



भारतीय लघु उद्योग विकास बैंक (सिडबी)  
SMALL INDUSTRIES DEVELOPMENT BANK OF INDIA (SIDBI)

हरित जलवायु वित्त उद्भाग (जीसीएफवी), सिडबी में संविदा आधार पर  
विशेषज्ञताप्राप्त संसाधन कार्मिकों की नियुक्ति (हायरिंग)  
Hiring of Specialized Resource Persons on contract basis (Full time) in Green Climate  
Finance Vertical (GCFV), SIDBI

विज्ञापन संख्या: जीसीएफवी/22042025/OUT/47500 दिनांक अप्रैल 23 2025  
Advt. No.: GCFV/22042025/OUT/47500 dated April 23, 2025

सिडबी निम्नलिखित पदों पर संविदा आधार पर नियुक्ति के लिए अर्हताप्राप्त व्यावसायिकों से निर्धारित प्रारूप में आवेदन आमंत्रित करता है:

SIDBI invites applications in prescribed format from qualified professionals for appointment on contract basis for the following posts:

क्रम सं./ S.No.	पद / Position	पदों की संख्या / No. of Posts
1.	एसोसिएट प्रबंधक – पर्यावरण एवं सामाजिक रक्षोपाय Associate Manager - Environment and Social Safeguard	01
2.	एसोसिएट प्रबंधक – निगरानी एवं मूल्यांकन Associate Manager – Monitoring and Evaluation	01
3.	एसोसिएट प्रबंधक – ऊर्जा Associate Manager - Energy	02
4.	एसोसिएट प्रबंधक – जलवायु Associate Manager - Climate	02

आवेदन जमा करने की अंतिम तिथि (केवल ईमेल द्वारा) 14 मई 2025 (23:59 बजे तक) है।

The last date for submission of application (by email only) is 14<sup>th</sup> May 2025 (up to 23:59 hours).

अधिक जानकारी के लिए, इच्छुक उम्मीदवार अनुलग्नक- I के रूप में संलग्न विस्तृत विज्ञापन देख सकते हैं।

For more details, interested candidates may go through the detailed advertisement appended at **Annexure-I**.

महाप्रबंधक / General Manager  
हरित जलवायु वित्त वर्टिकल / Green Climate Finance Vertical  
सिडबी, नई दिल्ली / SIDBI, New Delhi

विज्ञापन संख्या: जीसीएफवी/22042025/OUT/47500 दिनांक अप्रैल 23 2025

Advt. No.: GCFV/22042025/OUT/47500 dated April 23, 2025

हरित जलवायु वित्त उद्भाग (जीसीएफवी), सिडबी में संविदा आधार पर

विशेषज्ञताप्राप्त संसाधन कार्मिकों की नियुक्ति (हायरिंग)

**Hiring of Specialized Resource Persons on contract basis (Full time) in Green Climate Finance Vertical (GCFV), SIDBI**

- Small Industries Development Bank of India (SIDBI) setup on April 2, 1990, under an Act of Indian Parliament acts as the Principal Financial Institution for Promotion, Financing and Development of Micro, Small & Medium Enterprises (MSMEs) sector as well as for coordination of functions of institutions engaged in similar activities.
- To improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken several initiatives which include development assistance and line of credits from The World Bank, Japan International Cooperation Agency (JICA), Kreditanstalt fur Wiederaufbau (KfW) and Agence Française de Développement (AFD).
- SIDBI has setup a dedicated Green Climate Finance Vertical (GCFV) at its New Delhi office, which is implementing various developmental projects in Green Space in close cooperation with the various National and International Stakeholders / Bilateral / Multilateral Agencies viz. The World Bank, Bureau of Energy Efficiency (BEE), Deutsche Gesellschaft fur Internationale Zusammenarbeit (GIZ) and few others.
- Aligned to PANCHAMRIT, SIDBI runs PANCHTATVA missions" viz. (i) Energy Efficiency, (ii) Renewable Energy, (iii) Circular Economy, (iv) E-Mobility and (v) Adaptation (nature-based solutions) helping the nation achieving its Nationally Determined Contributions (NDCs) commitments. SIDBI attends to Greening mandate through "PANCHTOOL" (5 energising pillars) - (i) Financing, (ii) Development, (iii) Risk Mitigant, (iv) Thought Leadership and (v) International Cooperation (Synergy 4 Energy).
- SIDBI is implementing several Green / Clean / Sustainable Development initiatives with a mission of "Greening the Enterprise Ecosystem". To successfully implement the initiatives in a time bound manner with effective outcome and output, there is a need to strengthen the team green by hiring the specialized resource person(s) of the relevant field from the market. Accordingly, SIDBI invites applications for the following positions on contractual basis to assist in various activities/ initiatives being undertaken by SIDBI for creating a sustainable future.

The details of the positions along-with desirable qualifications / experience are given below:

Position Name	No. of posts	Desired Qualification & Work Experience
Associate Manager - Environment and Social Safeguard	01	<ul style="list-style-type: none"><li>• Post graduate or equivalent level of education (Environmental management/ Environmental Engineering/ Energy Management/ Social Science/ Sociology/ Development Studies) from a recognized university or Institute.</li><li>• Minimum 3 years of professional experience with at least 2 years in the assessment and management of environmental and/or social impacts in a consultancy, industrial, commercial role.</li><li>• Experience of environment and social safeguard related aspects to energy efficiency/ MSME/ financial sector</li><li>• Experience in E&amp;S due diligence and management systems as well as monitoring/reporting as per IFC PS1/WB ESS9.</li><li>• Knowledge of Bilateral / Multilateral Development Agencies (like World Bank, IFC) safeguards policies on Environment and Social is highly desirable.</li></ul>

Position Name	No. of posts	Desired Qualification & Work Experience
		<ul style="list-style-type: none"> <li>• Ability to synthesize and analyze diverse E&amp;S related data and information and preparing high quality, professional and timely reports.</li> <li>• Experience in delivering trainings and working multidisciplinary teams is desirable.</li> <li>• Experience of working in Externally Aided Projects and M&amp;E of E&amp;S shall be preferred.</li> <li>• Self-driven with a high degree of responsiveness and proactivity.</li> <li>• Excellent communication, client relationship, and interpersonal skills.</li> </ul>
<p><b>Associate Manager - Monitoring and Evaluation</b></p>	<p><b>01</b></p>	<ul style="list-style-type: none"> <li>• Master's degree in engineering/ technology, economics, climate/ environmental sciences, natural resource management, or a related field.</li> <li>• Minimum 3 years of professional experience of working on monitoring and evaluation projects which includes hands-on experience in the ex-post evaluation of energy efficiency measures in industrial processes across multiple industrial sectors, primarily textile, mechanization (engineering, metals), plastics, and food industry</li> <li>• Should have experience of working in Climate Finance and Climate Change Mitigation and Adaptation; Substantiation (in the form of published reports, monographs, working papers, completion report, work orders) would be required during the evaluation phase. Strong knowledge and understanding of climate change issues, policies, and programs, including the UNFCCC and its mechanisms. Familiarity with international best practices in M&amp;E, including the OECD DAC evaluation criteria, the International Financial Institutions Harmonized Standards for GHG accounting, the Partnership for Carbon Accounting Financials (PCAF) standards, and the Paris Agreement on Climate Change.</li> <li>• Excellent analytical and report writing skills, with the ability to present complex information in a clear and concise manner</li> <li>• Strong interpersonal and communication skills, with the ability to work effectively with diverse stakeholders, including project staff, partners, and donors.</li> <li>• Should have sufficient knowledge and experience in the field of Monitoring, Impact Evaluations, Verification of energy savings, Market Research, Data Collections &amp; Analysis of the data both in qualitative and quantitative aspects or experience in handling baseline definitions; Substantiation would be required during the evaluation of the proposals submitted.</li> <li>• Experience in the use of monitoring and evaluation tools and techniques, including data collection, analysis, and reporting.</li> <li>• Should understand experimental and quasi experimental design and evidence-based research for impact evaluations exercises.</li> <li>• Should understand Environmental, Social, Gender, Labour Safeguards</li> <li>• Experience in working with Government Ministries/ Departments, Public Sector Undertakings or financial institutions would be an added advantage. Experience in working with international development organizations on</li> </ul>

Position Name	No. of posts	Desired Qualification & Work Experience
		climate change and familiarity with their policies and procedures would be an added advantage.
<b>Associate Manager - Energy</b>	<b>02</b>	<ul style="list-style-type: none"> <li>• Graduation in electrical/ energy/ mechanical engineering/ energy economics/ planning and policy or business or related engineering fields.</li> <li>• BEE Certified Energy Auditor, Post-graduation or additional qualifications in energy management related field is desirable (Accredited Energy Auditor would be preferred)</li> <li>• Minimum 3 years hands-on and practical experience of designing, and/or delivering energy savings performance contracting based energy efficiency projects in industrial processes, working closely with/for utility companies, ESCOs / RESCOs, energy engineering consulting firms, and/or financial institutions including hands-on experience in conducting energy audit, ex-post evaluation of energy efficiency measures in industrial processes across multiple industrial sectors, primarily textile, mechanization (engineering, metals), plastics, and food industry.</li> <li>• Self-driven with a high degree of responsiveness and proactivity.</li> <li>• Excellent communication, client relationship, and interpersonal skills</li> </ul>
<b>Associate Manager - Climate</b>	<b>02</b>	<ul style="list-style-type: none"> <li>• Graduation in any discipline. Postgraduate in Environment, Energy, Climate Change and related fields</li> <li>• Minimum 3 years' experience in sustainable development, energy efficiency, climate change, etc.</li> <li>• Fresh postgraduates with publication of 2 or more research papers in peer reviewed journals can also apply.</li> <li>• Experience of working in projects of national / international agencies which may include bilateral, multilateral agencies including UN agencies, World Bank, ADB, AIIB etc. is desirable.</li> <li>• Must have excellent communication, report writing and drafting skills with advanced knowledge of MS Excel and financial modelling.</li> <li>• Self-driven with a high degree of responsiveness and proactivity</li> <li>• Knowledge on Green Climate fund (GCF) framework, guidelines, principles, steps involved in developing proposal for GCF including concept note, funding proposal, budgeting framework, etc.</li> </ul>

**Gross Emoluments / Monthly Remuneration**

The indicative remuneration of the specialized resource person proposed to be hired are given below:

Position	No. of Vacancy	Gross Emolument / Monthly Remuneration*
Associate Manager - Environment and Social Safeguard	1	INR 100,000 to INR 250,000
Associate Manager - Monitoring and Evaluation	1	
Associate Manager - Energy	2	
Associate Manager - Climate	2	

**\*Gross Emolument / Monthly Remuneration**

- The monthly remuneration for the each above position would be in the range of INR 100,000 to INR 250,000 [Indicative only]. However, it will be subject to negotiation [both upward and downward] based on existing profile, overall experience, existing

remuneration/CTC and skill set of the identified shortlisted candidate as per the decision of the interview committee.

- Allowances towards travelling / halting, in case of outstation tours / local tour, as applicable to the Grade A officer of SIDBI shall be applicable as per norms of SIDBI.

### **Roles & Responsibilities**

- Broad roles and responsibilities of the Resource Person(s) are given in **Appendix-I**.

### **Note:**

- i. **Initial engagement Period** - The Initial engagement period for all the above posts shall be for a period of 3 Years (subject to annual performance review) and thereafter renewal on an annual basis subject to satisfactory performance for a maximum further period of 1+1 years (maximum 5 years).
- ii. **Age Criteria** – Interested Applicants applying for the post should not have the age more than 45 years (as on **31.03.2025**).
- iii. **Gross Emoluments / Monthly Remuneration**
  - (a) The monthly remuneration indicated in the table above shall be the total CTC per month (all inclusive, including any claim of payments towards Gratuity or any other benefits applicable to the "Employee" by definition as per the law of land and no additional payments towards any such additional claim/ benefit shall be entertained by SIDBI) and may be lower based on suitability of the candidate in terms of qualifications and experience.
  - (b) The remuneration range given above for each position shall be negotiable (both upward and downward) to identify a suitable & deserving candidate for the positions and shall be decided by SIDBI on merit.
  - (c) No additional payment shall be made except Travelling / Halting allowance in case of outstation tours, as per norms of SIDBI (equivalent to its Grade A officer).
- iv. **Place of Posting/Duty Station** – The Identified resource person(s) will be stationed at SIDBI, Green Climate Finance Vertical (GCFV), New Delhi Office and would be required to make regular visits to project sites.
- v. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- vi. The following category of the applicants shall not be eligible for appointment:
  - a. who has previously been dismissed, removed or compulsorily retired, blacklisted by and/or from the service of a corporation or department of a state or central government or a local authority or from an autonomous statutory body or any bilateral / multilateral institutions / agencies, etc.
  - b. who has more than one spouse or who has entered a marriage with any person having a spouse living unless such marriage is permissible under the personal law applicable to the candidate and the other party to the marriage.
- vii. If any document/certificate is issued in a language other than Hindi/English, candidates are required to submit a certified translation of the same in Hindi/ English along with the application and at the time of Interview.
- viii. Training / Teaching period will not be counted as experience. All computations of Age and Post Qualification Experience etc., shall be as on **31.03.2025**. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- ix. For candidates having experience in more than one organization, any gap period of upto 15 days between date of relieving from one organization and date of joining the other organization shall be counted as experience.
- x. Any Clarifications/ Date Extension/ Addendums etc. will be posted on SIDBI website viz. <https://www.sidbi.in/en/careers> and no individual communication will be sent. Posting on the

website would be deemed as if SIDBI having communicated to all prospective Candidates. Information regarding this recruitment process shall be made available in the career section of SIDBI website. Applicants are advised to check the website periodically for updates.

- xi. On successful completion of every year of engagement, the contract personnel would be eligible for annual increment at the rate of upto 10% during subsequent year of engagement subject to periodic review & satisfactory performance as decided by SIDBI.** In the event, SIDBI found that the performance of the candidate is not satisfactory or there is no need for continuing with the position based on the projects being implemented, the service of the existing personnel / candidate shall stand over and contract shall be stand terminated without obligations to giving any reasons for the same.
- xii. Notice Period** – The selected resource person(s) shall be required to serve the notice period of minimum 3 months from the date of submission of resignation for 1<sup>st</sup> year of engagement and thereafter to serve the notice period of minimum 2 months from the date of submission of resignation. SIDBI can terminate the contract by giving a 1 month notice to the resource person.
- xiii. Service Bond** – The selected resource person will be required to execute a Service Bond undertaking to serve the SIDBI for a period of at least 1 years or to pay SIDBI a sum equivalent to 3 months gross emoluments in case he/she leaves SIDBI before the completion of 1 year service period (subject to not serving the minimum notice period of 3 months). SIDBI reserves the right to terminate the resource(s) from employment by giving 1 month notice at its sole discretion, without any justification / reasoning.
- xiv.** SIDBI reserves the right to cancel / restrict / enlarge / modify / alter the recruitment / selection process, if need so arises, without issuing any further notice or assigning any reason thereafter. The vacancies notified may vary and operation of panel will depend on requirement.
- xv.** SIDBI reserves the right to raise or lower the qualifying standards/Age in any stage of the selection process depending on availability of sufficient number of candidates.
- xvi.** No correspondence will be entertained from candidates not shortlisted/ not selected.

### **Important Instructions**

- i. The candidate can apply for only one position and not more than one application should be submitted in the prescribed application format attached at **Appendix-II. Applications Received by the same applicant for more than 1 position shall not be considered.****
- ii.** The application must be signed by the applicant and should be accompanied by self-attested photocopies of relevant certificate(s)/ documents in support of proof of age, educational qualification, work experience, etc. Interested candidates may kindly note that an application not accompanied by photocopies of relevant certificate(s)/ documents mentioned in the application form 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.
- iii.** Candidates shortlisted for interview shall have to mandatorily produce all certificates in original for verification at the time of interview or as decided by SIDBI.
- iv.** Shortlisted candidates will have to attend the interview at their own cost and no expenses shall be reimbursed in this regard.
- v.** Interviews could be conducted through Web meetings (MS Teams). In such case, Original Certificates of the candidates shall be verified who are selected for the position at a mutually agreed date and time or as decided by SIDBI.
- vi.** It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to wilfully conceal or misrepresent the facts, his candidature will be summarily rejected or his employment terminated.

vii. Self-attested scanned copies of following documents should be attached (File type should be .jpg/.png/.pdf and should not exceed as per email permission limit):

- As per the prescribed application format
- Proof of Date of Birth (Tenth Class Certificate/ Birth Certificate)
- Documents related to Essential Qualification (Pass certificate & Mark sheets showing class/ division/ CGPA/ percentage, mode, duration along with specialization) \*. If Class/ Division and percentage is not indicated in the Certificate or Mark sheet, the applicant shall submit the conversion formula for deriving CGPA to percentage equivalence from the concerned University/Institution, failing which the application is liable to be rejected.
- Documents related to Other Qualifications (Pass Certificate and Mark sheets)
- Documents related to experience such as: (present as well as all previous employment/s) starting from current employment in descending order\*
- Appointment order/ joining order
- Experience Certificate: Proof of experience indicating post held, period of service, pay scale/ emoluments & area of experience (In respect of PSU/ Govt. employees indicating revised as well as pre-revised pay scales with period details)
- Pay Certificate from concerned organization (Govt./ Public/ Private sector) in support of experience in relevant pay scale/ emoluments. Documentary evidence for annual CTC or pay slips for last 3 months, certificate from employer etc.
- Relieving Certificates (in case of experience with more than one organization)
- Orders of the company where the applicant is working presently clearly indicating executive grades & pay structure of the organization and position of the applicant in the hierarchy for relevant experience
- Relevant experience in the form of office orders/ office memorandums/ transfer orders/ work allocation orders/ experience certificate etc.

*\*All requisite documents pertaining to each educational qualification and each employment/ experience should be merged into a single file. File type should be .jpg/.png/.pdf)*

viii. Candidates are NOT required to submit hard copy of application form. To avoid last minute rush, the candidates are advised to submit the application in a timely manner well in advance. SIDBI will not be responsible for network issues/ technical glitches/ servers' issues etc.

ix. Duly signed and stamped application form needed to be forwarded to GCFV as per format provided here – "**Resume Format**" on or before the last date & time of application **by e-mail only** with the subject - "**Application for the post of .....** " (**Advertisement No.: GCFV/22042025/OUT/47500 dated April 23, 2025**)"

- [gcfv@sidbi.in](mailto:gcfv@sidbi.in)
- [neerajverma@sidbi.in](mailto:neerajverma@sidbi.in)

x. The deadline for submission of the Application (by email only) is **14<sup>th</sup> May 2025 [23:59 hrs]**.

**APPENDIX-I**

**1. DURATION**

- 1.1.** The resource person(s) shall be engaged on full-time contractual basis for various projects / green initiatives being done by SIDBI. The Initial engagement period for all the above posts shall be for a period of 3 Years (subject to annual performance review) and thereafter renewal on an annual basis subject to satisfactory performance for a maximum further period of 1+1 years (maximum 5 years).

**2. LEAVE DETAILS**

The resource person(s) shall be eligible for leave as under:

- 2.1** 1.5 Leave per month will be credited into the account of the applicant, with a maximum 18 Leaves in a year.
- 2.2** No Leave can be availed before completion of initial 03 months of service. The unutilized leaves in a particular year will not accumulate and will not be carried forward
- 2.3** If the resource person leaves the job during the contract period, the un-availed CL shall not be adjusted and will stands lapsed.

**3. INDICATIVE GENERAL CONDITIONS**

- 3.1** During the contract period, the service conditions of the candidate including place of posting within SIDBI/ associate institutions would be as decided by SIDBI from time to time.
- 3.2** Selection would be by way of personal interview to be held at New Delhi before a Selection Committee. SIDBI will undertake a preliminary screening of the applications for preparing, if necessary, a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements would not automatically entitle any candidate to be called for interview. The date of interview will be advised to the shortlisted candidates in due course.
- 3.3** Selected candidate(s) will have to enter into an agreement with SIDBI governing terms of engagement and services.

**4. Indicative Roles and Responsibilities of the Resource Person(s)**

**4.1. Associate Manager - Environment & Social Safeguard**

- a) To oversee Environment and Social Safeguard (E&S) Management and related aspects of the projects being managed /implemented including bilateral / multilateral financed projects.
- b) To support the management and implementation of the E&S Management System (ESMS) and coordinate with other SIDBI teams on the management of the Environmental and Social (E&S) aspects. To comply with the provisions of the Environment & Social Commitment Plan (ESCP) agreed upon by SIDBI with bilateral / multilateral partners.
- c) To ensure the compliance of the Bilateral / Multilateral financed Program with the applicable standards (IFC PS).
- d) Ensure E&S due diligence and risk categorization of sub-proposals, following the ESMS requirements and ensure appropriate mitigation measures.
- e) Develop specific covenants/mitigation measures to be included in the ESCP / E&S Policy to be complied by the borrowers and monitor their implementation Support, if necessary
- f) Regular updation / improvement of the E&S policy / ESMS as needed with labour aspects within SIDBI
- g) Closely follow up the integration of safeguard assessment information and completion of safeguards self-screening Checklist during the project/program development process.
- h) Assist SIDBI and stakeholders (MSMEs, ESCOs, Banks/NBFCs, Bilateral / Multilateral Partners, Ministries, etc.) in identifying potential risks and adverse impacts on E&S sustainability and safeguards and advise them for E&S aspects, particularly

- involuntary resettlement, indigenous Peoples, labour issues, mitigation plans, and institutional development strategies.
- i) To assist in preparing and implementing several mitigation measures, prepared per the screening reports and the E&S Policy / Framework related requirements.
  - j) To devise and ensure prudent means to address the E&S safeguard issues which would be used as a risk based E&S approach, considering the country environmental standards and safeguard policies and formulation of E&S management framework, including (i) Establishing effective institutional management mechanisms inter alia, integration of basic E&S management protocols and ensuring mandatory site-specific E&S due diligence as part of proposals for energy efficiency improvement (the Detailed Project Reports), integration of E&S considerations in credit and risk appraisals, etc. (ii) Focused Monitoring and Evaluation mechanism, to ensure compliance with E&S safeguards.
  - k) To ensure each project supported is compliant with "E&S Guidelines / Laws" and applicable international standards, as per the financing agreements with bilateral / multilaterals / partner agencies.
  - l) To ensure that project reports submitted by the implementing agency confirm status of regulatory compliance of respective Host Entities.
  - m) To undertake secondary research and develop sectoral E&S profile, do's and don'ts, do it yourself tool kits, case studies etc. such that E&S is seamlessly integrated.
  - n) Prepare reports (monthly, quarterly, and annual, field monitoring) on the safeguard risks with appropriate actions (including environmental co-benefits) for all sub-projects and ensure that timely measures are taken.
  - o) To prepare project-specific E&S screening reports and ensure that all the mitigation measures are approved.
  - p) Developing a "Gender Strategy" to inform and promote gender equality and management of Gender Based Violence Risks (especially Sexual Exploitation and Abuse) in "Green Operations" of the Bank. Screening projects to identify projects at risk for sexual exploitation and abuse and develop and implement recommendations and interventions to address these risks.
  - q) Closely provide assistance and deliver capacity building training to various stakeholders in the ecosystem viz. MSMEs, ESCOs, PFIs/NBFCs/MFIs, Banks, Ministry Officials, Banks staff/officers, Industry Associations, etc., as needed, to close knowledge/skill gaps and minimize the likelihood of adverse impacts.
  - r) Undertake regular field visits for environmental and social investigation for project financing (supply side) to assess E&S compliance to protect from reputational risk arising out of environmental and social issues.
  - s) Strengthen the Grievances Redressal Mechanism (GRM) at SIDBI by ensuring multiple channels for uptake, upkeep, and tracking of all the grievances. Undertake regular training of the clients on GRM. Participate in social screening activities as well as review of GRM as per the ESMS and the applicable standards/policies of SIDBI to meet the project requirements.
  - t) Develop a strategy to build capacity within SIDBI to understand all aspects of the E&S and effective integration of E&S due diligence as part of credit and reputational risk management of SIDBI lending operations.
  - u) To review E&S audits reports submitted by third party external agencies and provide inputs/suggestions as per E&S Policy / Framework / Guidelines.
  - v) To examine the implementation methodology related to E&S aspects adopted by various Consultants hired under the Project for smooth and effective implementation of the Project in line with its objectives.
  - w) To develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities related to E&S safeguards.
  - x) To analyze various progress reports as against the envisaged deliverables as also the overall project objectives and shall submit his/her comments along-with suggestions for improvements / corrective actions required, if any
  - y) To facilitate and support in commission of independent third-party agencies to independently monitor and document the environmental co-benefits as an outcome of implementation of EE project proposals.
  - z) Any other emergent/ aligned work that may be entrusted upon by the Bank related to the theme or development of green enterprise eco system.

#### 4.2. Associate Manager - Monitoring and Evaluation

- a) Shape the entire M&E pathway and implement it for tracking the baseline, midline and endline.
- b) Contribute to Impact report of the bank through data analytics.
- c) Energy Performance Evaluation – to analyse and verify the performance of energy saving projects / RE projects / Green Projects. To carry out ex-post energy audits for a risk-based sample of sub-loans given covered by SIDBI under its Green Financing Portfolio (including proposals covered under bilateral / multilateral line of credit). These audits shall be aligned with E&S risk assessments and hence need to be closely coordinated with other specialized resource persons.
- d) To ensure that energy savings and performance align with agreed upon targets, standards and protocols, such as IPMVP/CDM Methodology/PCAF Methodology.
- e) To co-ordinate with the consultants / consulting firms for developing tools, training modules, and trainings/workshops, etc. for stakeholders on M&E / M&V
- f) Reviewing the current monitoring and evaluation systems and frameworks of bilateral / multilateral / global development banks / etc. to climate change projects and programs, including data collection, analysis, and reporting mechanisms.
- g) Conducting a comprehensive analysis of the key indicators used to measure the impact, effectiveness, and sustainability of several climate change interventions
- h) Identifying the existing data gaps and limitations in the monitoring and evaluation system and suggesting appropriate strategies for addressing them.
- i) Developing and implementing a monitoring and evaluation framework as well as the tools & solutions for climate change projects and programs, including the development of monitoring tools and the establishment of baseline data as per the relevant guidelines
- j) Conducting regular field visits to project sites to monitor the progress and performance of the projects and programs, and to verify the accuracy and completeness of the data collected
- k) Providing technical assistance to project staff and partners in the design, implementation, and monitoring of project activities, and in the use of monitoring and evaluation tools and techniques.
- l) Analyzing and interpreting the monitoring and evaluation data collected and preparing periodic reports for submission to bilateral / multilateral partners, Project Proponents and other stakeholders highlighting the progress, achievements, and challenges faced.
- m) To assist SIDBI in its substantial reporting requirements to bilateral/multilateral partners which include
  - information on sector environment (energy efficiency related)
  - the Consultant's own activities and activities by other TA consultants
  - Progress of Services and Portfolio re-financed under bilateral / multilateral line of credit.
  - Financial Information
  - Credit Processes / Quality Management
  - ESHS Performance
  - Deviations from Project Concept and Risk Assessment of Achieving the Overall Project Goals of the credit line
  - Monitoring of Achievements and Impacts
  - Outlook/ Recommendations
- n) Identifying and documenting best practices, lessons learned, and recommendations for improvement in the design and implementation of bilateral / multilateral climate change projects and programs.
- o) Ensure the effective dissemination of training through conducting training sessions/workshops with the participants. The resource person shall be required to provide training and build capacities of SIDBI, Project Proponents, and other stakeholders etc.
- p) Any other emergent/ aligned work that may be entrusted upon by the Bank related to the theme or development of green enterprise eco system.

#### 4.3. Associate Manager - Energy

- a) To provide technical insights, marketing of various Green / EE / Industrial Decarbonization / themed projects, liaison/coordination with various stakeholders viz. ESCOs, RESCOs, Banks/NBFCs/MFIs, Host entities (viz. Industries, Hotels, Hospitals, Local bodies, municipalities etc.), business development knowledge, process related to guarantee issuance, Monitoring and Verification activities, preparing reports for onward submission to various partners / agencies, direction and supervision for various activities / projects in the area of Energy Efficiency, Renewable Energy, Green Energy, Clean Energy, etc.
- b) To prepare and enhancing the lists of green assets to be refinanced by bilateral / multilateral agencies which need to prove the eligibility of such assets and contain information e.g. regarding the degree to which the assets qualify, the applicable segment of underlying eligibility lists, the energy and GHG saving figures including an assessment of the baseline, etc.
- c) To be actively involved in promoting Green Financing, generate new pipelines, providing handholding support to branch officials / MSMEs / ESCOs, and other stakeholders.
- d) To examine the implementation methodology adopted by various Consultants hired under the Projects for smooth and effective implementation of the Project in line with its objectives.
- e) To prepare formats & guidelines for various reports including Energy Saving Performance Contract (ESPC), Annual Business Implementation Plan, Monthly reports, Technical Evaluation of DPRs of the projects implemented under various initiatives, Monitoring & Verification Report, etc.
- f) To examine and ensure data quality and validity of reports on energy efficiency measures in industrial processes across multiple industrial sectors, primarily textile, mechanization (engineering, metals), plastics, and food industry.
- g) To provide inputs on various reports submitted by the various Consultants hired under the Project particularly the sections on scoping/methodology, baseline assessment, scenario development, appropriateness of the technology / EE measures recommended, reasonableness of estimated benefits / savings, estimated cost of recommended EE measures, impact assessment, best market practices, etc.
- h) To provide technical inputs / suggestions to the various Consultants hired under various programs / projects and ESCOs/RESCO/Service Providers particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- i) To be actively involved in awareness creation, training and capacity building on energy efficient technologies and financing of energy efficient projects to the MSMEs / Banks / FIs / NBFCs officials including SIDBI employees, other partners and stakeholders and shall also develop suitable training modules / workshop material for the purpose.
- j) To follow up and monitor activities required for various contracts executed under the Projects.
- k) To develop a suitable monitoring mechanism to ensure flow of proper information / data at regular intervals, design and develop formats of various progress and other reports, log frame, etc. for continuous and effective monitoring of the various activities undertaken by the Consultants hired / to be hired under the Projects.
- l) To analyse and vet Energy audit Reports, Guarantee applications, Energy Saving Performance Contract, PPAs, any other documents as per green scheme / projects / program / guidelines.
- m) To analyse various progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit their comments along-with suggestions for improvements / corrective actions required, if any.
- n) To be responsible for developing and putting in place an effective Management Information System (MIS) mechanism for reporting the progress to the senior management of SIDBI, bilateral / multilateral partners, etc. at regular intervals.
- o) To coordinate with ESCOs, RESCOs, MSMEs, Industry Associations (IAs), Local Service Providers (LSPs), SDAs, key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- p) To provide assistance to SIDBI with new energy-related programs in MSMEs.
- q) To collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.

