



HEAD OFFICE: SIDBI TOWER, 15 ASHOK MARG, LUCKNOW - 226001

Date: June 21, 2016

Recruitment of Specialist Officers in Grades 'A' and 'B' and Consultant (Merchant Banking) - 2016

Candidates are advised to apply **ONLINE**, through Bank's web site at 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.**

Important Dates	
Opening of On line Registration Gateway/payment of fees	June 21, 2016
Closing of On-line Registration Gateway/payment of fees	July 05, 2016
Cut- off date for determining Eligibility Criteria with regard to age	June 21, 2016
Cut-off date for determining Eligibility Criteria with regard to educational qualification	July 05, 2016

SIDBI is the Principal Financial Institution set up under an Act of Parliament for promotion, financing and development of MSME sector in India and has recently celebrated Silver Jubilee year of its existence. Micro, Small and Medium Enterprises (MSMEs) in the last six decades have contributed to creativity, innovation and dynamism in the industrial sector which has led to the spread of industrial development across the country. 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 from all eligible and suitable candidates for the for the following posts -

Name of Posts/ Pay scale Minimum Gross emoluments p.m. (₹)	Specialist Stream	No. of vacancies	Post Code	Reserved for		
				SC	ST	OBC
Assistant Manager - Grade 'A' 17100 - 1000 (11) - 28100 - EB - 1000(4) - 32100 - 1100 (1) - 33200 (17 years) ` 47,000/- approx	Security	2	03	1		
Private Secretary - Grade 'A' 17100 - 1000 (11) - 28100 - EB - 1000(4) - 32100 - 1100 (1) - 33200 (17 years) ` 47,000/- approx	Secretarial	3	07			1
Manager - Grade 'B' 21000 - 1000 (9) - 30000 - EB - 1000 (2) - 32000 - 1100 (4) - 36400 (16 years)	Premises Electrical Engineer	1	09			

Name of Posts/ Pay scale Minimum Gross emoluments p.m. ()	Specialist Stream	No. of vacancies	Post Code	Reserved for		
				SC	ST	OBC
₹ 57,000/- approx	Economist	1	10			
Consultant (Merchant Banking, On Contract Basis) CTC - ₹ 22.00 Lakh per annum, approx	Merchant Banking	1	05			

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- (i) The designation/name of the post mentioned above is only indicative. The Bank 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. Offers could be issued in phases as per the requirement of the Bank.
- (iii) While no posts are reserved for Persons with Disability (PwD), they may also apply and would be eligible for concession in respect of age and application fee only. 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.
- (iv) 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 Bank. The vacancies SC/ST/OBC/PwD categories include backlog and shortfall in respective categories. The exact number of reserved vacancies indicated above may vary depending upon the actual number of offers issued / number of candidates actually joining.
- (v) OBC applicants falling under 'Creamy Layer' on the date of closure of 'On Line' registration gateway will be treated as unreserved. Such candidate should apply under General Category.
- (vi) **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.**
- (vii) 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 pay scale subject to production of documentary evidence to the satisfaction of the Bank in this regard.
- (viii) The Bank, 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 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.
- (ix) 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, internet allowance, equipment allowance, book grant, education expenses, allowance for furnishing the residence, interest free festival advance upto one month's gross emoluments, Bank's accommodations or Leased flat facility in lieu thereof, Loans and Advances at concessional rates for car, housing, personal computer/tablets etc; as per the Bank's rules. Candidates selected for

the post will be governed by "the defined contribution New Pension Scheme (NPS)".

- (x) The above post is also open for staff employed in SIDBI. The Bank reserves the right to give them suitable relaxation/concessions in upper age limit, application fee etc. as deemed fit by the Bank as given on page 7 under notes.
- (xi) 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.
- (xii) The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of ` 2 Lakh in case he/she leaves the Bank before the completion of the 3 year service period.

