

Advertisement

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 Prime Minister's Formalisation of Micro Food Processing Enterprises Scheme (PMFME Scheme), applications are invited by Director Food Processing, Department of Industries, Government of Bihar, which is the nodal agency to undertake the implementation of the PMFME scheme through Udyog Mitra: -

About the scheme – The scheme has been designed to address the challenges faced by micro food processing enterprises and to tap the potential of groups and cooperatives in supporting the upgradation and formalization of these enterprises.

The objectives of the scheme are to build the capability of micro-enterprises to enable:

- i) Increased access to credit by new or existing micro food processing entrepreneurs, FPOs, Self Help Groups and Co-operatives.
- ii) Integration with an organized supply chain by strengthening branding & marketing.
- iii) Support for new and transition of existing food processing micro enterprises into a formal framework.
- iv) Increased access to common services like common processing facility, laboratories, packaging, marketing, and incubation services.
- v) Strengthening of institutions, research, and training in the food processing sector; and
- vi) Increased access for the enterprises to professional and technical support.

Number of positions - 4 (Four)

| S.N. | Name of the Post | No. of Post | Emoluments (In Lakh Rs.) per month | Education | Experience |
|------|----------------------------|-------------|------------------------------------|--|--|
| 1. | State Lead Project Manager | 1 | 1.75 | Post Graduate Degree / Diploma in Business Management, Agri., or Food Business Management from National/ International premier institutes. | 8-10 years of experience in managing development projects, preferably in Food Processing or Agri-Business development or MSME, out of which a minimum of 3 years in a leadership role. |

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|----|--------------------------------|---|------|---|---|
| 2. | Manger-Enterprise Development | 1 | 1.1 | Degree in Engineering/ Technology from premium Institute and MBA/ PGDM with focus on Entrepreneurship development | A Minimum of 3 years' experience of working in an organization assisting Micro & small units in establishing and upgradation of units, development of clusters, organizing FPOs etc. |
| 3. | Manager: ODOP Promotion | 1 | 1.1 | Post Graduate Diploma in Business Management/MBA or equivalent in Marketing | Minimum 3 years of work experience in Consulting Firms, Investment Banks, Trade Bodies/ Associations, Government-interface roles Candidates, Market Research/Commodity Research roles |
| 4. | Executive Assistant (Accounts) | 1 | 0.40 | Bachelor's in B.Com/BBA | Minimum one year of working experience in Accounts in a company/ Organisation/FPO/FPC/ NGO |

Mode of Recruitment - Contract Based through Open Market

Period of Contract - **1 year** from the date of signing of the contract extended annually based on the performance. The contract may be extended by the Department of Industries, Government of Bihar for a maximum of **1 year** or till the end of the scheme duration depending on the performance of the Consultant at the finalized terms and conditions.

General Instructions

1. The contract period will be for **1 year**, extended annually based on performance. The contract may be extended by the Department of Industries, Government of Bihar for a maximum of **1 year or till the end of the scheme** depending on the performance of the Consultant at the finalized terms and conditions.
2. This will be a consolidated pay.
3. All the proposed posts are full time positions and non-practicing in nature.
4. Maximum age limit will be **40 years** for state lead project manager and for the rest 35 years as on 15.03.2024.
5. The application will start **22.03.24 at 05:00 pm** and will be active till **21.04.2024-05:00 pm**. 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.
6. Candidates can apply on the link <https://foodprocessingbihar.com> and upload the relevant documents. Online applications completed fully will be considered only.
7. Department of Industries, Government of Bihar, reserves the right to change any selection process schedule. Please visit the Department of Industries, Government of Bihar website regularly for the same. Details of the advertisement can be seen on the website - www.udyogmitrabihar.in and <https://www.devnetjobsindia.org>
8. The Department of Industries reserves the right, without any obligation or liability, to accept or reject any or all the applications at any stage of the process, to cancel, or modify the process or to change/ modify/amend any or all provisions of this Document, at any time, without assigning any reason whatsoever.
9. Candidates will need to produce proof of the details furnished in their applications as and when required.
10. Department of Industries, Government of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.

Director,
Food Processing,
Department of Industries,
Government of Bihar.

