



SIDBI Venture Capital Limited
SIDBI, Swavalamban Bhavan, 2nd Floor, C-11, G-Bock,
Bandra Kurla Complex, Bandra East,
Mumbai – 400 051

Advertisement No. 01/ 2023 - 24

**Recruitment for the post of Assistant Vice President / Investment Principal /
Senior Investment Associate / Investment Associate**

April 19, 2023

Important Dates / Timelines	
Start date for receipt of applications	April 19, 2023
Last date for receipt of applications	May 09, 2023

SIDBI Venture Capital Limited (SVCL) (www.sidbiventure.co.in), a wholly owned subsidiary of Small Industries Development Bank of India (SIDBI) with office in Mumbai, has established itself as the leading domestic Investment Manager for Venture Capital Funds / Alternative Investment Funds for early stage and growth stage investing, particularly for MSMEs across diversified sectors.

SIDBI Venture Capital Limited (SVCL) invites applications from eligible and suitable candidates for the following post as detailed below:

S. No.	Post	Total Vacancies
1	Assistant Vice President / Investment Principal	1
2	Senior Investment Associate / Investment Associate	2

Designation	Assistant Vice President (AVP) / Investment Principal (IP)
Number of Positions	01
Location	Initially at Guwahati and / or Agartala
Education Qualification	<p>Graduates with minimum 60% marks / equivalent CGPA score. Preference will be given to:</p> <ul style="list-style-type: none"> (i) Graduates in Engineering, (ii) Chartered Accountants, (iii) Post graduates in any subject including those holding 2 year full time degree / diploma in Management, (iv) Chartered Financial Analyst.
Experience	The candidate should have at least 10 years for AVP and at least 5 years for IP of post-qualification relevant work experience in one or more areas viz. Venture Capital, Private Equity, Investment Banking, Fund Raising, Early Stage Financing, Project Appraisal. Experience as founder of a start-up will be an added advantage.
Age Limit	<p>For Assistant Vice President - 45 years</p> <p>For Investment Principal - 35 years</p>
Duties & Responsibilities	<ul style="list-style-type: none"> • Raising of Funds from prospective investors. • Build strong relationship with investors. • Identifying successful business ventures and building adequate pipeline of investment opportunities. • Prepare investment strategy for the fund. • Ability to analyse project viability (technically, financially and commercially). • Analysing historical and projected financial statements of prospective investee companies. • Working with the team on key metrics to measure the financial returns on investments and mentoring them. • Conducting investment appraisals, negotiations and structuring of investments. • Preparing, presenting, and maintaining detailed investment documentation for the Fund's Investment Committee, Board of Directors and Investors. • Overseeing due diligence and documentation of approved investments and compliance process.

	<ul style="list-style-type: none"> • Commit and complete the investments in time. • Monitoring existing investments in portfolio companies through stringent analysis of financial and operational results and nurturing / handholding investee companies. • Conducting industry and market research and assisting in business development efforts. • Reviewing periodic financial statements, project progress reports, and other information submitted by portfolio companies. • Preparing reports based for internal and investor communication and coordinating with Investors. • Working and creating profitable exit opportunities and exits from investee companies within timeline. • Any other work given by SVCL from time to time. 													
Skills / Competency	<ul style="list-style-type: none"> • Strong analytical and problem solving skills; proficiency in Excel based financial models & valuation. • Demonstrated transaction experience on the buy side. • Managed investment deals independently. • The candidates must possess excellent verbal and written communication skills. • Proficiency in using computer/laptops and other electronic gadgets. 													
Annual Fixed Compensation	<table border="1"> <thead> <tr> <th data-bbox="611 1373 991 1496" rowspan="2">Position</th> <th colspan="2" data-bbox="991 1373 1370 1447">AFC Range (₹ in lakh per annum)</th> </tr> <tr> <th data-bbox="991 1447 1198 1496">From</th> <th data-bbox="1198 1447 1370 1496">To</th> </tr> </thead> <tbody> <tr> <td data-bbox="611 1496 991 1547">Assistant Vice President</td> <td data-bbox="991 1496 1198 1547">23.00</td> <td data-bbox="1198 1496 1370 1547">40.00</td> </tr> <tr> <td data-bbox="611 1547 991 1597">Investment Principal</td> <td data-bbox="991 1547 1198 1597">15.00</td> <td data-bbox="1198 1547 1370 1597">32.00</td> </tr> </tbody> </table>	Position	AFC Range (₹ in lakh per annum)		From	To	Assistant Vice President	23.00	40.00	Investment Principal	15.00	32.00		
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	From	To												
Assistant Vice President	23.00	40.00												
Investment Principal	15.00	32.00												

