



**India SME Technology Services Limited (ISTSL)**  
**(A Joint Initiative of SIDBI & Public Sector Banks)**

**Hiring of Specialized Resource Persons on contract basis (Full time) in ISTSL**

Advt. No.: ISTSL/2025-26/OUT/ 7143 dated 27 March, 2026

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

क्रम सं./ S.No.	पद / Position	पदों की संख्या / No. of Posts
1.	<b>Business Development Manager</b>	<b>01</b>

The last date for submission of application (**by email only**) is **20<sup>th</sup> April 2026** (up to 23:59 hours).

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

S/d

मुख्य कार्यकारी अधिकारी/**Chief Executive officer**  
आईएसटीएसएल, नई दिल्ली/**ISTSL, New Delhi**



**TERMS OF REFERENCE (ToR)**  
**Engagement of Business Development Manager on Contract Basis**  
**India SME Technology Services Limited (ISTSL)**

---

ISTSL is a public limited company incorporated under the Companies Act, 1956 on November 17, 2005. It is a joint initiative of SIDBI and 4 public sector banks, viz. State Bank of India, Indian Bank and Punjab National Bank and Indian Overseas Bank.

The main objective of ISTSL is to provide professional services for technology transfer in order to enhance the market competitiveness of small and medium enterprises [MSME] and promote sustainable development.

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

Position Name	No. of posts	Desired Qualification & Work Experience
<b>Business Development Manager</b>	<b>01</b>	<ul style="list-style-type: none"><li>• Bachelor's degree in Engineering (Electrical/Mechanical/Energy would be preferred).</li><li>• Master's degree in Power/Energy Systems/Management or MBA in Marketing/Business Development is an added advantage.</li><li>• Minimum 2 years of professional experience in Business Development in power, renewable energy, energy efficiency, energy audit, and energy conservation sectors.</li><li>• Proven track record of securing business in power, renewable energy (including solar and wind), energy efficiency, energy audit, energy conservation, ESCO projects, T&amp;D systems, and other clean energy technologies</li><li>• Experience in dealing with government tenders, EPC contracts, and public procurement processes.</li><li>• Knowledge of relevant policies, standards, regulatory frameworks, and financial mechanisms in the energy sector.</li><li>• Strong technical understanding of power systems, renewable energy, and energy efficiency.</li><li>• Excellent communication, stakeholder management, and negotiation skills.</li><li>• Analytical ability for market study, financial modelling, and proposal development.</li><li>• Proficiency in MS Office, data analytics tools, CRM systems, and project management practices.</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*
Business Development Manager	1	Market-linked

**\*Gross Emolument / Monthly Remuneration**

- The Gross Emoluments payable shall be finalized by the Interview/Selection Committee and will depend upon the candidate's qualifications, relevant experience, skill set, current remuneration/CTC, and overall suitability for the role.

### 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 40 years (as on **31.03.2026**).
- iii. **Gross Emoluments / Monthly Remuneration**
  - (a) The monthly remuneration 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 ISTSL) and may be lower based on suitability of the candidate in terms of qualifications and experience.
  - (b) The remuneration for each position shall be market-linked and negotiable, as required to identify a suitable & deserving candidate for the positions and shall be decided by ISTSL on merit.
- iv. No additional payment shall be made except Travelling / Halting allowance in case of outstation tours, as per norms of ISTSL.
- v. **Place of Posting/Duty Station** – The Identified resource person(s) will be stationed at ISTSL, New Delhi Office and would be required to make regular visits to project sites (required for technical background).
- vi. Any canvassing directly or indirectly by the applicant will disqualify his/her candidature.
- vii. 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



- viii. 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.
- ix. Training/teaching period shall not be considered as professional experience. All computations of Age and Post Qualification Experience etc., shall be **as on 31-03-2026. Date** of issuance of final mark sheet shall be taken as the date of acquiring qualification.
- x. 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.
- xi. Any Clarifications/ Date Extension/ Addendums etc. will be posted on ISTSL website viz. <https://www.istsl.in/careers> and no individual communication will be sent. Posting on the website would be deemed as if ISTSL having communicated to all prospective Candidates. Information regarding this recruitment process shall be made available in the career section of ISTSL website. Applicants are advised to check the website periodically for updates.
- xii. 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 ISTSL.
- xiii. **Notice Period** – The selected resource person(s) shall be required to serve the notice period of minimum 2 months from the date of submission of resignation for 1st year of engagement and thereafter to serve the notice period of minimum 1 month from the date of submission of resignation. ISTSL can terminate the contract by giving a 1-month notice to the resource person.
- xiv. ISTSL 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. ISTSL 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 ISTSL.
- 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 ISTSL.
- 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 and/or his employment terminated with immediate effect.
- 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 (10<sup>th</sup> 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)*

- xvii. 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. ISTSL will not be responsible for network issues/ technical glitches/ servers' issues etc.



**xviii.** Duly signed application form needed to be forwarded to ISTSL 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 Business Development Manager - Advertisement No.: ISTSL/2025-26/OUT/7143 dated March 27, 2026)"**

- Applications should be sent to: [istsl@istsl.in](mailto:istsl@istsl.in) ; and CC: [accounts@istsl.in](mailto:accounts@istsl.in)

**xix.** The deadline for submission of the Application (by email only) 20 April 2026 [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 ISTSL. 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. 2 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 shall stand lapsed.