- r) To identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under various bilateral / multilateral engagements.
- s) To provide recommendations for energy efficiency / RE projects in MSMEs, specifically on optimization of energy investments in line with national socio-economic and environmental priorities (e.g energy security and climate change and poverty).
- t) Any other emergent/ aligned work that may be entrusted upon by the Bank related to the theme or development of green enterprise eco system.

#### 4.4. Associate Manager - Climate

- a) To explore potential engagement areas / projects in green climate, climate change, mitigation, adaptation including energy efficiency and sustainable development and shall develop and formulate the ideas into actionable concept notes and funding proposals along-with financial and economic modelling, etc. in accordance with the requirements of SIDBI as well as other institutions / regulatory bodies / think tanks including multilateral and bilateral institutions.
- b) To analyse the impacts of climate change ecosystem, communicates, economies, industries and develop business strategies / climate risk disclosure strategies to meet the regulatory guidelines / requirements.
- c) To prepare the scope of work / Terms of Reference (TORs), budgeting, work plan, etc. for various projects / programs.
- d) To develop climate mitigation, adaptation strategies tailored to specific needs or challenges.
- e) Identify and promote the use of renewable energy, energy efficiency, low carbon technologies, etc. including designing carbon offset and emission reduction programs
- f) Draft policies and frameworks for climate action at local, national and global levels to meet the various projects requirements being handled / to be handled / managed by SIDBI.
- g) To provide inputs on various reports submitted by the Consultancy firms hired for various engagements including baseline assessment, feasibility studies, impact assessment, best market practices, etc.
- h) To be responsible and assist in implementation, supervision, monitoring, evaluation and reporting of technical, operational and financial aspects of the various projects / programs.
- i) To be responsible for ensuring compliance with Standards, Policies and Procedures of projects as per the requirement of the partner institutions.
- j) Developing and putting in place an effective Management Information System (MIS) mechanism for reporting the progress, record keeping to the senior management of SIDBI. at regular intervals as well as ensuring proper record keeping.
- k) To analyse various progress reports as against the envisaged deliverables as also the overall Project Objectives and shall submit comments along-with suggestions for improvements / corrective actions required, if any.
- l) To identify, analyze and properly document the benefits as well as environmental, social and other impacts of the projects.
- m) To be actively involved in awareness creation, training and capacity building activities to the MSMEs / Banks / FIs / NBFCs officials including SIDBI employees, other partners and stakeholders and shall also develop suitable training modules / workshop material for the same.
- n) having expertise in drafting and developing project reports, research papers, talking points, conference /seminar proceedings, compendium, etc.
- o) Having expertise in developing theme presentation for the benefit of variety of stakeholders including govt. officials, bilateral / multilateral institutions, international agencies actively involved in the field of Climate Change, Green Finance, Sustainable Development Goals, etc.
- p) Any other emergent/ aligned work that may be entrusted upon by the Bank related to the theme or development of green enterprise eco system.

**APPLICATION FORM**

Post Applied for

[choose & tick (✓) any one of the following and strike off (X) remaining]

Associate Manager - Environment and Social Safeguard	
Associate Manager - Monitoring and Evaluation	
Associate Manager - Energy	
Associate Manager - Climate	

Paste your recent photograph here

*Note: Applicant can apply only for One Position*

**FILL ALL THE INFORMATION IN BLOCK LETTERS**

(Before filling in Application Form, please read carefully all the General Instructions contained in the detailed advertisement)

**1. NAME IN FULL** (Surname first) (leave one box blank between two parts of your name) Shri / Smt./ Kum [as it appears on your educational certificate]


**2. FATHER'S / HUSBAND'S NAME** (Surname first) (indicate appropriately by tick mark) (leave one box blank between two parts of your name)


**3. ADDRESS FOR CORRESPONDENCE** (leave one box blank between two parts of the address)

STATE											PIN CODE						

**4. CONTACT INFORMATION**

E - MAIL ADDRESS																	
MOBILE NUMBER																	
TELEPHONE NUMBER																	
STD CODE																	

**5. PERMANENT ADDRESS** (leave one box blank between two parts of the address)

STATE											PIN CODE						

**6. DATE OF BIRTH**

DD			MM			YYYY				
----	--	--	----	--	--	------	--	--	--	--

7. Age as on July 31, 2024.



DAYS			MONTHS			YEARS		
------	--	--	--------	--	--	-------	--	--

**8. BIRTH PLACE**

STATE	
DISTRICT	
PLACE	

9. NATIONALITY: \_\_\_\_\_

10. INDICATE BY TICK MARK IN APPROPRIATE BOX.

(I) GENDER:

