'ONLINE' 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.**
12. In respect of candidates belonging to OBC category, the Caste 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 OBC 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 online registration gateway.**
13. 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.
14. 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. SIDBI also reserves it's right to take such further action against the candidate, as it may deem proper for production of false certificate(s).**
15. Option for use of Hindi/English will be available during **Group Discussion and Interview. Candidates may note to indicate their choice at appropriate place in the application form.**
16. The candidates will have to appear for the Pre-Recruitment Training / Group Discussion / Personal Interview at their own cost and risk. SIDBI shall not be responsible for any injury / loss etc. of any nature to any candidate.
17. Candidates will have to appear for the **Group Discussion and Interview** at their own expense. However, eligible outstation SC/ST/Persons with Disabilities category candidates called for interview will be paid II AC class to & fro railway/ bus fare or actual expenses incurred, whichever is less, by shortest route on production of proof of travel (rail/ bus ticket etc.). **The above concession will not be admissible to SC/ST/Persons with Disabilities category candidates who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.**
18. Selected Candidates, who are already in service of Government / Quasi - Government organizations, Public Sector Banks / Undertakings, NBFC/ Fis/ Schedule Commercial Banks, 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.

19. Only candidates **willing to serve anywhere in India** may apply.
20. At the time of **Group Discussion and Interview**, the call letter along with original and a photocopy of the candidate's currently valid photo identity (bearing exactly the same name as it appears on the call letter) such as PAN Card/ Passport/ Permanent Driving Licence/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead along with photograph / Photo identity proof issued by a People's Representative on official letterhead along with photograph / valid recent Identity Card issued by a recognized College/ University/ Aadhar card/ E-Aadhar Card with a photograph/ Employee ID/ Bar Council Identity Card with photograph should be submitted to the invigilator for verification. The candidate's identity will be verified with respect to his/her details on the call letter, in the Attendance List and requisite documents submitted. If identity of the candidate is in doubt the candidate may not be allowed to appear for the **Group Discussion and Interview**.

**Ration Card and Learner's Driving License are not valid id proofs for this project.**

**Note:** Candidates have to produce in original the photo identity proof and submit photocopy of the same photo identity proof along with **Group Discussion and Interview** Call Letter while attending the **Group Discussion and Interview**, without which they will not be allowed to take up the **Group Discussion and Interview**. Candidates must note that the name as appearing on the call letter (provided during the process of registration) should exactly match the name as appearing on the photo identity proof.

Female candidates who have changed first/last/middle name post marriage must take special note of this. If there is any mismatch between the name indicated in the Call Letter and Photo Identity Proof the candidate will not be allowed to appear for Interview/GD. In case of candidates who have changed their name, will be allowed only if they produce original Gazette notification / their original marriage certificate / affidavit in original.

21. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for **Group Discussion and Interview will not be permitted** to attend **Group Discussion and Interview**. The reporting time mentioned on the call letter is prior to the Start time of the Interview/GD.
22. **ACTION AGAINST CANDIDATES FOUND GUILTY OF MISCONDUCT/ USE OF UNFAIR MEANS**

Candidates are advised in their own interest that they should not furnish any particulars that are false, tampered with or fabricated and should not suppress any material information while submitting online application.

At the time of Interview/GD or in a subsequent selection procedure, if a candidate is (or has been) found guilty of –

- (a) using unfair means or
- (b) impersonating or procuring impersonation by any person or
- (c) misbehaving in the **Group Discussion and Interview** Hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the **Group Discussion and Interview** or any information therein in whole or part thereof in any form or by any means, verbal or written, electronically or mechanically for any purpose or
- (d) resorting to any irregular or improper means in connection with his/ her candidature or
- (e) obtaining support for his/ her candidature by unfair means, or
- (f) carrying mobile phones or similar electronic devices of communication in

