



Advertisement No. 05/ 2025-26

**Engagement of Specialists on Contractual Basis (Full Time) -2025-26**

July 28, 2025

Small Industries Development Bank of India (SIDBI) set up on 2nd April 1990 under an Act of Indian Parliament, acts as the Principal Financial Institution for Promotion, Financing and Development of the Micro, Small and Medium Enterprise (MSME) sector as well as for co-ordination of functions of institutions engaged in similar activities.

Over the years, SIDBI has been working towards the sustainable development of MSME sector, pioneering efforts that have manifested in creation of economic wealth, its distribution for an egalitarian society while preserving the ecological wealth of the country.

The Bank's Mission is to 'To facilitate and strengthen credit flow to MSMEs and address both financial and developmental gaps in the MSME eco-system'. The Bank is working with the Vision 'To emerge as a single window for meeting the financial and developmental needs of the MSME sector to make it strong, vibrant and globally competitive, to position SIDBI Brand as the preferred customer friendly institution and for enhancement of shareholders wealth and highest corporate values through modern technology platform'.

The Bank believes that its people, process and technology are the key drivers for delivering customer service. The Bank firmly believes that its Human Resources are its most valuable asset. SIDBI is an equal opportunity employer and provide equal employment opportunities, without any discrimination on the grounds of age, color, disability, marital status, nationality, race, religion, sex etc.

The Bank invites application from interested candidates for the following post on Contractual basis as detailed below:

Sr N o	Post	Total Vacancies	Reservations					
			UR	EWS	OBC	SC	ST	PwBD (VI)*
1	Associate Legal Counsel (ALC)	02	02	-	-	-	-	01

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

### Associate Legal Counsel

A.	<b>Name of the Post</b>	Associate Legal Counsel (ALC)
B.	<b>Type of the Post</b>	Contractual on <u>full time basis</u> .
C.	<b>No. of Vacancies</b>	2 (Two)
D.	<b>Period of Contract</b>	<p>The term of the contract with the <b>ALC</b> would be for a period of <b>three years</b>. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to <b>two years</b>.</p> <p>Annual reviews of the performance of the <b>ALC</b> would be undertaken.</p> <p>The contract can be terminated at <b>three months'</b> notice on either side or salary and allowances (if any) in lieu thereof.</p>
E.	<b>Place of Posting / Transfer</b>	<p><b>Lucknow-1 and Kolkata-1</b></p> <p>However, the Bank reserves the right to post/transfer the staff on contract to any of the offices of SIDBI or to depute to any of its associates/subsidiaries or any other organization depending upon the exigencies of service.</p>
F.	<b>Key Skills/ Scope of Work</b>	<p><b><u>The ALC will be broadly responsible for the following:</u></b></p> <ol style="list-style-type: none"> <li>1. Scrutiny and processing of Title Investigation Reports (TIRs) furnished by empaneled Advocates of the Bank;</li> <li>2. Liaisoning with Advocate/ Branch Offices/ Regional Offices with respect to processing of TIRs;</li> <li>3. Maintaining TIR Data and operating digital tools of the Bank pertaining to TIR processing;</li> <li>4. Updating and handling the issues related to digital tools of the Bank pertaining to TIR processing;</li> <li>5. Preparation, compilation &amp; generating reports relating to Legal work at HO;</li> <li>6. Handling / researching of Case Law as and when assigned work;</li> <li>7. Handling of all legal matters at base level, including court cases pending with various courts/ Forums/ Tribunals/ Authorities; and vetting of documents etc. or any other related matter concerning SIDBI;</li> <li>8. Drafting/ vetting of documents/ deeds/ contracts including complaints/ written statement/ petitions/ claims/ applications under section 14 of SARFAESI Act; conveyancing;</li> <li>9. Preparation/issuance of demand notices, sale notices, auction documents, drawing Panchnama, inventory etc. for takeover of property under SARFAESI Act, including visiting the DMS office[Tahsildar office etc.</li> <li>10. Handling references regarding various issues related to recovery including IBC matters, as also attending COC;</li> <li>11. Supporting the operational functionaries in understanding and mitigating the legal risk in projects/ agreements etc.</li> <li>12. Any other work/ responsibility as may be assigned by the Bank from time to time.</li> </ol>