Annexure-1: Details of ToR/ Scope of Work

Position wise ToRs

I. Position Name – State Lead Project Manager

Essential Skill Sets –

- Excellent communication (oral and written) skills in English and Hindi.
- Robust Knowledge of MS Office (Excel, PowerPoint, Word)
- Virtual Meeting Apps and Time/ Calendar Management
- Networking/ Collaboration and Interpersonal Skills
- Team management and Strategy development

Desired Skill Set/ Experience –

- Proven Experience in a leadership role with measurable results and outcomes-oriented programs

Roles and Responsibilities –

- Overall management and establishing full functionality of the Project Management Unit as planned and ensuring program triggers are met.
 - Establishing a clear working relationship with key stakeholders at State and District levels and ensuring the flow of information, discussions, and feedback among the various stakeholders of the program.
 - Ensuring the setting up of all Committees and providing sufficient technical and managerial support to efficiently manage program implementation.
 - Facilitation in preparation and implementation of State Level Upgradation Plan.
 - Periodic reporting of the overall performance of the program to the Nodal Officer.
 - Support the State Nodal Agency in convening meetings of the State Level Approval Committees and putting forth issues to be decided upon from time to time during the implementation of the program.
 - All other matters relating to the implementation of the scheme at the state level.
 - Conducting various studies and supporting the department
 - Ensuring timely submission of:
 - a. Plans for the provision of Common Facilities
 - b. Seed Capital proposals of groups
 - c. Assigning responsibilities to all the Managers as specified and additional work as deemed necessary for the implementation of the scheme.
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II. Position Name –Manager: Enterprise Development

Essential Skill Sets –

- Excellent communication (oral and written) skills in English and Hindi.
- Robust Knowledge of MS Office (Excel, PowerPoint, Word)
- Virtual Meeting Apps and Time/ Calendar Management
- Networking/ Collaboration and Interpersonal Skills

Roles and Responsibilities –

- Identifying State Institutes, strengthening their capacity for focusing enterprise development and ensure delivery of services to the intended groups.
 - Facilitation in preparation and implementing of ODOP and SLUP
 - Mentoring the DRPs for training of entrepreneurs, knowledge dissemination, developing FUPs, DPRs
 - Regular interactions with Farmer Producer Organizations, Co-operatives and Self-Help Groups etc. strengthening supply chain, setting up of common facility centres.
 - Facilitating convergence with other Central schemes and availing benefits of State incentives for Micro Food Processing units.
 - Overall management of fund and facilitating external audit.
 - Compiling all financial reporting, use of MIS for Program Finance
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III. Position Name –Manager: ODOP Promotion

Essential Skill Sets –

- Excellent communication (oral and written) skills in English and Hindi.
- Robust Knowledge of MS Office (Excel, PowerPoint, Word)
- Virtual Meeting Apps and Time/ Calendar Management
- Networking/ Collaboration and Interpersonal Skills

Roles and Responsibilities –

- The candidate must have expertise in domestic and international product promotion, including the ability to create effective marketing strategies and promotional campaigns to expand awareness of local products.
 - They should identify potential products for development or improvement within the district, considering local resources, skills, and market demand.
 - Collaboration is essential, as they need to build partnerships with local businesses, artisans, government agencies, and community organizations.
 - The candidate should organize training programs and workshops to enhance local entrepreneurs' skills and support them in producing high-quality products.
 - Market research skills are vital to understand consumer preferences and trends, enabling local businesses to align their products with market demands.
 - Ensuring compliance with relevant laws and regulations, such as licensing and quality standards, is part of their responsibilities.
 - The candidate should continuously monitor local business progress, assess the impact of the ODOP initiative on the local economy, and establish connections with regional and national agencies and markets for broader opportunities.
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IV. Position Name – Executive Assistant (Accounts)

Essential Skill Sets –

- Excellent communication (oral and written) skills in English and Hindi.
- Proficiency in using accounting software and Microsoft Office Suite.
- Strong attention to detail and accuracy.

Roles and Responsibilities –

- Maintain and update financial records, ledgers, and databases.
 - Assist in the preparation of financial reports, statements, and budgets.
 - Ensure accuracy and completeness of financial data
 - Conduct day-to-day bookkeeping activities.
 - Record financial transactions and ensure proper documentation.
 - Reconcile bank statements and financial discrepancies
 - Provide administrative support to the finance department.
 - Schedule and coordinate meetings, prepare agendas, and take minutes when required.
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