2. Probation and posting / transfer

The selected candidates would be on probation for a period of 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 / verticals / 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

- (i) Reservations / Relaxations / Concessions would be given to SC/ST/OBC/PwD/Ex-Servicemen candidates as per extent guidelines issued by the Government of India.
- (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. 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 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:-

Under Section 33 of the Persons with Disabilities (Equal Opportunities, Protection of Rights and Full Participation) Act 1995 only such persons would be eligible for reservation who suffer from not less than 40% of relevant disability and are certified by a Medical Board constituted by the Central/State Govt.

Visually Impaired (VI)

Blindness refers to condition where a person suffers from any of the following conditions namely (i) Total absence of sight, (ii) Visual acuity not exceeding 6/60 or 20/200 (snellen) in the better eye with correcting lenses. (iii) Limitation of the field of vision subtending in angle of 20 degrees or worse.

Low vision 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 the planning or execution of a task with appropriate assistive device.

Deaf & Hearing Impaired (HI)

The deaf are those persons in whom the sense of hearing is non-functional for ordinary purposes of life i.e. total loss of hearing in both ears. They do not hear, understand sounds at all even with amplified speech. Hearing impairment means loss of sixty decibels or more in the better ear in the conversational range of frequencies.

Orthopaedically Challenged (OC)

An Orthopaedically Challenged (OC) 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 Government) would be eligible for reservation in service / post.

- (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 Orthopaedically Challenged candidates who have locomotor disability or cerebral palsy with locomotor impairment of minimum of 40% and only those who fall in 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

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 June 21, 2016(to be read with 4.3)

Post	Minimum and Maximum Age Limit
Assistant Manager Grade 'A' Security	Not below 25 years and not exceeding 35 years . (Candidates born not earlier than 22.06.1981 and not later than 21.06.1991 [both days including] are only eligible to apply.
Private Secretary - Grade 'A'	Not below 21 years and not exceeding 28 years . (Candidates born not earlier than 22.06.1988 and not later than 21.06.1995 [both days including] are only eligible to apply.
Manager Grade 'B' Premises Electrical Engineer	Not below 24 years and not exceeding 32 years . (Candidates born not earlier than 22.06.1984 and not later than 21.06.1992 [both days including] are only eligible to apply.
Manager Grade 'B' Economist	Not below 21 years and not exceeding 28 years . (Candidates born not earlier than 22.06.1988 and not later than 21.06.1995 [both days including] are only eligible to apply.
Consultant (Merchant Banking)	Not below 35 years and not exceeding 55 years . (Candidates born not earlier than 22.06.1961 and not later than 21.06.1981 [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/ST candidates
 - (b) All persons who have ordinarily been domiciled in J & K State during 01-01-1980 to 31-12-1989 and
 - (c) Children / family members of those who died in the 1984 riots.
- (iii) By 10 years in upper age limit for PwD (unreserved); 13 years for PwD (OBC) and 15 years for PwD (SC/ST) candidates.
- (iv) To Ex-servicemen candidates (as per the provisions of Ex-Servicemen (Re-employment in Central Civil Services and Posts) Amendment Rules, 2012) by 5 years in upper age limit to Ex-servicemen including Emergency Commissioned Officers / Short Service Commissioned Officers provided that the applicants have rendered at least five 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, [iii] Emergency Commissioned Officers / Short Service Commissioned Officers 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, on selection, the Ministry of Defense issues certificates that they would be released within 03 months from the date of receipt of offer of appointment.

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.

- As per Government guidelines, age relaxation will not be available on cumulative basis save and except that for departmental/staff candidate by 5 year as detailed in point 4.4 (iii).
- All persons who are eligible for age relaxation under (ii) (b) above must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.

4.4 Essential Educational Qualifications and Post Qualification Work Experience (As on July 05, 2016)

Name of Posts	Stream	Educational Qualification	Minimum post qualification work experience
Consultant (equivalent to Grade D)	Merchant Banking	MBA (Finance) / Chartered Accountant / Company Secretary / Post Graduate	Essential: Minimum 10 years in Financial sector / Law firms along with 5 years experience working with SEBI recognized Category – I Merchant Banker handling issue Management, Merger, Acquisition, Listing, De-listing, ESOP Valuation, Project Appraisal, Loan Syndication, etc. Desirable: Experience as lead Manager for raising of Debt/ Equity in SME platforms of BSE / NSE.
Assistant Manager Grade 'A'	(Security)	Graduation from recognized University or equivalent. Proficiency in computers is essential.	An officer with minimum 5 years commissioned service in the Army/Navy/Air Force.
Private Secretary Grade 'A'	-	I. Graduation or Post Graduation with minimum 60% marks in aggregate from a recognized University. II. A Pass in Stenography Lower / Junior Grade Examination in English conducted by State Board of Examination / Board of Technical Examination / Board of Technical Education and Training. III. A Pass in Typewriting Higher / Senior Grade Examination in English conducted by State Board of Examination / Board of Technical Examination / Board of Technical Education and Training.	Minimum 2 years of relevant work experience.

Name of Posts	Stream	Educational Qualification	Minimum post qualification work experience
Manager Grade 'B' (Electrical Engineer)	Premises	Graduation in Engineering in Electrical with minimum 60% marks in aggregate from a recognized University. Post Graduates in the same discipline will be preferred.	Minimum 5 years in execution/maintenance of electrical installations in large buildings / commercial buildings having HT / LT substations, central AC plants, lifts, UPS, DG sets, CCTV, Fire alarm system, etc.
Manager Grade 'B'	Economist	Post Graduation Degree in Economics from a recognized University. Candidates should have excellent communication and writing skills.	I. Minimum 2 years as an Economist or Analyst with Financial Institutions / Banks / Industry Chambers / Rating Agencies. Preference will be given to candidates having background in macroeconomic forecasting and analysis. II. Candidates having hands on experience in Econometric packages like STATA (Data Analysis and Statistical Software), SAS (Statistical Analysis System) and EVIEWS will be given preference.

Note:

- (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.
- (ii) Candidates whose results are awaited are not eligible to apply.
- (iii) Staff Candidates 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/PwD.
- (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 honours / optional / additional optional subject, if any.** This will be applicable for those Universities also where Class / Grade is decided on basis of Honours marks only. Candidate should indicate the percentage obtained in Graduation 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 and 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. 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%
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[a] Aggregate Grade Point or percentage of marks where awarded would mean aggregate over the entire duration of the course.

[b] 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[i] above.

[c] All educational qualifications should have been obtained from Universities / Institutions recognized by UGC / Gol.

- (vi) Proper document from Board / University for having declared the result on or before **July 05, 2016** has to be submitted at the time of **Interview**. The date of passing the eligibility examination will be the date appearing on the mark-sheet or provisional certificate issued by University / Institute. In case the result of a particular examination is posted on the website of the University / Institute and web based certificate is issued then proper document/certificate **in original** issued and signed by the appropriate authority of the University / Institute indicating the date of passing properly mentioned thereon will be reckoned for verification and further process. Please note that submission of the provisional/final certificate in original at the time of Interview is mandatory and candidature of applicants failing to do so shall be summarily rejected.

5.1 Selection Procedure

Candidate for the post of Consultant (Merchant Banking) on contract basis will be shortlisted on the basis of Interview. The selection process for all the posts in Grade 'A' would be by way of an online examination, followed by Personal Interview. The selection process for all the posts in Grade 'B' would be by way of an online examination, followed by Group Discussion and Personal Interview. Candidates who qualify based on the minimum cut-off marks decided by the Bank, would be called for interview. The pattern of written examination will be as under:

Sl. No.	Posts	Sl.No	Test	No. of Qstn.	Marks	Time
1	Assistant Manager – Grade 'A': Private Secretary / Security	i.	Reasoning	50	50	120 mins
		ii.	English Language	50	50	
		iii.	Quantitative Aptitude	40	40	
		iv.	General Awareness (With special reference to Banking Industry)	40	40	
		v.	Computer Knowledge	20	20	
			Total			200
2	Manager – Grade 'B': Economist	i.	Reasoning	40	20	60 mins
		ii.	English Language	30	15	
		iii.	General Awareness	30	15	
		iv.	Subject Knowledge	50	150	45 mins
		v.	Online descriptive test: Candidates will be required to answer by typing on computer. English Language Test: Essay on subject related to Economics	2	50	45 mins
			Total			250
3	Manager – Grade 'B': Premises	i.	Reasoning	40	20	60 mins
		ii.	English Language	30	15	
		iii.	General Awareness	30	15	