MALE	FEMALE

(II) MARITAL STATUS

SINGLE	MARRIED

11. Languages known (please tick appropriate column)

Name of Language	Read	Write	Speak

12. CURRENTLY EMPLOYED: Indicate Yes/ No \_\_\_\_\_

13. EXPECTED REMUNERATION: ₹ \_\_\_\_\_

(Mention expected consolidated monthly remuneration in Indian Rupees as per the Detailed Advertisement)

14. NOTICE PERIOD FOR JOINING: \_\_\_\_\_ Days

(Mention notice period in months/days required to join SIDBI)

15. EDUCATIONAL QUALIFICATIONS as on last date of Application (10<sup>th</sup> onwards)

Examination Passed	Name of University /Institution	Subject details	Month & Year of passing	Percentage Marks obtained	Class / Division

Note:

- (i) Please attach a separate sheet, if the space above is insufficient.
- (ii) *Self Attested photo copies of certificates / mark sheets / degree / diploma etc. in respect of educational qualifications must be attached with the application form.*

**16. Any other relevant certifications**

Type of Certification	Year of issuance	Issuing Authority	Certificate no. and validity up to

Please provide *Self Attested copies of certificate(s)*

**17. PARTICULARS OF EXPERIENCE (Last Date of Application) (starting from present employment)**

Name & Address of the Organisation	Post Held	Period of Service (please give dates)		Length of Service		Nature of duties performed in brief	Monthly Remuneration in ₹	Reasons, for leaving the job
		From	To	Yrs.	Months			

**Note:**

- (i) Please attach a separate sheet, if the space above is insufficient.
- (ii) *Self Attested copies of Experience Certificate(s) giving details such as designation, period, nature of duties performed etc., must be enclosed with the application form. In the absence of the above, the application is liable to be rejected.*

**18. Please furnish details of two references of Industry experts who know you well and can certify your credentials-**

i. Name & Designation: -----	i. Name & Designation: -----
ii. Address: -----	ii. Address: -----
iii. Contact No.: -----	iii. Contact No.: -----

19. Please provide information on your previous assignments undertaken with multilateral agencies, if any. (not more than 250 words) - **Please attach separate sheets**

20. Please share brief on your marketing capabilities and liasoning work with various stakeholders viz. Banks/FIs, Government Departments and Multilateral agencies, Industries, MSMEs and ESCOs. (not more than 250 words) - **Please attach separate sheets**

21. Please confirm that you have not been debarred, terminated, blacklisted from any organisation - **Please attach separate sheets**

22. Whether you have any experience of working with Banks/FIs/NBFCs and MSMEs- If yes, give details - **Please attach separate sheets**

23. Please provide your experience in monitoring and evaluation - **Please attach separate sheets**

24. Please provide your experience in Energy / Environment & Social/Climate (Mitigation, Adaptation)/ E-Mobility/Waste Management/Circular Economy projects - **Please attach separate sheets**

25. Please provide experience of high-level dialogue with governments, financial institutions, development agencies and other stakeholders in the sector / sub-sector - **Please attach separate sheets**

26. Please provide demonstrated experience of working closely with/for utility companies, ESCOs, RESCOs, energy engineering consulting firms, and/or financial institutions - **Please attach separate sheets**

27. Please explain about your capabilities and expertise for this position (not more than 250 words) - **Please attach separate sheets**

28. Any other relevant information, which is in line with the objective of applied position (not more than 250 words) - **Please attach separate sheets**

29. **Self Attested photocopies of your CV, relevant identity proof (e.g. PAN Card, Voter Card, Aadhaar Card, Passport) and proof of residence (e.g. Voter Card, Aadhaar Card, Passport) must be attached with the application form.**

**30. DECLARATION:**

I hereby certify that all statements made in this application are true, complete and correct to the best of my knowledge and belief and nothing material has been concealed therefrom. I understand that if at any time during the process of recruitment / selection / subsequent service in the Bank, it is found that any information / statement / data given in this application is false / incorrect / any material fact suppressed **OR** I do not satisfy the minimum eligibility criteria as stipulated in the advertisement for the post applied for, my candidature / appointment is liable to be cancelled / terminated forthwith without giving any notice or reasons thereof. I am willing to serve in any of the office / department / associate / subsidiary of the Bank at various places from time to time. I am aware that Bank has a right to transfer me in my existing capacity to any part of the country and / or



to any job position from time to time at its sole discretion and such decision of the Bank shall be final and binding on me. I also undertake to abide by all the terms and conditions of the advertisement given by the Bank. I further declare that I have read and fully understood all the General Instructions contained in the advertisement and undertake to abide by the same.

DATE: \_\_\_\_\_

FULL NAME: \_\_\_\_\_

PLACE: \_\_\_\_\_

SIGNATURE OF CANDIDATE

\*\*\*\*\*