- the **Group Discussion and Interview** Hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable:
- (i) to be disqualified from the **Group Discussion and Interview** for which he/ she is a candidate;
  - (ii) to be debarred either permanently or for a specified period from any examination conducted by SIDBI;
  - (iii) for termination of service, if he/ she has already joined SIDBI.
23. The Centre, venue address, post applied for, date and time for **Group Discussion and Interview** shall be intimated in the Call Letter. A candidate who has registered successfully should download his/her call letter from SIDBI's website **www.sidbi.in** by entering his/ her details i.e., Registration Number and Password/Date of Birth. No hard copy of the call letter/ Information Handout will be sent by post/ courier. Intimations will be sent by email and/ sms to the email ID and mobile number registered in the online application form. SIDBI will not take responsibility for late receipt/ non -receipt of any communication e-mailed/ sent via sms to the candidate due to change in the mobile number, email address, technical fault or otherwise beyond the control of SIDBI. Candidates are hence advised to regularly keep in touch with SIDBI's website **www.sidbi.in** for details, updates and any information which may be posted for further guidance as well as to check their registered e-mail account from time to time during the recruitment process.
24. The possibility of occurrence of some problem in the administration of the **Group Discussion and Interview (GD/PI)** cannot be ruled out completely which may impact **GD/PI** delivery and/or result from being generated. In that event, every effort will be made to rectify such problem, which may include movement of candidates, delay in GD / PI. Re - conduct of **Group Discussion and Interview** is at the absolute discretion of SIDBI. Candidates will not have any claim for a re - conduct of **Group Discussion and Interview**. Candidates not willing to move or not willing to participate in the re – conducted GD / PI process shall be summarily rejected from the process.
25. If sufficient number of candidates does not opt for a particular centre for **Group Discussion and Interview**, SIDBI reserves the right to allot any other adjunct centre to those candidates OR if the number of candidates is more than the capacity available for **Group Discussion and Interview** for a centre, SIDBI reserves the right to allot any other centre to the candidate.
26. 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.
27. 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.
28. **Canvassing in any form will be a disqualification.**
29. Instances for providing incorrect information and/or process violation by a candidate detected at any stage of the selection process will lead of disqualification of the candidate from the selection process and he/she will not be allowed to appear in any SIDBI recruitment process in the future. If such instances go undetected during the current selection process but are detected subsequently, such disqualification will take place with retrospective affect.
30. SIDBI has the right to reject any application/ candidature at any stage without assigning any reason and the decision of SIDBI shall be binding on the candidate.

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**Annexure-I**
**EXAMINATION CENTRES (Tentative List) – Online Examination (if any)**

State/UT	Examination Centres
Andhra Pradesh	Vijayawada
Arunachal Pradesh	Naharlagun
Assam	Guwahati
Bihar	Patna
Chandigarh	Chandigarh – Mohali
Chhattisgarh	Raipur
Dadra and Nagar Haveli & Daman and Diu	Surat
Delhi	Delhi / Delhi NCR
Goa	Panaji
Gujarat	Ahmedabad-Gandhinagar
Haryana	Faridabad
Himachal Pradesh	Shimla
Jammu and Kashmir	Jammu
Jharkhand	Ranchi
Karnataka	Bengaluru
Kerala	Thiruvananthapuram
Ladakh	Leh
Madhya Pradesh	Bhopal
Maharashtra	Mumbai/ Navi Mumbai/Thane/MMR
Manipur	Imphal
Meghalaya	Shillong
Mizoram	Aizwal
Nagaland	Kohima
Odisha	Bhubaneshwar
Puducherry	Puducherry
Punjab	Patiala
Rajasthan	Jaipur
Sikkim	Gangtok
Tamil Nadu	Chennai
Telangana	Hyderabad
Tripura	Agartala
Uttarakhand	Dehradun
Uttar Pradesh	Lucknow
West Bengal	Kolkata

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**Appendix-I**

Certificate for person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

This is to certify that, we have examined Mr/Ms/Mrs ..... (name of the candidate), S/o /D/o ....., a resident of .....(Vill/PO/PS/District/State), aged ..... yrs, a person with ..... (nature of disability/condition), and to state that he/she has limitation which hampers his/her writing capability owing to his/her above condition. He/she requires support of scribe for writing the examination.

2. The above candidate uses aids and assistive device such as prosthetics & orthotics, hearing aid (name to be specified) which is /are essential for the candidate to appear at the examination with the assistance of scribe.

3. This certificate is issued only for the purpose of appearing in written examinations conducted by recruitment agencies as well as academic institutions and is valid upto \_\_\_\_\_(it is valid for maximum period of six months or less as may be certified by the medical authority)

Signature of medical authority

(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)	(Signature & Name)
Orthopedic / PMR specialist	Clinical Psychologist/ Rehabilitation Psychologist/Psychiatrist / Special Educator	Neurologist (if available)	Occupational therapist (if available)	Other Expert, as nominated by the Chairperson (if any)
(Signature & Name)				
Chief Medical Officer/Civil Surgeon/Chief District Medical Officer.....Chairperson				

Name of Government Hospital/Health Care Centre with Seal

Place:

Date:

**Appendix-II**

Letter of Undertaking by the person with specified disability covered under the definition of Section 2 (s) of the RPwD Act, 2016 but not covered under the definition of Section 2(r) of the said Act, i.e. persons having less than 40% disability and having difficulty in writing

I \_\_\_\_\_, a candidate with \_\_\_\_\_ (nature of disability/condition) appearing for the \_\_\_\_\_ (name of the examination) bearing Roll No. \_\_\_\_\_ at \_\_\_\_\_ (name of the centre) in the \_\_\_\_\_ District \_\_\_\_\_ (name of the State). My educational qualification is \_\_\_\_\_.

2. I do hereby state that \_\_\_\_\_ (name of the scribe) will provide the service of scribe for the undersigned for taking the aforementioned examination.

3. I do hereby undertake that his qualification is \_\_\_\_\_. In case, subsequently it is found that his qualification is not as declared by the undersigned and is beyond my qualification. I shall forfeit my right to the post or certificate/diploma/degree and claims relating thereto.

(Signature of the candidate)

(counter signature by the parent/guardian, if the candidate is minor)

Place:

Date: