



Advertisement No. 14/ 2025-26

Engagement of Specialists Officers -2025-26

February 26, 2026

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 as detailed below:

Sr No	Post	Post Code	Total Vacancies	Reservations					
				UR	EWS	OBC	SC	ST	PwBD* (VI)
1.	Protocol and Administration Officer (on Contract/ Deputation basis)	01	01	01	-	-	-	-	01
2.	Analyst-Equity Investment (on Contract basis)	02	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.

Protocol and Administration Officer (P&OA)

S.No.	Particulars	Details
A.	Name of the Post	Protocol and Administration Officer (P&OA)
B.	Post Code	01
C.	Type of the Post	Contractual on full time basis/ Deputation from Government Owned Company or subsidiaries of Government Owned Company/ Undertaking.
D.	No. of Posts	01 (one)
E.	Place of Posting	Mumbai
F.	Period of Posting	The term of the contract of P&OA would initially be for a period of three years , subject to an interim review. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at 3 (three) months' notice on either side or Salary and allowances (if any) in lieu thereof.
G.	Job Profile	<p>P&OA shall ensure seamless management of protocol, hospitality, travel, event coordination, and administrative support for senior leadership and visiting dignitaries, while strengthening vendor management, compliance, and service standards across administrative functions</p> <p>Key Responsibilities:</p> <ul style="list-style-type: none"> • Plan and execute protocol for Board/Top Management/VIP visits, MoF/Gol delegations, regulators, and international partners and handle on-ground facilitation. • Coordinate hospitality, local logistics, and meeting arrangements; ensure adherence to Bank's protocol manual and government etiquettes. • End-to-end coordination of Board/Committee meetings, MoUs, conferences, including venue, guest management, and vendor supervision. • Oversee domestic/international travel for senior officers/official guests—ticketing, visas, hotels, transport—optimizing cost and service quality as per policy. • Maintain rate contracts/empanelment with travel, hotel and taxi vendors, • Support front-of-house standards, visitor management, meeting room schedules, pantry and housekeeping quality audits. • Coordinate minor office logistics (identity cards, stationery, seating layouts, nameplates, gift inventory) per guidelines. • Float RFQs, obtain quotes, prepare comparative statements, and assist in contract renewals as per procurement norms. • Manage vendor SLAs, penalties/escalations, and timely bill processing; conduct quarterly vendor reviews with corrective actions. • Maintain protocol registers, event files, travel approvals, bills, and fixed-asset records; ensure data accuracy for internal/external audits.

		<ul style="list-style-type: none"> Any other work assigned by the Bank from time to time. 	
H.	Eligibility Criteria		
	a	Age Limit	The candidate should not be more than 57 years old as on February 28, 2026 .
	b	Educational Qualification	Bachelor's degree in any discipline from a recognized university. An MBA or PGDM in Sales/Marketing/Finance will be an advantage
	c	Experience	(As on February 28, 2026) Minimum 15 years of experience in protocol /administration/ hospitality/ event management in a Bank/ PSU/ Govt/ Regulated entity or reputed corporate/ Subsidiary of a government owned company/ undertaking.
	d	Key Competencies	<ul style="list-style-type: none"> Strong stakeholder management, negotiation, vendor oversight and cost control. Excellent written/oral communication, official drafting, and presentation skills. High situational awareness, discretion, crisis handling, and customer orientation. Proficiency in MS Office (Outlook, Excel, Word, PowerPoint); familiarity with e-procurement and travel tools is an advantage.
I.	Remuneration		<p>The remuneration figures are indicative ballpark ranges and should not be treated as hard filters. A candidate's fit for the role in terms of skills, experience and alignment with the Bank's mandate should be evaluated first and must not be screened out only on current or expected compensation.</p> <p>Based on candidate's qualification, experience and overall suitability for the post, Cost to Company (CTC) / remuneration payable will be around ₹35.00 Lakh per annum.</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>

Analyst- Equity Investment (AEI)

S.No.	Particulars	Details
A.	Name of the Post	Analyst- Equity Investment (AEI)
B.	Post Code	02
C.	Type of the Post	Contractual on full time basis.
D.	No. of Posts	02 (Two)
E.	Place of Posting	Mumbai
F.	Period of Posting	The term of the contract of AEI would initially be for a period of three years , subject to an interim review. The contract shall be extendable, at sole discretion of the Bank, for a further period of up to two years . The contract can be terminated at 3 (three) months' notice on either side or Salary and allowances (if any) in lieu thereof).
G.	Job Profile	<p>The AEI will conduct fundamental and quantitative research on listed and unlisted companies, sectors, and themes relevant to the Bank's investment, treasury, and merchant banking activities, and will assist in equity investment in unlisted/listed MSMEs and startups across seed, growth, pre-IPO, and IPO (anchor investor) stages. At the analyst level, the role will cover end-to-end the following key aspects:</p> <ol style="list-style-type: none"> 1. Analyse company financials, management quality, business models, competitive positioning and ESG factors across assigned sectors. 2. Build and maintain detailed financial models (historicals, forecasts, valuations) using approaches such as DCF, relative valuation and scenario analysis. 3. Track sector news, regulatory developments, macro-economic indicators and market movements, and assess implications for covered stocks and portfolios. 4. Prepare thematic and stock-specific research notes, presentations and investment memos for internal committees and, where applicable, for merchant-banking clients. 5. Interact with company management, sell-side analysts, rating agencies and other market participants; participate in concalls, roadshows and investor meets. 6. Support treasury, investment and merchant-banking teams in idea generation, portfolio monitoring and risk assessment of equity and equity-linked exposures. 7. Identify and source investment opportunities aligned with the Bank's investment framework. 8. Conduct end-to-end assessment, due diligence and evaluation of proposals, and submit investment recommendations to the Investment Committee. 9. Handle post-investment documentation and compliance, including coordination for