Sl. No.	Posts	Sl.No	Test	No. of Qstn.	Marks	Time
	(Electrical Engineer)	iv.	Subject Knowledge	50	150	45 mins
			Total		200	

All tests, except test of English Language and Descriptive Paper will be provided in English and Hindi. Test of English Language and Descriptive Paper will be only in English. All the objective questions will have multiple choices. Out of the five answers to a question only one will be the correct answer. The Candidate will have to select the most appropriate answer and 'mouse click' that alternative which you feel is appropriate/ correct. The alternative/ option that the candidate has clicked on will be treated as his/her answer to that question. **There will be penalty for wrong answers marked by the candidates. For every wrong answer marked by a candidate, 1/4 of the marks assigned to that question will be deducted as penalty.** The Scores of Online Examination will be obtained by adopting the following procedure:

(i) Number of questions answered correctly by a candidate in each objective test is considered for arriving at the Corrected Score after applying penalty for wrong answers.

(ii) The Corrected Scores so obtained by a candidate are made equivalent to take care of the minor difference in difficulty level, if any, in each of the objective tests held in different sessions to arrive at the Equated Scores*

(*Scores obtained by candidates on any test are equated to the base form by considering the distribution of scores of all the forms.)

(iii) Testwise scores and scores on total is reported with decimal points upto two digits.

Note: Cutoffs may be applied in two stages:

- (i) On scores in individual tests
- (ii) On Total Score

The total marks of the examination will be 200 for all posts except Manager – Grade 'B': Economist 250 for which total marks would be 250 which include 50 marks of the Descriptive Section. In Grade 'B' (Economist Stream) the objective type examination will be followed by a Descriptive test – 2 Essays (4 internal options) for 45 minutes **Candidates will be shortlisted for Interview on the basis of marks scored in objective and descriptive section (wherever applicable) taken together against full marks of 250. Descriptive Test will only be evaluated for those candidates who qualify in the Objective type of tests (on total and individual sections of objective tests) and are placed adequately high as per total marks in the objective test. Descriptive test to the extent of fixed number of times the number of vacancies will be evaluated.** The various qualifying cut off marks in each of the objective tests, total objective test and the descriptive paper will be decided by the Bank. Questions of Online descriptive test will be displayed on the screen of your computer. Answers are to be typed using the keyboard. Before start of typing answers to questions in Descriptive Paper please check all key functions of the keyboard.

SIDBI reserves the right to modify the structure of the examination which will be intimated through its website. Other detailed information regarding the examination will be given in an Information Handout, which will be made available for the candidates to download along with the call letters from the SIDBI's website www.sidbi.in.

5.2.1 Pre Recruitment Training (PRT)

As per Gol guidelines, Pre-recruitment training (PRT) would be conducted for SC/ST/OBC candidates for 8 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 the Bank. PRT would be conducted at 4 centers only viz. **Chennai, Kolkata, Mumbai and New Delhi**. The SC/ST/OBC candidates, who want to attend Pre-recruitment training (PRT), shall register themselves separately with the appropriate link provided elsewhere in SIDBI's website. It may be noted that while training will be imparted free of cost, all other expenses regarding travelling, boarding, lodging etc. will have to be borne by the candidate for attending the Pre-recruitment training programme at the designated Centers. The Bank, however reserves the right to change / cancel / add the venue for PRT depending on the response/number of applications for a particular centre. Please also note that, by merely attending the Pre-recruitment training (PRT), no candidate acquires any right to be selected in SIDBI.

