



Advertisement No. 01 / 2019-20

Recruitment for the post of Senior Investment Associate (on contract basis)

January 08, 2020

No. of vacancies	UR
	2

Orthopedically Challenged (OC) [OA. OL. BL. OAL. BLOA]
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SIDBI Venture Capital Limited (SVCL) (<https://www.sidbiventure.co.in>), a wholly owned subsidiary of Small Industries Development Bank of India with office in Navi Mumbai, has established itself as the leading domestic Investment Manager for Venture Capital Funds for early stage and growth stage investing across diversified sectors.

SVCL invites applications from eligible and suitable candidates for the posts of Senior Investment Associate (SIA) (on contract basis) as detailed below:

A.	Name of the Post	Senior Investment Associate
B.	Type of the Post	Contractual on <u>full time basis</u> .
C.	No. of Posts	2 (Two).
D.	Posting and liability for transfer	The SIA will be posted in the first instance to SVCL's office at <u>Navi Mumbai</u> . However, you are liable to be posted to any city by SVCL or offices of its Associate Institutions / Subsidiaries, if any, as SVCL may decide.
E.	Period of probation / contract	<p>Probation period – 1 year, which may be extended for a maximum period of 6 months thereafter.</p> <p>Contract period - The term of the contract would initially be for a period of five years, subject to renewal by mutual consent. SVCL may also, at its option, absorb the employee(s) at the end of the contract period.</p> <p>During the probation period, the services can be terminated by either side by giving one month's notice in writing or on payment of consolidated remuneration, as may be applicable, for 1 month / period falling short of notice. Post probation period, the services can be terminated by either side by giving 3 months' notice in writing or on payment of consolidated remuneration, as may be applicable, for 3 months / period falling short of notice.</p>
F.	Scope of work & desirable skills	<p>The scope of work and desirable skills shall include, amongst others:</p> <ul style="list-style-type: none"> • Financial modelling and valuation expertise • Business / market assessment capabilities • PowerPoint presentation skills • Preparing profiles of investments • Assisting the Investment Team in reviews, mentoring and nurturing the portfolio companies. • Preparation of investment and divestment proposals. • Regulatory compliance and Investor reporting

		<ul style="list-style-type: none"> Any other work given from time to time, including supporting SVCL in conceptualization / finalization / execution of new initiatives of SVCL / New Funds and once the new Funds are in place to assist in the investment related activities of SVCL. <p>The candidate must also possess good communication skills (verbal / written) in English & Hindi.</p> <p>The work would involve regular visit/travel to places across India.</p>
G.	Eligibility Criteria	
	a <u>Age limit</u> (as on January 08, 2020)	Below 30 years.
	b <u>Educational Qualification</u> (as on January 28, 2020)	<ul style="list-style-type: none"> Chartered Accountants; or Graduates with 2 years full time degree / diploma in Management; or Graduate Engineers; or Chartered Financial Analysts.
	c <u>Work Experience</u> (as on January 28, 2020)	<p>Post-qualification work experience of <u>atleast 5 years</u> in one or more of the following areas:</p> <ul style="list-style-type: none"> Venture Capital / Private Equity Investment Banking Equity research Project appraisal Credit rating <p>Experience as founder of a start-up will be an added advantage.</p>
	Important: SVCL 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 written test and interview, commensurate with the number of posts.	
H.	Reservation, Relaxations & Concessions for persons with Benchmark Disabilities (PwBD)	Please refer Annexure for reservation, relaxations and concessions for PwBD.
I.	Remuneration	Annual Fixed Compensation (AFC) of ₹12 lakh. However, higher AFC could be considered in cases of higher qualified and/or highly experienced candidates. Additionally, performance based variable pay could be payable depending on the Company's policy as applicable from time to time.

J.	Selection Procedure	<p>Selection would be by way of shortlisting, written test and personal interview (before the Selection Committee) to be held at Mumbai on a suitable date (to be informed in due course). Additional centre(s) / location(s) for the written test will be informed in due course depending upon the response, administrative feasibility, etc. SVCL or any entity authorized by it will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for the written test and conduct the same. Candidates shortlisted on the basis of written test would be called for interview at Mumbai. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for written test and / or interview.</p> <p>Written test would comprise of objective, descriptive type questions and case studies. Test would be designed to assess knowledge and understanding of candidates in areas like accounting including analyzing financial statement of a company and annual accounts, Venture Capital / Private Equity, Companies Act, SEBI AIF Regulations, Economics, current affairs etc. The medium of written test would be English and shall be for 100 marks and 2 hours duration.</p> <p>Note: Date of written test and interview would be informed in due course on SVCL website. The written test and interviews are likely to be held as under:</p> <table border="1" data-bbox="758 1008 1388 1142"> <thead> <tr> <th>Particulars</th> <th>Month</th> </tr> </thead> <tbody> <tr> <td>Written Test</td> <td>February 2020 / March 2020</td> </tr> <tr> <td>Interview</td> <td>March 2020 / April 2020</td> </tr> </tbody> </table>	Particulars	Month	Written Test	February 2020 / March 2020	Interview	March 2020 / April 2020
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K.	How to apply	<p>Duly filled in application, as per the format (Application form) available on SVCL website (https://www.sidbiventure.co.in) with a recent passport size photograph pasted thereon and Curriculum Vitae, bearing full signature of the candidate with date, should be emailed to recruitment_sia@sidbiventure.co.in on or before January 28, 2020. The subject line of the email should be "Application for the post of Senior Investment Associate".</p> <p>Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of:</p> <ul style="list-style-type: none"> • proof of identity, • age, • address, • educational qualifications (educational certificates and mark-sheets), • work experience <p>as mentioned in the Application form.</p> <p>Additionally, the candidates from PwBD category should submit along with the Application, a disability certificate (in the prescribed format issued by a competent authority as per Government of India guidelines) and if a Scribe is opted, then also a joint undertaking/declaration in the prescribed format.</p> <p>An application not accompanied by photocopies of relevant certificate(s) / documents, or not in prescribed format or not signed by the candidate or incomplete in any respect or</p>						

		received after due date will not be entertained under any circumstances.
L.	Others	<p>i. Candidates short listed for interview shall have to produce all certificates in original for verification of their proof of identity, age, address, educational qualifications, experience, disability (if applicable) and any other relevant documents at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.</p> <p>ii. Candidates will have to appear for the written test and interview at their own expense. However, eligible outstation candidates from “PwBD” or SC and ST categories called for written test and 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 candidates from “PwBD” or SC and ST categories who are already in service in Central / State Government, Corporations, Public Undertakings / Local Government, Institutions and Panchayats etc.</p> <p>iii. Applicable reservation, relaxation & concession as per Government of India guidelines shall be given for PwBD candidates.</p> <p>iv. 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>v. 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 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>vi. Decisions of SVCL in all matters regarding eligibility, written test result, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by SVCL in this regard. Canvassing in any form will lead to disqualification of candidature.</p> <p>vii. List of successful candidates of the written test and interview shall be uploaded on SVCL website (https://www.sidbiventure.co.in).</p> <p>viii. SVCL reserves the right to modify / amend / reverse/ cancel any or all the provisions of hiring process, without assigning any reasons thereof. Depending upon the</p>

		<p>response from the candidates, SVCL reserves the right to cancel / restrict / curtail / enlarge the hiring process, if need so arises, without any further notice and assigning any reason thereof.</p> <p>ix. Further, corrigendum if any issued on the above advertisement, will be published only on SVCL website https://www.sidbventure.co.in</p>
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