



**Terms of Reference (ToR) –
Hiring of Experts for Green Climate Finance Vertical**

Background

- Small Industries Development Bank of India (SIDBI) was established on April 2, 1990 under an Act of Indian Parliament. It is the principal financial institution for the promotion, financing and development of Micro, Small & Medium Enterprises (MSMEs). In order to improve productivity and competitiveness of MSME sector through energy efficiency (EE) measures, SIDBI has undertaken a number of initiatives which include development assistance and line of credits from The World Bank, Japan International Cooperation Agency (JICA), Kreditanstalt für Wiederaufbau (KfW) and Agence Française de Développement (AFD).
- SIDBI has setup a dedicated Green Climate Finance Vertical at New Delhi 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), Energy Efficiency Services Limited (EESL), Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) and few others.

Hiring of Experts

- SIDBI is implementing several Green / Clean / Sustainable Development initiatives with a mission of “Greening the Enterprise Ecosystem”. In order 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 external experts 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 under the project.

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

(i) Title	(ii) No. of post	(iii) Desired Qualification & Work Experience	(iv) Indicative Bracket of Monthly Gross Emolument (in Rs. per Month excluding taxes)	(v) Indicative Roles & Responsibilities	(vi) Place of Posting
Procurement Expert (PE)	01	<ul style="list-style-type: none">• Graduate/ Post-Graduate in Management Studies/ Finance/ Engineering or Procurement Management from a recognized university• Minimum 05 years hands-on experience in public procurement and administration• Knowledge of administrative and tender procedures in public sector through GeM and Non GeM.	₹100,000/- to ₹200,000/-	As given in <u>Appendix-I</u>	SIDBI, New Delhi

		<ul style="list-style-type: none"> • Working knowledge of basic office software packages • Experience of working in Externally Aided Projects is desirable • Knowledge of CAG/CVC guidelines and with World Bank Procurement Guidelines is desirable • Self-driven with a high degree of responsiveness and proactivity 			
Sr. Environment and Social Safeguard Expert (Sr. ESSE)	01	<ul style="list-style-type: none"> • Postgraduate or equivalent level of education (Environmental management/ Environmental Engineering/ Energy Management/ Social Science/ Sociology/ Development Studies) from a recognized university or Institute. • Minimum 8 years of professional experience with at least 4-5 years in the assessment and management of environmental and/or social impacts in a consultancy, industrial, commercial role. • Experience of environment and social safeguard related aspects to energy efficiency/ MSME sector is an added advantage. • Knowledge of Various Bilateral / Multilateral Development Agencies (like World Bank, IFC) safeguards policies on Environment and Social is highly desirable. • Ability to synthesize and analyze diverse E&S related data and information and preparing high quality, professional and timely reports. • Monitoring of E&S aspects including liasoning with M&E agency , if any. • Experience of working in Externally Aided Projects is desirable. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 	₹200,000/- to ₹300,000/-	<u>As given in Appendix-I</u>	SIDBI, Green Vertical New Delhi
Environment and Social Safeguard Expert (ESSE)	01	<ul style="list-style-type: none"> • Post graduate or equivalent level of education (Environmental management/ Environmental Engineering/ Energy Management/ Social Science/ Sociology/ Development Studies) from a recognized university or Institute. 	₹100,000/- to ₹200,000/-	<u>As given in Appendix-I</u>	SIDBI, Green Vertical New Delhi

		<ul style="list-style-type: none"> • Minimum 5 years of professional experience with at least 2-3 years in the assessment and management of environmental and/or social impacts in a consultancy, industrial, commercial role. • Experience of environment and social safeguard related aspects to energy efficiency/ MSME sector is an added advantage. • Knowledge of Bilateral / Multilateral Development Agencies (like World Bank, IFC) safeguards policies on Environment and Social is highly desirable. • Ability to synthesize and analyze diverse E&S related data and information and preparing high quality, professional and timely reports. • Experience of working in Externally Aided Projects and M&E of E&S shall be preferred. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 			
Lead Technical Expert (LTE)	01	<ul style="list-style-type: none"> • Graduate and Post-graduate degree in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. • BEE or equivalent certified energy auditor qualifications (BEE accredited Energy Auditor would be preferred) • Minimum 12 years hands-on and practical experience of designing and delivering energy savings/ energy efficiency projects using energy service performance contracting with ESCOs, in at least two of the following sectors: MSME, industries, municipalities and buildings sector. • Demonstrated experience of working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. • Experience of working in Externally Aided Projects such as projects funded by World 	₹250,000/- to ₹350,000/-	As given in <u>Appendix-I</u>	SIDBI, Green Vertical, New Delhi