5.2.2 Online Examination:

Online examination will be conducted online in various cities across India. Tentative cities where exam may be held are Ahmedabad/Gandhinagar, Baroda/Anand/VV Nagar, Rajkot, Surat, Bengaluru/Tumkur, Mysore, Hubli, Hosur, Indore, Bhopal, Raipur, Nagpur, Nainital, Kolkata, Bhubaneswar, Patna, Jamshedpur, Chandigarh, Jalandhar, Jammu, Ludhiana, Chennai, Puducherry, Coimbatore, Kochi/Ernakulam, Tirupur, Trichy, Madurai, New Delhi/Delhi NCR, Dehradun, Noida/Greater Noida, Ghaziabad, Faridabad, Gurgaon, Guwahati, Hyderabad, Vijayawada, Visakhapatnam, Jaipur, Jhodpur, Udaipur, Lucknow, Varanasi, Kanpur, Agra, Pune, Aurangabad, Nashik, Kolhapur, Greater Mumbai/Thane/Navi Mumbai, Verna.

1. Candidates have to indicate their preferred centre for online examination in the online application form.
2. The examination will be conducted online in venues given in the respective call letters.
3. No request for change of centre/venue/date/session for Examination shall be entertained.
4. SIDBI, reserves the right to cancel any of the Examination Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc.
5. SIDBI also reserves the right to allot the candidate to any centre other than the one he/she has opted for.
6. Candidate will appear for the examination at an Examination Centre at his/her own risks and expenses and SIDBI will not be responsible for any injury or losses etc. of any nature.
7. Choice of centre once exercised by the candidate will be final.

Interviews for posts in Grade 'A' shall be held at would be held at five centres viz. Chennai, Kolkata, Lucknow, Mumbai and New Delhi. Group Discussion and Interviews for the posts of Grade 'B' shall be held in Mumbai. Interviews for the posts of Consultant (Merchant Banking, On Contract Basis) shall be held in Mumbai. Candidates will have to indicate their preferred centre for interview in the online application form separately. However, Bank reserves the right to cancel any of the Examination/Interview Centres and/ or add some other Centres, at its discretion, depending upon the response, administrative feasibility, etc. Bank also reserves the right to allot the candidate to any centre other than the one he/she has opted for.

- 5.2.3 Guidelines for Scribe:** PwD candidates may avail the services of a scribe at the time of appearing for the online examination as per the terms mentioned below, which are as per the guidelines issued by Government of India.

(i) 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) and (iii) below. In all such cases where a scribe is used, the following rules will apply:

- The candidate will have to arrange his/her own scribe at his/her own cost.
- 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 may not be favourably entertained.
- A person acting as a scribe for one candidate cannot be a scribe for another candidate.
- The scribe should be from an academic stream different from that prescribed for the post.
- 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.
- 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.
- 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.

(ii) **Guidelines for Candidates with Locomotor Disability and Cerebral Palsy:** Compensatory time of twenty minutes per 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).

(iv) **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 not be available to Visually Impaired candidates who use the services of a Scribe for the examination.

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

5.2.4 The details regarding the time date and address of the venue of the Pre-Recruitment Training / Online Examination / Interview to the short listed eligible candidates will be intimated through **Call Letters. E-mail and SMS about intimation of online download of Call Letters will be sent to candidates at the appropriate time.**

Candidates are required to download their interview call letters from the SIDBI's website 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 / Online Examination / Interview without the Call letter. **Candidates are, therefore, advised to visit the Bank's website at regular intervals for information regarding date of the on-line examination.**

- 5.2.5** Candidates who have been shortlisted in the Online Examination will subsequently be called for an Interview. Interviews will be conducted at Chennai, Kolkata, Lucknow, Mumbai and New Delhi. The centre, address of the venue, time & date of Interview will be informed to the shortlisted candidates in the call letter. Candidates are required to download their interview call letters from the SIDBI's website www.sidbi.in. 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.
- 5.2.6** While appearing for the 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 interview (as applicable)

The following documents in original and attested photocopies in support of the candidate's eligibility and identity are to be invariably submitted at the time of 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.