G.	<b>Eligibility Criteria</b>		
	<b>a</b>	<b>Age limit</b>	The candidate should not be less than <b>28 years</b> old and not more than <b>35 years</b> old as on <b>July 31, 2025</b> .
	<b>b</b>	<b>Educational Qualification</b>	Degree in law (3 years/ 5 years) from a recognized university in India with minimum 50% marks.  Post Graduate degree in Law from a recognized Indian University shall be preferable.
	<b>c</b>	<b>Post Qualification Experience</b>	<p><b>(As on July 31, 2025)</b></p> <p>(i) Minimum 5 years of work Experience, which may be in a Commercial Bank / FI/ NBFC OR other reputed Corporate/ Organizations / Government Bodies <b>OR</b></p> <p>(ii) Practicing Advocate having minimum 5 years of experience including experience in extending legal opinion on matters as described at S I. No. <b>F</b> above <b>OR</b> combined experience in as indicated in (i) and (ii) above.</p> <p>Preference will be given to the candidates having experience in Drafting/ vetting of documents/ deeds/ contracts; including complaints/written statement/ petitions/ claims; conveyancing; title investigation; Liaising with the Advocates/ Solicitors regarding issues in TIRS/ Recovery matter; and vetting of documents etc. or any other related matter concerning SIDBI.</p> <p>The Candidate should also have knowledge of working on computers and the ability to use various digital tools and technologies to complete his job efficiently.</p> <p><b>Note: Applications without relevant experience certificate from the employer would be rejected.</b></p>
			<b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.
I.	<b>Remuneration</b>		<p>Based on candidate's qualification, experience and overall suitability for the post, maximum Cost to Company (CTC) / remuneration payable will be around ₹20 lakh per annum plus other facilities viz. Group Insurance etc.</p> <p>Apart from initial remuneration offered on CTC basis, there would be provision for annual increment on CTC finalized initially, which shall be considered by the Bank based on the performance review from time to time. The salary would also have a suitable variable component.</p>

**Other Conditions (Applicable for the post):**

1.	<b>Right to raise/modify the eligibility criteria</b>	<b>Important:</b> The Bank reserves the right to raise/modify the eligibility criteria including educational qualification and minimum work experience in order to restrict the number of candidates to be called for Interview, commensurate with the number of posts.
2.	<b>Selection Procedure</b>	<p>Selection would be by way of shortlisting and Personal Interview to be held online on a suitable date (to be informed in due course) before the Selection Committee.</p> <p>The Bank will undertake a preliminary screening of the applications for preparing, if necessary, to prepare a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview.</p> <p>The decision of the bank to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.</p> <p><b>Merit List:</b> Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut-off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.</p> <p><b>Wait List:</b> SIDBI reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.</p>
3.	<b>HOW TO APPLY</b>	<p>i. Duly filled in application (in English or Hindi), as per the format available on the Bank's website with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate across the same with date, should be sent / forwarded <b><u>only through email at <a href="mailto:recruitment@sidbi.in">recruitment@sidbi.in</a> on or before August 18, 2025.</u></b> While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. <b>"Application for the post of &lt;&lt;Name of the Post&gt;&gt; &lt;&lt;Candidate Name&gt;&gt;."</b></p> <p>ii. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark -sheets), work experience, as mentioned in the application form.</p> <p>iii. An application not accompanied by photocopies/ scanned copies (in cases of applied online) of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or received after due date will not be entertained under any circumstances.</p> <p>iv. Handwritten Applications/ or Curriculum Vitae may be rejected.</p> <p>v. The candidates who had already applied / shortlisted / selected / waitlisted need not to apply again.</p>
4.	<b>Others</b>	<p>i. The relevant experience certificate from employer must contain specifically that the candidate had experience in that related field as required.</p> <p>ii. The candidate must be a citizen of India.</p> <p>iii. The number of vacancies mentioned above are provisional and may vary.</p> <p>iv. The designations / name of the post mentioned above are only indicative. The Bank reserves the right to change the name of post /</p>

	<p>designation at any time without prior notice on the requirement of the Bank.</p> <p><b>v.</b> Intimation/ call letter for interview will be sent by email or will be uploaded on Bank's website. NO HARD COPY WILL BE SENT.</p> <p><b>vi.</b> Candidates are advised to indicate a working e-mail ID and mobile phone no. in their application under this advertisement and maintain the same active for receiving communication viz. call letters/ Interview date advices etc . The indicated e-mail ID and mobile phone no. should not be changed during Interview process. The Bank takes no responsibility for any delay in receipt or loss of any communication.</p> <p><b>vii.</b> The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p><b>viii.</b> Candidates serving in Govt./ Quasi Govt. offices, Public Sector undertakings including Nationalized Banks and Financial Institutions are advised to submit 'No Objection Certificate' from their employer at the time of interview, failing which their candidature may not be considered and travelling expenses, if any, otherwise admissible, will not be paid.</p> <p><b>ix.</b> In case of selection, candidates will be required to produce proper discharge certificate from the employer at the time of taking up the appointment.</p> <p><b>x.</b> Candidates are advised that they should not furnish any particulars or information that are false, tampered/ fabricated or should not suppress any material information while applying for the post.</p> <p><b>xi.</b> 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 background verifications, satisfactory report from his / her previous employer and referees and completion of all other pre recruitment formalities to the complete satisfaction of the Bank.</p> <p><b>xii.</b> 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), or has resorted to Impersonating or procuring impersonation by any person; his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.</p> <p><b>xiii.</b> The applicant shall be liable for civil/ criminal consequences in case the information submitted in his/ her application are found to be false at a later stage.</p> <p><b>xiv.</b> Decisions of the Bank in all matters regarding eligibility, shortlisting, conduct of interview, selection, calling for joining etc, would be final and binding on the applicants for the posts. No representation or correspondence will be entertained by the Bank in this regard. Canvassing in any form will lead to disqualification of candidature.</p>
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