		<p>Bank/UNIDO/UNDP/DFID/ADB, etc. is desirable.</p> <ul style="list-style-type: none"> • Demonstrated technical ability to identify cost-effective methods of reducing energy consumption through efficiency, demand-side management measures and ability to quantify financial, environmental and economic benefits. • Demonstrated knowledge of energy efficient equipment and standards and technical specifications, carrying out energy audits, and conducting measurement & verification of energy savings. • Proven and consistent track record of preparing high quality, professional and timely reports. • Excellent communication, client-relationship skills. 			
Sr. Technical Expert (STE)	01	<ul style="list-style-type: none"> • Graduation in electrical, energy, mechanical engineering, energy economics, planning and policy or business or related engineering fields. • Graduate and Post-graduate degree in electrical, energy or mechanical engineering, energy economics, planning and policy or business or related engineering fields. • Post-graduation or additional qualifications in energy management related field is desirable. • BEE or equivalent certified energy auditor qualifications (BEE accredited Energy Auditor would be preferred) • Experience of high-level dialogue with governments, financial institutions, development agencies and other stakeholders in the energy efficiency sub-sector is desirable • Minimum 10 years hands-on and practical experience of designing, financing and/or delivering energy savings performance contracting-based energy efficiency projects in various demand side sub sectors, working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. 	₹200,000/- to ₹300,000/-	As given in <u>Appendix-I</u>	SIDBI, Green Vertical, New Delhi

		<ul style="list-style-type: none"> • Demonstrated technical ability to identify cost-effective methods of reducing energy consumption through efficiency, demand-side management measures and ability to quantify financial, environmental and economic benefits. • Demonstrated knowledge of energy efficient equipment and standards and technical specifications, carrying out energy audits, and conducting measurement & verification of energy savings. • Experience of working in Externally Aided Projects is desirable. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 			
Technical Expert (TE)	01	<ul style="list-style-type: none"> • Graduation in electrical, energy, mechanical engineering, energy economics, planning and policy or business or related engineering fields. • Post-graduation or additional qualifications in energy management related field is desirable. • Minimum 5 years hands-on and practical experience of designing, financing and/or delivering energy savings performance contracting-based energy efficiency projects in various demand side sub sectors, working closely with/for utility companies, ESCOs, energy engineering consulting firms, and/or financial institutions. • Experience of working in Externally Aided Projects is desirable. • Self-driven with a high degree of responsiveness and proactivity. • Excellent communication, client-relationship, and interpersonal skills. 	₹100,000/- to ₹200,000/-	As given in <u>Appendix-I</u>	SIDBI, Green Vertical, New Delhi

Note:

- (i) **Initial engagement Period** - The Initial engagement period for all the above posts shall be 12 months and thereafter renewal on an annual basis subject to satisfactory performance.
- (ii) **Age Criteria** – Interested Applicants applying for the post should not have the age more than 45 years (as on 31.03.2023).
- (iii) **Gross Emoluments** indicated 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.

