



## **Recruitment for the post of Assistant Vice President / Vice President (on Contract)**

Number and date of advertisement: 01/FY 2022 and July 16, 2021

Start date for receipt of applications: July 16, 2021

Last date for receipt of applications: August 5, 2021

1. SIDBI Venture Capital Limited (SVCL) ([www.sidbiventure.co.in](http://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.
  
2. SVCL is inviting applications from eligible and suitable candidate for the post of One Assistant Vice President (AVP) / Vice President (VP) (on Contract) for a period of 5 years subject to renewal by mutual consent. SVCL may also, at its option, based on satisfactory performance, absorb AVP / VP at the end of the contract period. The candidate should have at least 10 years of post-qualification work experience in one or more areas viz. Venture Capital, Private Equity, Fund Raising, Early Stage Financing, Project Appraisal. Of this, at least 5 years of experience should have been in Venture Capital / Private Equity. Experience as founder of a start-up will be an added advantage.
  
3. **Duties and responsibilities / list of accountability**
  - Raising of Funds from prospective investors.
  - Identifying successful business ventures and building adequate pipeline of investment opportunities.
  - Ability to analyse project viability (both technically 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.
  - 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.
- 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 and preparing reports based for internal and investor communication.
- Working and creating profitable exit opportunities and exits from investee companies within timeline.
- Any other work given by SVCL from time to time.

The candidate should ideally have

- Strong analytical and problem solving skills; proficiency in Excel based financial models.
  - 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.
4. The candidates should be graduates with minimum 60% marks. Preference will be given to (i) Graduates in Engineering, (ii) Chartered Accountants, (iii) Post graduates in any subject including those holding 2 year full time degree / diploma in Management.
5. The candidates should not be more than 45 years of age. The candidates may be offered Annual Fixed Compensation (AFC) in range of ₹23 lakh to ₹32 lakh for the post of AVP and ₹33.5 lakh to ₹42 lakh for the post of VP. Higher AFC and / or position may be considered in the case of exceptionally qualified and/or very experienced candidates with track record of performance. No residential accommodation will be provided by SVCL.

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, *etc.*, as on July 16, 2021 and that the particulars furnished in the application form are correct in all respects.

6. The Company offers a challenging work environment. Professionals with proven track record of high performance and potential may write in strict confidence with detailed CV together with present and expected Cost to Company (CTC).
7. The applications need to be forwarded to SVCL as per format provided here – “Resume Format” on or before **August 5, 2021** by e-mail to [recruitment@sidbiventure.co.in](mailto:recruitment@sidbiventure.co.in) with the subject "**Application for the post of Assistant Vice President / Vice President (on Contract)**" 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