



Advertisement for
Appointment of Chief Operating Officer (COO),
India SME Technology Services Limited [ISTSL]
(on contract basis),

India SME Technology Services Limited [ISTSL]

SIDBI had set up Technology Bureau for Small Enterprises (TBSE) jointly with the United Nations-Asian and Pacific Centre for Transfer of Technology (UN-APCTT) in 1995 to facilitate setting up of projects based on joint ventures, technology transfers and other forms of win-win collaborations. Subsequently, a public limited company, Viz. India SME Technology Services Limited was incorporated under the Companies Act, 1956 on November 17, 2005, to take-over the activities of TBSE. ISTSL is a joint initiative of SIDBI and 4 public sector banks, viz. State Bank of India, Indian Bank, Oriental Bank of Commerce (now merged with 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.

We are looking for a suitable candidate for the position of Chief Operating Officer (COO) of ISTSL. Accordingly, applications are invited from eligible candidates for the post of Chief Operating Officer (COO) of ISTSL on contract basis.

TERMS OF REFERENCE [TOR]

A.	Name of the Post	Chief Operating Officer (COO)-ISTSL
B.	Type of the Post	On Contract Basis [Full Time Basis]
C.	No. of Post	01 (One)
D.	Place of Posting	ISTSL, New Delhi Office. However, the Company reserves the right to post/transfer the staff on contract to any of its offices.
E.	Period of Contract	The term of the contract for the position of Chief Operating Officer (COO) shall initially be for a period of three (3) years from the date of joining. The appointment shall be subject to annual performance review by the competent authority/Board of the Company. Based on satisfactory performance and at the sole discretion



		<p>of the Company, the contract may be extended for an additional period of up to two (2) years.</p>
<p>F.</p>	<p>Key Deliverables</p>	<ul style="list-style-type: none"> ● Responsible for the company’s profitability and growth of EBITDA to sector best benchmarks over 3 years’ time frame while growing the top line of the organization, as well as overall management of the company. ● Partnering with the Board, customers and employees in drafting out and implementing future strategy. ● Networking with government bodies and industry stakeholders to lead business development activities of the organization. ● Align the organization for seamless execution and speed to market, while retaining and recruiting high caliber leadership talent. ● Provide optimized and value enhancing services for all ongoing projects as per the client requirements and organizational objectives of the company. ● Special focus on quality of deliverables and meeting the deadlines. ● Strengthen the current practices and continuously evolve/launch practices/sub-practices as per market demands, strategy fit, and profitability goals. ● Be the face of the company and create unique brand recognition in the market that evokes respect from customers and employees while espousing the values that the company stands for. ● Manage ongoing business performance while scaling and delivering short-term and long-term objectives on time. ● Develop a culture that allows for transformation of the company from current state to one with industry acknowledged brand value.



		<ul style="list-style-type: none"> • To assess the principal risks to the company and to ensure that these risks are being monitored and managed. • Communicate effectively with shareholders, employees, government authorities, other stakeholders and the public as required. • Demonstrate leadership, vision, and commitment in driving organizational growth and strengthening the Company's market presence. • Any other work assigned by the Company (ISTSL) from time to time.
Eligibility Criteria		
G.	Age Limit	<ul style="list-style-type: none"> • The candidate should not have attained the age of 60 years as on 31 March 2026.
H.	Educational Qualification	<ul style="list-style-type: none"> • The candidate should possess a Bachelor's degree in Engineering, Technology, Management or a postgraduate qualification or equivalent professional certification, from a recognized university or reputed institution. Additional qualifications relevant to business operations, strategy, or organizational management will also be provided weightage for the position of Chief Operating Officer (COO).
I.	Key Parameters	<ul style="list-style-type: none"> • Minimum 15 years of relevant professional experience in infrastructure development, project management, technology services, consulting, banking, or development sector institutions. • Out of the above experience, the candidate should have at least 3-4 years of experience in managing or implementing Government Schemes / Programs, preferably related to infrastructure, energy efficiency, MSME development, or other public sector initiatives. • Preference will be given to candidates having experience in the Banking Sector / Financial Institutions in India.