- (iv) The price range given above for each position shall be negotiable (both upward and downward) to identify a suitable & deserving candidate for the positions.
- (v) No additional payment shall be made except Travelling/ Halting allowance, in case of outstation tours, as per norms of SIDBI.
- (vi) SIDBI retains the right to enhance the minimum qualification level experience depending on the need.
- (vii) Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- (viii) **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 into 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.**
- (ix) 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 also at the time of Interview.
- (x) Training / Teaching period will not be counted as experience. All computations of Age and Post Qualification Experience etc., shall be as on closing date of application. Date of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- (xi) 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.
- (xii) 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.
- (xiii) The selected experts would be treated as consultant(s) and consultancy fee would be paid every month with applicable GST amount. Consultant (s) may register himself/herself with GST authorities and obtain GST number, if applicable. All other tax liabilities except applicable GST shall be borne by the consultant (s).
- (xiv) On successful completion of every year of engagement, the contract personnel will be eligible for annual increment at the rate of 10% (*which may go upto 25% depending upon the outstanding performance as evaluated by institutional committee*) during subsequent year of engagement subject to 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.
- (xv) The increment will be given from the first day of month subsequent to the month in which one **complete the year.**
- (xvi) The hiring shall be subject to:
 - a. **3 months' Notice Period from the hired resources and 1 month notice period from SIDBI side.**
 - b. **the selected candidate will be required to execute a Service Bond undertaking to serve the SIDBI for a period of atleast 1 years or to pay SIDBI a sum equivalent to 3 months gross emoluments in case he/she leaves SIDBI before the completion of the 1 year service period. SIDBI reserves the right to terminate the resource(s) from employment by giving 1 month notice without any justification / reasoning.**

- (xvii) The Management 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.
- (xviii) Management 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.
- (xix) No correspondence will be entertained from candidates not shortlisted/ not selected.

Important Instructions

- (i) **The candidates can apply only for the one position** and in the prescribed application format attached at **APPENDIX** underneath. **Applications Received by the same application for more than 1 position shall stands rejected.**
- (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.
- (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 / WebEx, etc). In such case, Original Certificates shall be verified of the candidates who are selected for the position at a mutually agreed date and time.
- (vi) It may be noted that if, at any stage, it is discovered that an attempt has been made by the applicant to willfully 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 and should not exceed as per the permissible limit of email)

- (viii) Candidates are NOT required to submit hard copy of application form. To avoid last minute rush, the candidates are advised to submit early enough. 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 to the following email ids with the subject: **"Application for the post of ” (Advertisement No. 2024JUL04/L0022961 dated 05-July-2023)**
- gcfv@sidbi.in
 - neerajverma@sidbi.in
- (x) The deadline for submission of the Application (By email) is **July 17, 2023, till 23:59 Hrs.**

APPENDIX-I

1. DURATION

- 1.1. The expert(s) shall be engaged on full-time contractual basis for various projects / green initiatives being done by SIDBI. The assignment will initially be for a period of 2 year and shall be extended subject to satisfactory performance and project needs and will be subject to periodic/ annual review.
- 1.2. Further, it is also mentioned that the contract period may be extended subject to performance and needs of the project.

2. LEAVE DETAILS

The expert(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 calendar year.
- 2.2. No Leave can be availed / encashed before completion of initial 03 months of service. The unutilized leaves in a particular year will not accumulate and will not carry forward in the next FY.
- 2.3. If the expert(s) leaves the job during the contract period, the un-availed OL shall not be adjusted and will be 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 by PRSF.

4. Indicative General Roles and Responsibilities of the experts (to the extent applicable)

4.1. Procurement Expert (PE)

The P&A Expert shall be attached on full time basis with Green Vertical Team of SIDBI at New Delhi and will be directly responsible for all aspects related to procurement and admin activities as per the project requirement such as but not limited to:

- a) Preparing procurement plans, Request for Proposal (RfP), Tender / Bid documents and facilitating procurement processing.
- b) Ensuring compliance with mandated procurement norms
- c) Keeping track of all procurement issues, handling procurement related complaints, if any, in accordance with agreed procedures
- d) Handling issues related to contract enforcement, etc., and establish a proper system of contracts documentation.
- e) To participate and provide inputs during various Implementation Support Missions of Bilateral / Multilateral agencies (like World Bank, etc.) under the overall guidance of SIDBI.
- f) To attend all works related to projects which will include marketing activities, preparing office notes, various reports, coordination with various stakeholders to generate pipeline under various projects / Risk Sharing Facilities, empanelment of FIs as Participating Financial Institutions (PFI) under PRSF.