- (i) Printout of the valid Interview Call Letter.
- (ii) Valid system generated printout of the online application form.
- (iii) Proof of Date of Birth (Birth Certificate issued by the Competent Municipal Authorities or SSLC/ Std. X Certificate with DOB).
- (iv) Photo Identify Proof as indicated at 5.2.8.
- (v) Proof of Permanent Address as indicated at 5.2.8.
- (vi) Mark-sheets & certificates for Graduation or equivalent qualification etc. Proper document from Board /University for having declared the result on or before 04.07.2016 has to be submitted.
- (vii) Caste Certificate issued by the competent authority in the prescribed format as stipulated by Government of India in the case of SC / ST / OBC category candidates.
- (viii) 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 closure of on line registration gateway (issued within one year prior to the date of closure of on line registration gateway).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.

- (ix) 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, the duly filled in details of the scribe in the prescribed format.
- (x) 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 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 **03.07.2017**.
- (xi) Candidates serving in Government / quasi Govt offices/ Public Sector Undertakings (including Nationalised Banks and Financial Institutions) are required to produce a "No Objection Certificate" from their employer at the time of 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.
- (xii) Persons eligible for age relaxation under 4.3.ii.b must produce the domicile certificate at the time of interview/ at any stage of the subsequent process from the District Jurisdiction where he / she had ordinarily resided or any other authority designated in this regard by the Government of Jammu & Kashmir to the effect that the candidate had ordinarily domiciled in the State of J&K during the period from 01.01.1980 to 31.12.1989.
- (xiii) Persons eligible for age relaxation under 4.3.ii.c 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.
- (xiv) Relevant Experience certificates, as applicable.
- (xv) 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.
- (xvi) Any other relevant documents in support of eligibility.

Note: -Candidates will not be allowed to appear for the interview if he/ she fails to produce the relevant eligibility documents as mentioned above and SC/ST/PwD candidates shall also not be reimbursed to and fro journey fare.

No documents shall be directly sent to SIDBI/IBPS by candidates before or after the interview.

The Competent Authority for the issue of the certificate to SC / ST / OBC / PERSONS WITH 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 Persons with Disabilities: Authorised 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. Prescribed Formats of SC, ST, OBC, PWD certificates to be submitted at the time of interview etc. can be downloaded from the SIDBI's website www.sidbi.in. Candidates belonging to these categories are required to produce the certificates strictly in these formats only.

5.2.7 Identity Proof: at time of examination (to be read with 20-21, page 19) Currently valid photo identity proof may be PAN Card/Passport/Driving License/Voter's Card/Bank Passbook with photograph/Photo Identity proof issued by a Gazetted Officer on official letterhead /Photo Identity proof issued by a People's Representative on official letterhead/Valid recent Identity Card issued by a recognised College/University/Aadhar Card with a photograph/Employee ID/Bar Council Identity card with photograph. **Please Note - Ration Card and E-Adhar Card will not be accepted as valid ID proof for this project.**

Proof of Permanent Address (required at time of interview only): (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 the bank) (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 the bank will suffice). Whereas the ID proof also contains permanent address, a separate proof of permanent address is not required.

6. Non-Refundable Application cum processing fee

Category of Candidate	Application fee	Intimation Charges	Total Charges
SC/ST/PwD	Nil	₹ 50/- (Rupees fifty only)	₹ 50/- (Rupees fifty only)
Others (including OBCs and General)	₹ 450/- Rupees Four hundred and fifty only)	₹ 50/- (Rupees fifty only)	₹ 500/- (Rupees Five hundred only)
Staff Candidates	Nil	Nil	Nil

7. HOW TO APPLY

Candidates can apply online only from SIDBI's website and no other mode of application will be accepted.

Pre-Requisites for Applying Online

Before applying online, candidates should :-

- (i) Scan their photograph and signature ensuring that both the photograph and signature adhere to the required specifications as given in Guidelines for Scanning and Upload of Photograph and Signature below.
- (ii) Keep the necessary details/documents for **Online Payment** of the requisite application fee/ intimation charges ready.
- (iii) Have a valid personal email ID, which should be kept active at least till the declaration of results of online exam. SIDBI **will** send intimation to download call letters for PRT/On-Line Exam/Interview 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.