### **3. INDICATIVE GENERAL CONDITIONS**

- 3.1. During the contract period, the service conditions of the candidate including place of posting within ISTSL/ associate institutions would be as decided by ISTSL from time to time.
- 3.2. Selection would be by way of personal interview to be held at New Delhi before a Selection Committee. ISTSL 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 ISTSL governing terms of engagement and services.

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

#### **4.1. Business Development Manager**

##### **a. Market Research, Analysis & Strategy**

- Conduct comprehensive research on sector trends in renewable energy, energy efficiency, power generation, and T&D sectors.
- Track government policies, subsidy schemes, regulations, and sectoral reforms (MNRE, BEE, CERC, SERCs, DISCOMs, MoP, etc.).
- Identify high-growth segments (solar rooftop, utility-scale RE, EE retrofits, PAT scheme, e-mobility, green hydrogen, etc.).
- Develop short-term and long-term business development strategies for different regions/verticals.



- Prepare competitor analysis and market positioning reports.
- Identify risks, opportunities, and emerging technologies relevant to the company's portfolio.

#### **b. Lead Generation & Opportunity Identification**

- Scan market for new leads, tenders, Eols, public procurement opportunities, and Govt./private-sector projects.
- Identify projects in the areas of renewable energy, energy auditing, IGEA, ESCO/RESCO projects, T&D, smart metering, and industrial EE projects etc.
- Engage with potential clients, industries, PSUs, EPC contractors, government agencies, and nodal agencies.
- Maintain a structured pipeline of qualified leads with prioritization based on business potential.

#### **c. Client & Stakeholder Relationship Management**

- Build and sustain long-term relationships with government departments, DISCOMs, industry associations, large industrial consumers, EPC contractors, and funding agencies.\
- Conduct client meetings, presentations, and technical discussions to understand client needs.
- Liaise with national/state-level bodies such as SIDBI, MNRE, BEE, SECI, state renewable agencies, and utilities etc.
- Develop partnerships with technology providers, OEMs, solution providers, and implementation partners.

#### **d. Proposal, DPR & Bid Development**

- Lead preparation of Eols, RFQs, RFP responses, techno-commercial proposals, and bids.
- Prepare Detailed Project Reports (DPRs) for renewable and energy efficiency projects (with support from technical teams).
- Support preparation of investment proposals, feasibility studies, project costing, and financial models.
- Ensure all proposals meet technical, financial, and regulatory requirements.
- Coordinate with internal departments to gather technical inputs, baseline data, and cost estimates.

#### **e. Negotiations & Business Closure**

- Lead negotiations on pricing, commercial terms, payment schedules, timelines, and deliverables.
- Prepare draft MoUs, agreements, contracts, and business terms.
- Ensure all contractual documents meet legal and compliance requirements.
- Successfully secure project awards or contracts through transparent and effective negotiation.

#### **f. Project Coordination & Internal Collaboration**

- Collaborate with engineering, finance, legal, procurement, and operations teams for smooth project execution.



- Follow up on project timelines, deliverables, and documentation requirements.
- Support in mobilization of resources for kick-off and execution of awarded projects.
- Facilitate communication between stakeholders to resolve project-related challenges.

#### **g. Monitoring, Reporting & Documentation**

- Maintain updated MIS for business leads, opportunities, revenue forecasts, and project status.
- Provide monthly/quarterly BD performance reports to management.
- Track KPIs such as lead conversion rate, proposal success rate, revenue growth, and client retention.
- Document all client interactions, meeting minutes, and follow-up actions.

#### **h. Marketing, Promotion & Outreach**

- Organize and participate in conferences, exhibitions, webinars, and sector-specific events.
- Prepare presentation materials, corporate brochures, product notes, and project case studies.
- Conduct workshops and awareness programs promoting EE/RE solutions etc.
- Enhance company's digital presence through sector updates, articles, and promotional campaigns.

#### **i. Compliance & Regulatory Alignment**

- Ensure all business development activities adhere to regulatory guidelines and industry standards.
- Understand compliance requirements for energy audits, safety norms, renewable energy policies, and power sector regulations.
- Monitor updates in tariff orders, bidding guidelines, and state/central government notifications.

#### **j. Any other duties as assigned by the CEO, ISTSL, from time to time.**





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

**7. Age as on 31 March 2026**

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

**8. BIRTH PLACE**

STATE	
DISTRICT	
PLACE	

**9. Category (SC / ST / OBC/ PWBD):** \_\_\_\_\_

**10. NATIONALITY:** \_\_\_\_\_

**11. INDICATE BY TICK MARK IN APPROPRIATE BOX.**

**i. GENDER:**

MALE	FEMALE

**ii. MARITAL STATUS**

SINGLE	MARRIED

**12. Languages known (please tick appropriate column)**

Name of Language	Read	Write	Speak

**13. CURRENTLY EMPLOYED: Indicate Yes/ No** \_\_\_\_\_

**14. EXPECTED REMUNERATION: ₹** \_\_\_\_\_

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

**15. NOTICE PERIOD FOR JOINING:** \_\_\_\_\_ Days

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

**16. 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 of 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.**

**17. 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)

**18. 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.**

**19.** Please provide detailed information on your professional experience relevant to the applied position BD manager



**20.** 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 ID Card, Aadhaar Card, Passport) must be attached with the application form.

**21. 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 organization, 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 organization 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 organization shall be final and binding on me. I also undertake to abide by all the terms and conditions of the advertisement given by the ISTSL. 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**

\*\*\*\*\*