- g) The expert(s) shall prepare the Terms of Reference (TORs), budgeting, work plan, etc. for various contracts to be awarded under the project.
- h) To actively involved in technical / financial evaluation of the EOIs, bids received / RFPs, hiring of consultants for pipeline generation, monitoring of hired consultants, provide handholding support to different stakeholders including ESCOs and empaneled PFIs, whenever required, provide technical evaluation report to PFIs, etc.
- i) The expert(s) shall 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.
- j) The expert(s) shall be actively involved in awareness creation, training and capacity building on procurement aspects.
- k) The expert(s) shall undertake contract management including follow up and monitoring activities required for various contracts executed under the Projects.
- l) The expert(s) shall 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.
- m) The expert(s) shall 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) The expert(s) shall 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, World Bank, etc. at regular intervals.
- o) The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under PRSF.
- p) The expert(s) shall analyse, guarantee claims of PFIs and recommend the same for settlement as per PRSF guidelines after conducting Measurement & Verification (M&V) study.
- q) The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- r) The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
- s) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- t) To identify their targets for each year broken into quarterly targets and report the achievements on monthly basis.

4.2. Sr. Environment & Social Safeguard Expert (Sr. ESSE)

- a) Sr. E&S Safeguard expert shall be attached on a full-time basis with Green Vertical at New Delhi and will be directly responsible for leading all project's Environmental and Social Safeguard Management and Gender related aspects.
- b) Undertake an environmental and social risk categorization of sub-proposals, follow due diligence process and ensure appropriate mitigation measures.
- c) Assist clients (MSMEs, ESCOs, Banks/NBFCs, Bilateral / Multilateral Partners, Ministries, etc.) in identifying potential risks and adverse impacts on social & environmental sustainability and safeguards and advise them for social & environmental aspects, particularly involuntary resettlement, indigenous Peoples, labor issues, mitigation plans, and institutional development strategies.
- d) The expert shall guide in preparing and implementing several mitigation measures, prepared per the screening reports and the E&S Policy / Framework related requirements. The expert shall devise and ensure prudent means to address the environmental and social safeguard issues which would be used as a risk based environmental and social approach, considering the country environmental standards and Bank's safeguard policies and formulation of an environmental and social management framework, including (i) Establishing effective institutional management mechanisms inter alia, integration of basic

environmental and social management protocols for ESCOs and PFIs/SIDBI (as lender), and ensuring mandatory site-specific environmental and social due diligence as part of proposals for energy efficiency improvement (the Detailed Project Reports), integration of environmental and social considerations in PFIs/SIDBI (as lender) credit and risk appraisals, etc. (ii) Focused Monitoring and Evaluation mechanism, to ensure compliance with environmental and social safeguards.

- e) The expert shall ensure each project supported is compliant with "Environmental and Social Guidelines / Laws".
- f) "Environmental and Social Laws" means any laws and regulations in effect in India or in the state where an EE Project is being undertaken, relating to the environment, occupational and community health or safety, ESMF / ERMF guidelines or laws and regulations relating to usage of land/premises, including, as they relate to the foregoing: (i) the Constitution of India; (ii) the laws of India (and all of their implementation regulations, where applicable); and (iii) all other international conventions and treaties to which India is a party and which have been ratified by India and are in full force and effect, to the extent such laws and regulations are applicable to the PFI or any EE Project financed by the PFI;
- g) The expert shall ensure that EE project reports submitted by the implementing agency confirm status of regulatory compliance of respective Host Entities.
- h) 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.
- i) The expert shall prepare project-specific social and environmental screening reports and ensure that all the mitigation measures are approved.
- j) 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 subprojects to identify projects at risk for sexual exploitation and abuse and develop and implement recommendations and interventions to address these risks; support subprojects/clients with GBV prevention response or mitigation elements.
- k) 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., to close knowledge/skill gaps and minimize the likelihood of adverse impacts.
- l) Undertake regular field visits for environmental and social investigation for project financing (supply side) before disbursements to assess E&S compliance to protect from reputational risk arising out of environmental and social issues.
- m) Strengthen the grievances redressal mechanism at SIDBI by ensuring multiple channels for uptake, upkeep, and tracking of all the grievances. Undertake regular training of the clients on GRM.
- n) Develop a strategy to build capacity within SIDBI to understand all aspects of the E&S and effective integration of Environmental and Social due diligence as part of credit and reputational risk management of SIDBI lending operations.
- o) The expert shall 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.
- p) The expert shall review the E&S audits reports submitted by third party external agencies and provide inputs/suggestions as per E&S Policy / Framework / Guidelines.
- q) The expert shall 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.
- r) The expert shall 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.
- s) The expert shall 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

