



Govt of Bihar
Udyog Mitra, Department of Industries
2nd Floor, Indira Bhawan, RCS Path
Patna, Bihar.

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Udyog Mitra, part of Department of Industries, Government of Bihar, disseminates relevant information to investors pertaining to investment profiles for different industries and the various clearances required at the business entry stage. Established under the Societies Act 21, 1860, it provides secretarial support to the Industries department with respect to Investment Promotion and Investor Facilitation. The broad objective of the assignment is to promote Bihar State as a preferred investment in the country by developing a robust investment promotion strategy, programme, and action plan.

For the successful implementation of the Raising and Accelerating MSME Performance (RAMP) Scheme, applications are invited by Department of Industries, Government of Bihar, which is the nodal agency to undertake the implementation of the RAMP scheme through Udyog Mitra: -

About the Scheme : Raising and Accelerating MSME Performance (RAMP) supports the overall Covid Resilience and Recovery Programme of MoMSME and aims at improving market access, access to credit, strengthening institutions and governance at the Centre and State, improving Centre-State linkages and partnerships, addressing issues of delayed payments, and greening of MSMEs.

RAMP is a World Bank supported Central Sector Scheme of GoI. The scheme supports an overall Programme encompassing the following interventions –

1. MSME institutional strengthening through, inter-alia, the MSME Council; digital portals, policy and M&E functions.
2. The convergence of relevant State-level schemes and support Programmes through the preparation and implementation of the Strategic Investment Plans (SIPS).
3. Firm competitiveness schemes including Technology upgradation and quality certification; marketing support schemes; capacity building for technology centers.
4. Strengthening the receivables financing market for MSMEs
5. Enhancing the effectiveness of the Credit Guarantee Trust for Micro and Small Enterprises for greening investments and investments in women owned businesses.
6. Addressing delayed payments through online dispute resolution. The Programme funds for RAMP would be provided to the Ministry by GoI through its annual budget and disbursements will be made by the World Bank to GOI on achievement of agreed Disbursement Linked Indicators (DLIs).

Objectives: The aim of the RAMP Programme is to strengthen institutions and access to markets to enhance MSME Performance. The objectives of the Programme are:

1. Strengthening coordination and institutions at the National and State level
2. Building and integrating technology platforms
3. Enhancing firm capabilities and access to markets
4. Strengthening the receivables financing market
5. Enhancing guarantee products towards increased greening and gender participation
6. Expanding access to Online Dispute Resolution Mechanism (ODR)

Sl.	Name of the Post	No. of Post & Category	Emoluments (In Rupees)	Qualifications & Experience
I	II	III	IV	V
1.	Cluster Development Executive	03 –UR (1 Reserve for	50,000	<ul style="list-style-type: none">• MBA/MSW/Masters in Economics, Finance, or equivalent from national reputed institute.• Minimum 3 years of experience in managing cluster development projects preferably in MSME Domain..

Sl.	Name of the Post	No. of Post & Category	Emoluments (In Rupees)	Qualifications & Experience
		Women), EBC-02, SC-01, BC-01, EWS-01		<ul style="list-style-type: none"> Preferred work experience in the state in managing and leading MSME projects.
2.	Product Development Executive (02-Banana Fibre and 01-Water Hyacinth)	03-UR (1 Reserve for women), EBC-02, SC-01, BC-01, EWS-01	50,000	<ul style="list-style-type: none"> Bachelor Degree in Fashion Design/Fashion Technology/Textile Technology/Fine Arts Minimum 3 years of experience in developing sustainable fashion/handicraft product. Preference will be given to candidates having experience in Banana fiber /water hyacinth related product development.
	Product Development Executive (General Manufacturing)		50,000	<ul style="list-style-type: none"> Bachelor Degree in Mechanical/Chemical/Electrical/Agriculture/Food Processing/Textile/Fashion /Textile Technology/Fine Arts Minimum 3 years of experience in Product development in General Manufacturing
3.	Master Trainer (02-Banana Fibre and 01-Water Hyacinth)	03-UR (1 Reserve for women), EBC-02, SC-01, BC-01, EWS-01	40,000	<ul style="list-style-type: none"> Bachelor Degree in Fashion Design/Fashion Technology/Textile Technology/Fine Arts /Agriculture Minimum 3 years of experience in executing training programme. Preference will be given to candidates having experience in executing training programme in Banana fiber /water hyacinth related product.
	Master Trainer (General Manufacturing)		40,000	<ul style="list-style-type: none"> Bachelor Degree in Mechanical/Chemical/Electrical/Agriculture/Food Processing/Textile/Fashion /Textile Technology/Fine Arts Minimum 3 years of experience in executing training programme in general Manufacturing