		<p>finalisation of term sheets and legal documents for unlisted investments.</p> <p>10. Monitor portfolio companies post-investment, including performance tracking, risk flags and execution of exit strategies.</p> <p>11. Any other work assigned by the Bank from time to time.</p>
H.	Eligibility Criteria	
	a	<p>Age Limit</p> <p>The candidate should not be more than 40 years old as on February 28, 2026.</p>
	b	<p>Educational Qualification</p> <p>Minimum Qualification: Graduate degree in Finance, Commerce, Economics, Management or related field from a recognised University/Institute.</p> <p>Desirable: -</p> <ol style="list-style-type: none"> 1. Post-graduate qualification such as MBA/PGDM (Finance), CA, CFA or equivalent 2. Certifications in capital markets / research analysis from recognised bodies
	c	<p>Experience</p> <p>(As on February 28, 2026)</p> <p>Minimum 5 years in equity research, investment research, portfolio management support, credit research or related roles with banks, DFIs, AMCs, brokerages, rating agencies or research firms</p> <p>Demonstrated exposure to building and maintaining financial models, writing research notes and supporting investment or transaction decisions.</p>
	d	<p>Key Competencies</p> <p>Technical skills</p> <ul style="list-style-type: none"> • Financial analysis and modelling (Proficient): Strong ability to interpret financial statements, build integrated models (P&L, balance sheet, cash flows) and perform valuations • Sector and company research (Proficient): Skilled in gathering and synthesising information from multiple sources (filings, calls, databases, primary checks) • Capital-markets and products knowledge (Intermediate): Understanding of equities, equity-linked instruments, basic derivatives and how they are used in portfolios and transactions • Excel, databases and tools (Proficient): Advanced spreadsheet skills; comfort with research databases and presentation tools for clear communication of insights • Risk and governance awareness (Intermediate): Ability to identify key business, financial, governance and ESG risks and reflect them in analysis. <p>Behavioural competencies:</p> <ul style="list-style-type: none"> • Detail orientation and rigour (Proficient): High accuracy in numbers, assumptions and documentation; disciplined maintenance of models and coverage sheets • Structured thinking and problem solving (Proficient): Clear investment theses, well-reasoned scenarios and sensitivity analysis

			<ul style="list-style-type: none"> • Communication and writing (Proficient): Ability to write crisp, insightful research notes and present conclusions to investment committees and senior stakeholders
I.	Remuneration		<p>The remuneration figures are indicative ballpark ranges and should not be treated as hard filters. A candidate's fit for the role in terms of skills, experience and alignment with the Bank's mandate should be evaluated first and must not be screened out only on current or expected compensation.</p> <p>Based on candidate's qualification, experience and overall suitability for the post, Cost to Company (CTC) / remuneration payable will be around ₹40.00 Lakh per annum.</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:

1	Reservation	<p>i. Reservations / Relaxations / Concessions would be given to SC/ST/OBC/EWS/PwBD candidates, wherever applicable as per guidelines issued by the Government of India from time to time.</p> <p>ii. The eligible candidate should produce a certificate issued by a competent authority as per the Government of India Guidelines.</p> <p>iii. Vacancy for Person with Disability (PwBD) is horizontal within the overall vacancies for the post.</p> <p>iv. Candidates belonging to the reserved category for whom no reservation has been mentioned, are free to apply for vacancies announced for unreserved category provided, they fulfil all the eligibility criteria applicable to unreserved category.</p> <p>iv. 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 / centers as decided by the Bank in this regard.</p>
2	Only one Post to be applied by each candidate	One candidate can apply for only one post under this advertisement. Multiple candidatures, involving one post or several posts shall result in rejection of all applications from the candidate.
3	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).
4	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>
5	HOW TO APPLY	<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 only through email at recruitment@sidbi.in on or before March 18, 2026. 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>>."</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 shall be summarily rejected.</p>
6	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. In case the candidate is selected through deputation for the post of Protocol and Administration Officer (P&OA), the eligibility criteria and selection procedure shall remain the same as prescribed for contractual engagement. However, the terms of deputation shall be decided in consultation with the parent organization.</p> <p>VI. 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>VII. 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>VIII. The Interview shall take place online. Candidates should ensure availability of necessary infrastructure as specified in call letter in this regard.</p> <p>IX. 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>X. 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>XI. 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>XII. 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>XIII. 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>XIV. 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>XV. 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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