Procedure for applying online

A. Application Procedure

1. Candidates to go to the SIDBI website www.sidbi.in- click on the option "**APPLY ONLINE**" which will open a new screen.
2. 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.
3. 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.
4. 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 FINAL SUBMIT BUTTON.
5. 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.
6. Validate your details and Save your application by clicking the 'Validate your details' and 'Save & Next' button.
7. Candidates can proceed to upload Photo & Signature as per the specifications given in the Guidelines for Scanning and Upload of Photograph and Signature detailed under point "C".
8. Candidates can proceed to fill other details of the Application Form.
9. Click on the Preview Tab to preview and verify the entire application form before FINAL SUBMIT.
10. Modify details, if required, and click on 'FINAL SUBMIT' ONLY after verifying and ensuring that the photograph, signature uploaded and other details filled by you are correct.
11. Click on 'Payment' Tab and proceed for payment.
12. Click on 'Submit' button.

B. PAYMENT OF FEES

ONLINE MODE

1. The application form is integrated with the payment gateway and the payment process can be completed by following the instructions.
2. The payment can be made by using Debit Cards (RuPay/Visa/MasterCard/Maestro), Credit Cards, Internet Banking, IMPS, Cash Cards/ Mobile Wallets.
3. 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
4. On successful completion of the transaction, an e-Receipt will be generated.

5. 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.
6. 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.**

- (1) In case of multiple registrations, only last registration will be kept valid.

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 anon-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.

- (2) After completing the procedure of applying on-line including payment of fees, the candidate should take a printout of the system generated on-line 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.
- (3) 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 the Bank.
- (4) 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 on-line 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 Examination 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.

- (5) 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.
- (6) Candidates are advised in their own interest to apply on-line 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 log on to the SIDBI's website on account of heavy load on internet/website jam.
- (7) 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 the Bank.

- (8) 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.
- (9) 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.
- (10) 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.
- (11) **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.**

8. Guidelines for scanning and Upload of Photograph & Signature

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.

a. Photograph Image:

- 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 20kb–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.

b. Signature Image:

- The applicant has to sign on **white paper** with **Black Ink pen**.
- The signature must be signed only by the applicant and not by any other person.
- The signature will be used to put on the attendance sheet and wherever necessary.
- The applicant's signature obtained on the call letter and attendance sheet at the time of the examination should match the uploaded signature. In case of mismatch, the applicant may be disqualified.
- Dimensions 140 x 60 pixels (preferred)
- Size of file should be between 10kb – 20kb
- Ensure that the size of the scanned image is not more than 20kb

c. Scanning the photograph & signature:

- 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, 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 photo and signature in .jpeg format not exceeding 50kb & 20kb respectively by using MS Paint or MsOffice Picture Manager. Scanned photograph and signature in any format can be saved in .jpg format by using 'Save As' option in the File menu and size can be reduced below 50 kb (photograph) & 20 kb(signature) by using crop and then resize option (Please see the preceding paragraphs in this Annexure above for the pixel size) in the 'Image' menu. 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.

d. Procedure for Uploading the Photograph and Signature

- There will be two separate links for uploading Photograph and Signature Click on the respective link "Upload Photograph / Signature".
- Browse and Select the location where the Scanned Photograph /Signature file has been saved.
- Select the file by clicking on it.
- Click the 'Open/Upload' button
- Your Online Application will not be registered unless you upload your photograph and signature as specified.

Note:-

(1) In case the face in the photograph or signature is unclear the candidate's application may be rejected. After uploading the photograph/ signature in the online application form, candidates should check that the images are clear and have been uploaded correctly. In case the photograph or signature is not prominently visible, the candidate may edit his/ her application and re-upload his/ her photograph or signature, prior to submitting the form.

(2) After registering online candidates are advised to take a printout of their system generated online application forms.