- t) The expert shall also support in Business Development / Marketing related activities under various theme projects being implemented / operated by SIDBI.
- u) The expert shall 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.
- v) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- w) To identify their targets for each year broken into quarterly targets and report the achievements on a monthly basis.

4.3. Environment & Social Safeguard Expert (ESSE)

- a) The E&S Safeguard expert shall be attached on a full-time basis with Green Vertical at New Delhi and will be directly responsible for overseeing all project's Environmental and Social Safeguard Management and related aspects.
- b) Undertake an environmental and social risk categorization of sub-proposals, follow due diligence process and ensure appropriate mitigation measures.
- c) Assist clients (MSMEs, ESCOs, Banks/NBFCs, Bilateral / Multilateral Partners, Ministries, etc.) in identifying potential risks and adverse impacts on social & environmental sustainability and safeguards and advise them for social & environmental aspects, particularly involuntary resettlement, indigenous Peoples, labor issues, mitigation plans, and institutional development strategies.
- d) The expert shall guide in preparing and implementing several mitigation measures, prepared per the screening reports and the E&S Policy / Framework related requirements. The expert shall devise and ensure prudent means to address the environmental and social safeguard issues which would be used as a risk based environmental and social approach, considering the country environmental standards and Bank's safeguard policies and formulation of an environmental and social management framework, including (i) Establishing effective institutional management mechanisms inter alia, integration of basic environmental and social management protocols for ESCOs and PFIs/SIDBI (as lender), and ensuring mandatory site-specific environmental and social due diligence as part of proposals for energy efficiency improvement (the Detailed Project Reports), integration of environmental and social considerations in PFIs/SIDBI (as lender) credit and risk appraisals, etc. (ii) Focused Monitoring and Evaluation mechanism, to ensure compliance with environmental and social safeguards.
- e) The expert shall ensure each project supported is compliant with "Environmental and Social Guidelines / Laws".
- f) "Environmental and Social Laws" means any laws and regulations in effect in India or in the state where an EE Project is being undertaken, relating to the environment, occupational and community health or safety, ESMF / ERMF guidelines or laws and regulations relating to usage of land/premises, including, as they relate to the foregoing: (i) the Constitution of India; (ii) the laws of India (and all of their implementation regulations, where applicable); and (iii) all other international conventions and treaties to which India is a party and which have been ratified by India and are in full force and effect, to the extent such laws and regulations are applicable to the PFI or any EE Project financed by the PFI;
- g) The expert shall ensure that EE project reports submitted by the implementing agency confirm status of regulatory compliance of respective Host Entities.
- h) The expert shall 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.
- i) 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.
- j) The expert shall prepare project-specific social and environmental screening reports and ensure that all the mitigation measures are approved.
- k) 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 subprojects to identify projects at risk for sexual exploitation and abuse and develop and implement recommendations and interventions to address these risks; support subprojects/clients with GBV prevention response or mitigation elements.