		<ul style="list-style-type: none"> • The candidate should have senior leadership / management experience, preferably handling large-scale projects, program implementation, or institutional operations. • Experience in financial institutions, public sector organizations, or development institutions will be considered an added advantage. • Ability to manage change and growth at the same time. • Background in Business Planning & development and/or exposure to energy efficiency initiatives, sustainable development, and programs related to the MSME sector. <p>Experience in Compliance and Audit functions, including exposure to regulatory compliance, internal controls, governance frameworks, and audit processes within organizations, financial institutions, or infrastructure / development projects, would be given due weightage.</p>
<p>Important: The company reserves the right to raise/modify the eligibility criteria in educational qualification and minimum work experience in order to restrict the number of candidates to be called for the Interview.</p>		
K.	Total emoluments (Cost To Company)	<p>Based on candidate's qualification, experience and overall suitability for the post, Cost to Company (CTC) / remuneration payable shall be market linked.</p> <p>Apart from initial remuneration offered on CTC basis, there would be provision for annual increment on CTC finalized initially, which shall be considered by the company based on the performance review from time to time. The salary would also have a suitable variable component linked to performance.</p>
L.	Selection Procedure	<p>Selection would be by way of shortlisting and Personal Interview to be held online on a suitable date (to be informed in due course) before the Selection Committee. The company will undertake a preliminary screening of the applications for preparing, if necessary, to prepare a shortlist of eligible candidates to be called for interview. Thus, merely fulfilling the requirements laid down in the advertisement would not automatically entitle any candidate to be called for interview. The decision of the company to call the candidates for the interview shall be final. No correspondence will be entertained in this regard.</p>



		<p>Merit List: Merit list for selection will be prepared in descending order on the basis of scores obtained in interview only. In case more than one candidate score the cut -off marks (common marks at cut-off point), such candidates will be ranked according to their age in descending order, in the merit.</p> <p>Wait List: The company reserves the right to draw wait lists of candidates in different Grades and consider such wait listed candidate(s) for meeting actual requirement.</p>
M.	How to Apply	<p>i. Duly filled in application (in English or Hindi), as per the format available on the ISTSL website with a recent passport size photograph pasted thereon bearing full signature of the candidate across the same with date and curriculum vitae should be sent to The Chief Executive Officer of ISTSL, SIDBI 12th Floor, Atma Ram House, 1-Tolstoy Marg, New Delhi - 110001 on or before 20/04/2026. The envelope containing the application should bear the superscription “Application for the post of Chief Operating Officer- ISTSL.”</p> <p>ii. Applications should be accompanied by self-attested copies of relevant certificate(s) / documents, in support of proof of identity, address, age, educational qualification (educational certificates/mark-sheets), work experience, etc, as mentioned in the application form. An application not accompanied by photocopies of relevant certificate(s) / documents, 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.</p> <p>iii. Company takes no responsibility for any delay in receipt of application or loss thereof in postal / courier transit. An advance copy of the application should be sent by email to Ceo@istsl.in & CC: istsl@istsl.in .</p>
N.	Other’s	<p>i. Candidates short listed for interview shall have to produce all certificates in original for</p>



		<p>verification of their age, educational qualification, experience details, etc. at the time of interview. Failure to produce the same shall render the candidate ineligible for the recruitment process.</p> <p>ii. Candidates are advised that they should not furnish any particulars or information that are false, tampered/fabricated or should not suppress any material information while applying for the post. In case it is detected at any stage that a candidate does not fulfil any of the eligibility criteria for the post applied for and / or that he / she has furnished any incorrect information or has suppressed any material fact(s), his / her candidature will stand cancelled forthwith. If any of these shortcomings is / are detected even after the appointment, his/her services will be liable to be terminated forthwith.</p> <p>ii. The selected candidate will be required to join within 60 days from the date of issuance of the offer letter or as decided by the Company.</p> <p>iv. Decisions of the company in all matters regarding eligibility, selection etc., would be final and binding on the applicants for the post. No representation or correspondence will be entertained by the company in this regard. The Company reserves the right to reject any application without assigning any reason.</p> <p>v. Appointments of selected candidates will be subject to his / her being declared medically fit by company Medical Officer/or by a medical practitioner designated by the Company satisfactory report about his / her character and background verifications, satisfactory report from his / her previous employer and referees and completion of all other pre recruitment formalities to the complete satisfaction of the company.</p>
O.	Additional Terms & Conditions	i. Reporting Structure



		<p>The Chief Operating Officer (COO) shall report to the Managing Director & Chief Executive Officer (MD & CEO) and/or the Board of Directors of the Company, as may be decided by the Company from time to time.</p> <p>ii. Conflict of Interest The selected candidate shall be required to provide a declaration confirming that there is no conflict of interest with the roles and responsibilities assigned. The candidate shall also disclose any professional or financial interest that may conflict with the functioning of the Company.</p> <p>iii. Integrity / Vigilance Clearance The appointment of the selected candidate will be subject to verification of antecedents, integrity, and vigilance clearance, as applicable, in line with the policies and procedures of the Company and associated institutions.</p> <p>iv. Termination of Contract The contract of appointment may be terminated by either party by giving three (3) months' notice in writing or payment of remuneration in lieu thereof, subject to the terms and conditions of the contract.</p>
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