Designation	Senior Investment Associate (SIA) / Investment Associate (IA)
Number of Positions	02
Location	Initially at Guwahati and / or Agartala
Education Qualification	<p>Graduates with minimum 60% marks / equivalent CGPA score.</p> <p>Preference will be given to:</p> <ul style="list-style-type: none"> (v) Graduates in Engineering, (vi) Chartered Accountants, (vii) Post graduates in any subject including those holding 2 year full time degree / diploma in Management, (viii) Chartered Financial Analyst.
Experience	<p>The candidate should have at least 3 to 5 years of post-qualification relevant work experience in one or more areas viz. Venture Capital, Private Equity, Investment Banking, Fund Raising, Early Stage Financing, Project Appraisal. Experience as founder of a start-up will be an added advantage.</p>
Age Limit	32 years
Duties & Responsibilities	<ul style="list-style-type: none"> • Identifying successful business ventures and building adequate pipeline of investment opportunities. • Ability to analyse project viability (technically, financially and commercially). • Analysing historical and projected financial statements of prospective investee companies. • Working with the team on key metrics to measure the financial returns on investments and mentoring them. • Conducting investment appraisals, negotiations and structuring of investments. • Preparing, presenting, and maintaining detailed investment documentation for the Fund's Investment Committee, Board of Directors and Investors. • Overseeing due diligence and documentation of approved investments and compliance process. • Commit and complete the investments in time. • Monitoring existing investments in portfolio companies through stringent analysis of financial and operational results and nurturing / handholding investee companies.

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Other Conditions (Applicable for All posts):

1.	Higher AFC and / or position may be considered in the case of exceptionally qualified and/or very experienced candidates with track record of performance.
2.	Over and above AFC, the candidate will be entitled for Performance Pay based on annual performance review of the employee which will be as per Company policy from time to time at its sole discretion.
3.	No residential accommodation will be provided by SVCL.
4.	The Company offers a challenging work environment. Professionals with proven track record of high performance and potential may write in strict confidence with detailed Resume together with present and expected Cost to Company (CTC).
5.	Before filling in the application form, the candidates must ensure that they fulfill all the eligibility criteria with respect of age, educational qualification, work experience, <i>etc.</i> , as on April 19, 2023 and that the particulars furnished in the application form are correct in all respects.
6.	Suitable relaxation may be considered for the deserving candidate at the sole discretion of SVCL. SVCL reserves the rights to increase/decrease no. of positions as per requirement including amendment(s) / withdrawal of the recruitment advertisement at its sole discretion.
7.	Duly filled in application as per the format available on SVCL's website with a recent passport size photograph alongwith resume needs to be forwarded to SVCL on or before May 9, 2023 by e-mail to recruitment@sidbiventure.co.in or by post with the subject " Application for the post of Assistant Vice President / Investment Principal " or " Application for the post of Senior Investment Associate / Investment Associate " addressed to Chief Executive Officer SIDBI Venture Capital Limited, SIDBI, Swavalamban Bhavan, C-11, G-Block, 2nd Floor, Bandra Kurla Complex, Bandra (East), Mumbai - 400 051

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**Application for the post of Assistant Vice President / Investment Principal /
Senior Investment Associate / Investment Associate**

1.	Post Applied for	
2.	Full Name (in capital letters)	
3.	Address for Correspondence (with pin code)	
4.	Permanent Address (with pin code)	
5.	Email id	
6.	Landline No.	
7.	Mobile No.	
8.	Date of Birth (DD/MM/YYYY)	
9.	Age in completed years as on April 19, 2023	
10.	Sex (Male / Female / Transgender)	
11.	Religion	
12.	Place of birth	
13.	Nationality	
14.	Marital Status	

15.	Details of Educational Qualifications as on April 19, 2023					
	Exams. Passed	Name of the Institute / University	Subjects Studied/ Specialization	Month, Year of Passing	% of Marks	Class / Grade

16.	Particulars of Post Qualification Experience including the present occupation / job, if any (as on April 19, 2023)					
	Name of Employer & Nature of Duties carried out by them	Designation and rank if any	Period of Service From---To	Length of service in years and months	Nature of duties performed	Reason for Leaving

17.	Current CTC Per Annum (Rs.)			
18.	Expected CTC Per Annum (Rs.)			
19.	Languages Known (Please indicate Yes or No)			
	Language	Read	Write	Speak
	English			
	Hindi			
	Assamese			
	Others			

20.	References (Please provide atleast 2)			
Sl. No.	Name of the Person	Organisation & Designation	Contact No.	Email Id
1				
2				
3				

21.	Have you applied for any position in SIDBI Venture Capital Limited in the past? If Yes, please give details.

22.	Any other additional information.

I hereby declare that all the statements made hereinabove are true, complete and correct to the best of my knowledge and belief.

Place : _____

Signature: _____

Date : _____

Name: _____

List of enclosures:

1) _____

2) _____