- l) 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., to close knowledge/skill gaps and minimize the likelihood of adverse impacts.
- m) Undertake regular field visits for environmental and social investigation for project financing (supply side) before disbursements to assess E&S compliance to protect from reputational risk arising out of environmental and social issues.
- n) Strengthen the grievances redressal mechanism at SIDBI by ensuring multiple channels for uptake, upkeep, and tracking of all the grievances. Undertake regular training of the clients on GRM.
- o) Develop a strategy to build capacity within SIDBI to understand all aspects of the E&S and effective integration of Environmental and Social due diligence as part of credit and reputational risk management of SIDBI lending operations.
- p) The expert shall review the E&S audits reports submitted by third party external agencies and provide inputs/suggestions as per E&S Policy / Framework / Guidelines.
- q) The expert shall 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.
- r) The expert shall 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.
- s) The expert shall 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
- t) The expert shall also support in Business Development / Marketing related activities under various theme projects being implemented / operated by SIDBI.
- u) The expert shall 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.
- v) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- w) To identify their targets for each year broken into quarterly targets and report the achievements on monthly basis.

4.4. Lead Technical Expert (LTE)

- a) The Lead Technical Expert shall be attached on full time basis to Green Vertical team in New Delhi and will be directly responsible for Design, develop (acting as technical lead) operational elements for the implementation of projects' tasks and TA tasks.
- b) To provide technical insights, marketing of various Green / EE / themed projects, liaison/coordination with various stakeholders viz. ESCOs, PFIs, 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, etc.
- c) To manage and supervise the implementation of various specialized consulting assignments, and business activities.
- d) Closely follow up with stakeholders viz. ESCOs and PFIs on existing projects (under implementation) and on the pipeline projects to close them through Risk Sharing Facilities & other technical support.

- e) Lead the day to day technical coordination with ESCOs, PFIs, EESL, Bureau of Energy Efficiency, including preparation and delivery of Executive Committee and Advisory Committee meetings, Operations Manual updates, EESL-SIDBI Working Group meetings and tasks, etc.
- f) Prepare the reports and presentations, results evaluation and website updates
- g) to prepare Annual Business Implementation Plan (BIP), Initiate approval note for guarantee issuance for EE Loan given by SIDBI (as lender) / Participating Financial Institution (PFIs) to Host Entity / ESCO, Annual Guarantee fee collection from PFI's, Processing of all payments, Preparation of IUFRR for onward submission to the World Bank, Provide all kind of supports for organizing meetings/conferences and workshops, Organizing committee meetings (as applicable) and other meeting and preparation of minutes, Coordinating for M&V Audit pertaining to guarantee claim, Conducting TA activities, follow-up with hired sectoral consultants for pipeline generation, visit to industries, clusters, associations for generating pipeline of projects, complete management of various theme projects being implemented.
- h) Business Development / Marketing of ESCO projects, design, develop & lead cluster specific interventions, guide the implementation of various specialized consulting assignments, and business activities, carrying out the strategic dialogue and high-level coordination with SIDBI and PEA management, PFIs, EESL, Bureau of Energy Efficiency, World Bank, etc. and other stakeholders in the ecosystem including Advisory Committee and Executive Committee meetings, Liaise with new ESCOs, new and existing PFIs and hosts/owners in promoting the various Green products and advise in structuring and implementing Green projects, preparation of reports and presentations, capacity building, technical evaluation of DPRs, results evaluation and website updates, etc.
- i) To participate and provide inputs during Implementation Support Missions under the overall guidance of SIDBI.
- j) The expert(s) shall be actively involved in promoting Green Financing / EE/RE/ESCO market in India, generate new pipelines, providing handholding support to MSMEs / ESCOs, empaneled PFIs and other stakeholders.
- k) 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.
- l) 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.
- m) The expert(s) shall provide written inputs into the 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.
- n) The expert(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project and ESCOs particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- o) The expert(s) shall 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.
- p) To follow up and monitor activities required for various contracts executed under the Projects.
- q) 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.
- r) The expert(s) shall analyse and vet Energy audit Reports, Guarantee applications, ESPC and other mandatory documents as per project guidelines that would be received from Lending Institutions.
- s) The experts shall 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.