HEAD OFFICE: SIDBI TOWER, 15 ASHOK MARG, LUCKNOW - 226001

Recruitment of Officers in Grade 'A' – General Stream: 2016

GENERAL INSTRUCTIONS

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

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 June 21, 2016 and July 05, 2016 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 the Bank. Further, such appointment shall also be subject to Service and Conduct Rules of the Bank.
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 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.**
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 the Bank 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 interview / selection etc. and any other matter will be binding on the candidates. **No correspondence or personal inquires shall be entertained by the Bank in this regard.**
7. 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.
8. The Bank shall not entertain requests from the candidates seeking advice about their eligibility to apply.

9. The Bank 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 '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.**
12. 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 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 on line 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. 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).**
15. 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.**
16. The candidates will have to appear for the Pre-Recruitment Training / Online examination / Personal Interview at their own cost and risk. The Bank shall not be responsible for any injury / loss etc of any nature to any candidate.
17. Candidates will have to appear for the 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, 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. In the examination hall as well as at the time of interview, the call letter along with original and a photocopy of the candidate's currently valid photo identity such as PAN Card/ Passport/ Driving License/ Voter's Card/ Bank Passbook with photograph/ Photo identity proof issued by a Gazetted Officer on official letterhead/ Photo identity proof issued by a People's Representative on official letterhead/ valid recent Identity Card issued by a recognized College/ University/ 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 Examination.

Note: Candidates have to produce in original the photo identity proof and submit photocopy of the photo identity proof along with Examination call letter as well as the Interview Call Letter while attending the examination/ interview respectively, without which they will not be allowed to take up the examination/ 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 the exam. 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. Please note that candidates will not be permitted to appear for the Online examination without the following documents:
- (i) Valid Call Letter for the Examination;
 - (ii) Photo-identity proof in original; and
 - (iii) Photocopy of photo-identity proof

22. **CANDIDATES REPORTING LATE** i.e. after the reporting time specified on the call letter for Examination **will not be permitted** to take the examination. The reporting time mentioned on the call letter is prior to the Start time of the test. Though the duration of the examination is 2 hours and 45 minutes, candidates may be required to be at the venue for about 4 hours including the time required for completion of various formalities such as verification and collection of various requisite documents, logging in, giving of instructions.

23. 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 examination, interview 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 examination/ interview hall or disclosing, publishing, reproducing, transmitting, storing or facilitating transmission and storage of contents of the test(s) 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 examination/ interview hall, such a candidate may, in addition to rendering himself/ herself liable to criminal prosecution, be liable :
 - (i) to be disqualified from the examination 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.

Important:

SIDBI would be analyzing the responses (answers) of individual candidates with those of other candidates to detect patterns of similarity of right and wrong answers. If in the analytical procedure adopted by the Bank in this regard, it is inferred/ concluded that the responses have been shared and scores obtained are not genuine/ valid, SIDBI reserves right to cancel the candidature of the concerned candidates and the result of such candidates (disqualified) will be withheld.

- 24. The Centre, venue address, post applied for, date and time for examination and interview shall be intimated in the respective 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 the Bank. Candidates are hence advised to regularly keep in touch with the Bank's website ww.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.
- 25. The possibility of occurrence of some problem in the administration of the examination cannot be ruled out completely which may impact test 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 test. Conduct of a re-exam is at the absolute discretion of test conducting body. Candidates will not have any claim for a re-test. Candidates not willing to move or not willing to participate in the delayed process of test delivery shall be summarily rejected from the process.
- 26. If the examination is held in more than one session, the scores across various sessions will be equated to adjust for slight differences in difficulty level of different test batteries used across sessions. More than one session are required if the nodes capacity is less or some technical disruption takes place at any centre or for any candidate.
- 27. **The selected candidate will be required to execute a Service Bond undertaking to serve the Bank for a period of 3 years or to pay the Bank a sum of `2 Lakh in case he/she leaves the Bank before the completion of the 3 year service period.**
- 28. 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.

29. 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.
30. 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.
31. **Canvassing in any form will be a disqualification.**
32. 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.
33. 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 binding on the candidate.