



Advertisement No. 06/ 2025-26

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

August 30, 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 Access To Capital And Build Capacity Of MSMEs For Their Deeper Integration Into Indian And Global Value Chains'. The Bank is working with the Vision 'To emerge as the point of first contact for all stages of MSME life cycle journey'.

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 posts on Contractual basis as detailed below:

Sr No	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	S C	S T	PwBD* (VI)
1	Compliance Officer (CO)	01	01	01	-	-	-	-	01*

* PwBD vacancies shall include LV=Low Vision

Compliance Officer (CO)

A.	Name of the Post	Compliance Officer (CO)
B.	Post Code	01
C.	Type of the Post	Contractual on <u>full time basis</u> .
D.	No. of Posts	1 (One)
E.	Place of Posting/ Transfer	Mumbai. 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.
F.	Period of Contract	The term of the contract would initially be for a period of three years , extendable, at the sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at three months' notice on either side or payment of salary and allowances (if any) in lieu thereof.
G.	Broad Responsibilities	The CO will be the compliance officer under SEBI's Listing Obligations and Disclosure Requirements (LODR) Regulations. He/ She will be responsible for: <ol style="list-style-type: none"> 1. Ensuring conformity with the regulatory provisions applicable to the listed entity in letter and spirit. 2. Co-ordination with and reporting to the Board, recognised stock exchange(s) and depositories with respect to compliance with rules, regulations and other directives of these authorities in manner as specified from time to time. 3. Ensuring that the correct procedures have been followed that would result in the correctness, authenticity and comprehensiveness of the information, statements and reports filed by the listed entity under these regulations. 4. Monitoring email address of grievance redressal division as designated by the listed entity for the purpose of registering complaints by investors. 5. To provide clarification on any compliance related issues. 6. Any other work in the area of expertise given by the Bank from time to time.
	Work Profile	<ul style="list-style-type: none"> • Monitoring Compliance: The compliance officer shall actively monitor SIDBI's adherence to all relevant SEBI/ RBI regulations, including insider trading norms, disclosure requirements, and corporate governance practices. • Ensuring Timely Filings: A core responsibility shall be to ensure that all necessary filings and disclosures are made to

		<p>the stock exchanges, depositories, and SEBI on time and in the prescribed format.</p> <ul style="list-style-type: none">• Liaison with Regulatory Bodies: The compliance officer shall act as the primary point of contact for communication with stock exchanges, depositories, and SEBI/ RBI, facilitating smooth interaction and information exchange.• Maintaining Records: This includes establishing and maintaining proper procedures to ensure the correctness, authenticity, and completeness of all information and reports filed under the LODR regulations.• Investor Grievance Redressal: The compliance officer shall be responsible for the proper functioning of the grievance redressal mechanism, ensuring timely and effective resolution of investor complaints.• Reporting to the Board: The compliance officer shall be required to report to the Board of Directors on compliance matters, including any significant breaches or issues.• Risk Management: Implementing and maintaining internal controls and policies to identify, assess, and mitigate compliance risks.• Policy Development: Developing and implementing compliance policies and procedures to ensure adherence to regulatory requirements.• Training and Awareness: Providing training and guidance to employees on relevant regulations and compliance requirements.• Corporate Governance: Assist the Bank in conduct of meetings of Board/ Board Committees as well as Annual General meeting.	
H.	Eligibility Criteria		
	a	Age limit	The candidate should not be more than 55 years old as on August 31, 2025 .
	b	Educational Qualification	<p>1. Mandatory educational qualification as on August 31, 2025:</p> <ul style="list-style-type: none">i. Qualified Company Secretary (CS) from the Institute of Company Secretaries of India (ICSI);ii. The candidate should have active membership of ICSI.iii. Graduate in any discipline.

		<p>2. Desirable additional Qualification:</p> <p>i. LL.B./ C.A./ CMA/ M.Com. from a recognized university.</p>
c	Experience	<p>(As on August 31, 2025)</p> <p>1. Mandatory Experience:</p> <p>i. Minimum 25 years of experience, out of which 15 years of post-qualification experience of working as a Company Secretary in a Commercial Bank / Financial Institution or other reputed Corporate.</p> <p>ii. SEBI Listing Obligations & Disclosure Requirements (LODR) related matters.</p> <p>2. Desirable additional Experience:</p> <p>i. Proficiency in MS Office suite.</p> <p>Note: Applications without relevant experience certificate from the employer would be rejected.</p>
I.	Remuneration	<p>The remuneration would be market linked. The same shall not be a limiting factor for the right candidate. 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 CO post):

1.	Right to raise/modify the eligibility criteria	Important: 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 post(s).
2.	Selection Procedure	<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. 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. 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>Merit List: 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>Wait List: 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.	HOW TO APPLY	<ul style="list-style-type: none">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 <u>only through email at recruitment@sidbi.in on or before September 20, 2025.</u> While forwarding the respective applications, the subject line shall clearly indicate the following details only, viz. "Application for the post of <<Post Code>>, <<Name of the Post>> <<Candidate Name>>."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.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.iv Handwritten Applications/ or Curriculum Vitae shall be summarily rejected.

4.	Others	<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 / designation at any time without prior notice on the requirement of the Bank.</p> <p>V. 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>VI. 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>VII. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p>VIII. 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>IX. 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>X. 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>XI. 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>XII. 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</p>
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