- t) The expert(s) shall 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, World Bank, etc. at regular intervals.
- u) The expert(s) shall coordinate with ESCOs, MSMEs, PFIs, Industry Associations (IAs), Local Service Providers (LSPs), key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- v) The expert(s) shall provide assistance to various implementing agencies (SIDBI/ EESL) with new energy-related programs in MSMEs.
- w) The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- x) The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under PRSF and as per requirement of the World Bank.
- y) The expert(s) shall provide recommendations for energy efficiency 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).
- z) The expert(s) shall analyse, guarantee claims of PFIs and recommend the same for settlement as per scheme guidelines after conducting relevant Measurement & Verification (M&V) report.
- aa) The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
- bb) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- cc) To identify their targets for each year broken into quarterly targets and report the achievements on monthly basis.

4.5. Sr. Technical Expert (STE)

- a) The Technical Expert shall be attached on full time basis to Green Vertical team in New Delhi and will be directly responsible for providing technical insights, marketing of various Green / EE / themed projects, liaison/coordination with various stakeholders viz. ESCOs, PFIs, 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, etc..
- b) The Technical Expert shall prepare Annual Business Implementation Plan (BIP), Initiate approval note for guarantee issuance for EE Loan given by SIDBI (as lender) / Participating Financial Institution (PFIs) to Host Entity / ESCO, Annual Guarantee fee collection from PFI's, Processing of all payments, Preparation of IUFR for onward submission to the World Bank, Provide all kind of supports for organizing meetings/conferences and workshops, Organizing committee meetings (as applicable) and other meeting and preparation of minutes, Coordinating for M&V Audit pertaining to guarantee claim, Conducting TA activities, follow-up with hired sectoral consultants for pipeline generation, visit to industries, clusters, associations for generating pipeline of projects, complete management of various theme projects being implemented.
- c) Business Development / Marketing of ESCO projects, design, develop & lead cluster specific interventions, guide the implementation of various specialized consulting assignments, and business activities, carrying out the strategic dialogue and high-level coordination with SIDBI and PEA management, PFIs, EESL, Bureau of Energy Efficiency, World Bank, etc. and other stakeholders in the ecosystem including Advisory Committee and Executive Committee meetings, Liaise with new ESCOs, new and existing PFIs and hosts/owners in promoting the various Green products and advise in structuring and implementing Green projects, preparation of reports and presentations, capacity building, technical evaluation of DPRs, results evaluation and website updates, etc.

- d) The experts are expected to participate and provide inputs during Implementation Support Missions under the overall guidance of SIDBI.
- e) The expert(s) shall be actively involved in promoting Green Financing / EE/RE/ESCO market in India, generate new pipelines, providing handholding support to MSMEs / ESCOs, empaneled PFIs and other stakeholders.
- f) The expert(s) shall 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.
- g) The expert(s) shall 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.
- h) The expert(s) shall provide written inputs into the 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.
- i) The expert(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project and ESCOs particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- j) The expert(s) shall 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.
- k) The expert(s) shall follow up and monitor activities required for various contracts executed under the Projects.
- l) The expert(s) shall 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.
- m) The expert(s) shall analyse and vet Energy audit Reports, Guarantee applications, ESPC and other mandatory documents as per project guidelines that would be received from Lending Institutions.
- n) The experts shall 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.
- o) The expert(s) shall 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, World Bank, etc. at regular intervals.
- p) The expert(s) shall coordinate with ESCOs, MSMEs, PFIs, Industry Associations (IAs), Local Service Providers (LSPs), key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- q) The expert(s) shall provide assistance to various implementing agencies (SIDBI/ EESL) with new energy-related programs in MSMEs.
- r) The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- s) The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under PRSF and as per requirement of the World Bank.
- t) The expert(s) shall provide recommendations for energy efficiency 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).
- u) The expert(s) shall analyse, guarantee claims of PFIs and recommend the same for settlement as per scheme guidelines after conducting relevant Measurement & Verification (M&V) report.

- v) The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
- w) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- x) To identify their targets for each year broken into quarterly targets and report the achievements on monthly basis.