General Instructions

- Everyone should have excellent knowledge of MS Office (Excel/PowerPoint/Word) Microsoft team and excellent communication skill both in Hindi and English
- The contract period will be for 1 year, renewable annually based on performance till the end of the scheme.
- This will be a consolidated pay. The emoluments will be finalized depending upon the experience. Annual increment will be up to 7% on the basis of performance.
- All the proposed posts are full time positions and non-practicing in nature.
- Only post qualification experience will be considered
- Maximum age limit will be 45 years as on 31.12.2023
- <https://foodprocessingbihar.com/msme-recruitment/> and upload the relevant documents. Only fully completed online applications will be considered.
- Application fee of Rs.500 will be applicable. Applications will be considered complete only after the payment of application fees.
- The application will start from date 16.03.2024 and will be active till 05.04.2024 Incomplete applications or applications without the supporting documents or applications received after the last date will be rejected & no communication will be made/entertained in this regard.
- Candidates will need to produce proof of the details furnished in their applications as and when required
- Department of Industries, Govt of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.

Annex – 1: Details of TOR/ Scope of Work

1. Cluster Development Executive

- Assist Department of Industries in implementation of the project.
- The CDE work entails understanding the cluster gaps through a diagnostic study of cluster, preparing cluster vision, strategy and action plan focusing on reviving the cluster.
- CDE have to impart continuous guidance on improving business performance, adopting appropriate technology, enhancing quality and productivity, increasing turnover and export, and thus the overall efficiency of MSMEs.
- CDE will help the members in accessing better technology/machinery; improve access to critical production process and raw material access to critical production process and in complying with environmental norms.
- The CDE will support in developing a backward and forward linkage between Farmers and cluster.
- CDE would assist in the formation of PG and PC of the identified MSMEs/units.
- The CDE will be responsible to maintain all records and managing all activities of the cluster.
- The CDE will also support in the product development and marketing of Products.
- Provide technical guidance to the beneficiary as per requirement of the project.
- Any other works assigned by Department of Industries, Bihar relating to the project.
- Providing progress reports/feedback to the SPIU /DIC/ Department of Industries with recommendations.
- Willingness to travel across state as required for implementing the project effectively
- Support to the department to enable convergence with various schemes identified under RAMP.

2. Product Development Executive (General Manufacturing , Banana Fibre & Water Hyacinth)

- Conduct market research and analyze customer needs to identify potential product opportunities within the cluster.
- Collaborate with stakeholders within the cluster (e.g., artisans, producers, businesses) to understand their challenges and desired product features.
- Develop product concepts and prototypes, considering feasibility, cost, market potential, and alignment with project goals.
- Work with external designers, engineers, or manufacturers to bring product concepts to life.
- Manage the product development process, including budgeting, timelines, and quality control.
- Conduct product testing and gather feedback from target audiences.
- Launch and market new products within the cluster and relevant channels.
- Track and analyze product performance and sales data, and recommend improvements.
- Stay informed about current trends and innovations in product development within the relevant industry.
- Tasks as assigned by the State Lead

3. Master Trainer (General Manufacturing , Banana Fibre & Water Hyacinth)

- Providing Mentoring and handholding support for entrepreneurs, MSMEs and Trainees.
- Ensuring quality training services (end to end) to all entrepreneurs, MSMEs and facilitators / trainees.
- Maintaining MIS reports on training delivered to all entrepreneurs, MSMEs and facilitators / trainees.
- Screening and recruiting trainees for the assigned learning centers.
- Assessing, evaluating, grading and awarding the Certificate of Clearance (COC) to trainee, all entrepreneurs, MSMEs and facilitators
- Preparing Training Delivery Plan, Session Plan, Assessment Criteria and Curriculum in accordance with the stipulated directions.

- Review and assist with developing and updating training modules, field training curriculum, training assessments to all entrepreneurs, MSMEs and facilitators / beneficiaries.
- Conducting periodical evaluation for trainers/ trainee and staying responsible for the adaptation, execution and facilitation of workshops and other practical training needs.
- Maintaining training wise performance reports of assessment, based on the trainee's performance.
- Providing feedback to the SPIU /DIC/ Department of Industries with recommendations for follow-up training plans.
- Promoting the idea and practice of knowledge transfer, exchange of ideas and problem resolution among the other Master Trainers and mentors
- Enhancing the capacity of all entrepreneurs, MSMEs and facilitators / trainers providing need-based training/workshop.
- Willingness to travel across state as required for implementing the project effectively



Director Industries
Department of Industries
(Govt of Bihar)