4.6. Technical Expert (TE)

- a) The Technical Expert shall be attached on full time basis to Green Vertical team in New Delhi and will be directly responsible for providing technical insights, marketing of various Green / EE / themed projects, liaison/coordination with various stakeholders viz. ESCOs, PFIs, 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, etc..
- b) The Technical Expert shall prepare Annual Business Implementation Plan (BIP), Initiate approval note for guarantee issuance for EE Loan given by SIDBI (as lender) / Participating Financial Institution (PFIs) to Host Entity / ESCO, Annual Guarantee fee collection from PFI's, Processing of all payments, Preparation of IUFRR for onward submission to the World Bank, Provide all kind of supports for organizing meetings/conferences and workshops, Organizing committee meetings (as applicable) and other meeting and preparation of minutes, Coordinating for M&V Audit pertaining to guarantee claim, Conducting TA activities, follow-up with hired sectoral consultants for pipeline generation, visit to industries, clusters, associations for generating pipeline of projects, complete management of various theme projects being implemented.
- c) The experts are expected to participate and provide inputs during Implementation Support Missions under the overall guidance of SIDBI.
- d) The expert(s) shall be actively involved in promoting Green Financing / EE/RE/ESCO market in India, generate new pipelines, providing handholding support to MSMEs / ESCOs, empaneled PFIs and other stakeholders.
- e) The expert(s) shall 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.
- f) The expert(s) shall 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.
- g) The expert(s) shall provide written inputs into the 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) The expert(s) shall also provide technical inputs / suggestions to the various Consultants hired under the Project and ESCOs particularly with regard to development of proper training modules / workshop material for capacity building / awareness workshops, etc.
- i) The expert(s) shall 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) The expert(s) shall follow up and monitor activities required for various contracts executed under the Projects.

- k) The expert(s) shall 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) The expert(s) shall analyse and vet Energy audit Reports, Guarantee applications, ESPC and other mandatory documents as per project guidelines that would be received from Lending Institutions.
- m) The experts shall 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) The expert(s) shall 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, World Bank, etc. at regular intervals.
- o) The expert(s) shall coordinate with ESCOs, MSMEs, PFIs, Industry Associations (IAs), Local Service Providers (LSPs), key stakeholders, Consultants, etc. to ensure timely execution and successful completion of the projects and generation of new pipeline of projects.
- p) The expert(s) shall provide assistance to various implementing agencies (SIDBI/ EESL) with new energy-related programs in MSMEs.
- q) The expert(s) shall collaborate with Industry, financing agencies, government officials and leverages their efforts where appropriate in addressing problems of energy sector and Project.
- r) The expert(s) shall identify and analyze linkages and externalities (Environmental and Social Impacts) of projects supported under PRSF and as per requirement of the World Bank.
- s) The expert(s) shall provide recommendations for energy efficiency 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) The expert(s) shall analyse, guarantee claims of PFIs and recommend the same for settlement as per scheme guidelines after conducting relevant Measurement & Verification (M&V) report.
- u) The expert(s) shall be responsible for managing the financial aspects and complying with audit observations of the programs / projects.
- v) Any other emergent/ aligned aspects related to the theme or development of green enterprise eco system.
- w) To identify their targets for each year broken into quarterly targets and report the achievements on monthly basis.

APPLICATION FORM

Paste your recent photograph here

Post Applied for
(choose & tick '✓' any one of the following and strike off 'X' remaining)

Procurement Expert (PE)	
Sr. Environment and Social Safeguard Expert (Sr. ESSE)	
Environment and Social Safeguard Expert (ESSE)	
Lead Technical Expert (LTE)	
Sr. Technical Expert (STE)	
Technical Expert (TE)	

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]

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2. FATHER'S / HUSBAND'S NAME (Surname first) (indicate appropriately by tick mark)

(leave one box blank between two parts of your name)

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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				
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7. Age as on March 31, 2023.

DAYS			MONTHS			YEARS		
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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

(10th 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 valid upto

Please provide Self Attested copies of certificate(s)

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

Name / Address	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 experts in energy efficiency field and 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 Efficiency, Environment and Climate Change projects. -**Please attach separate sheets**

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

26. Please provide demonstrated experience of working closely with/for utility companies, ESCOs, 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 photo copies 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
