

बिहार सरकार,  
उद्योग विभाग (उद्योग निदेशालय)

पत्रांक-

/पटना, दिनांक-

सं0सं0-04तक0 / Start up/05/2022(भाग-2)

प्रेषक,

सहायक उद्योग निदेशक,  
बिहार, पटना।

सेवा में,

निदेशक,  
सूचना एवं जनसंपर्क विभाग,  
बिहार, पटना।

विषय:-

बिहार स्टार्ट-अप फंड ट्रस्ट के तहत स्टार्ट-अप नीति के सुलभ संचालन हेतु वरीय परामर्शियों/परामर्शियों/कनीय परामर्शियों के पदों पर नियोजन से संबंधित विज्ञापन प्रकाशित कराने के संबंध में।

महाशय,

निदेशानुसार उपर्युक्त विषय के संबंध में कहना है कि बिहार स्टार्ट-अप फंड ट्रस्ट के तहत स्टार्ट-अप नीति के सुलभ संचालन हेतु उद्योग निदेशालय, बिहार, पटना के द्वारा वरीय परामर्शियों/परामर्शियों/कनीय परामर्शियों के पदों पर निविदा के माध्यम से अनुबंध पर नियोजन हेतु सुयोग्य उम्मीदवारों से उद्योग विभाग के वेबसाईट Startup.bihar.gov.in/ssurecruitment पर ऑनलाईन आवेदन आमंत्रित किये जाने संबंधी सूचना दैनिक समाचार पत्रों में प्रकाशित किया जाना है।

अतः विज्ञापन की प्रति संलग्न करते हुए सादर अनुरोध है कि संबंधित विज्ञापन को राज्य एवं राज्य से बाहर प्रकाशित होने वाले प्रमुख दैनिक समाचार पत्रों में प्रकाशित कराने की कृपा की जाय।

अनु0:-यथोक्त।

विश्वासभाजन

*Jyoti Kumari*  
29/5/26

सहायक उद्योग निदेशक  
बिहार, पटना।

ज्ञापांक:-.....1712...../पटना, दिनांक:-.....27-05-26.....

प्रतिलिपि:- आई0टी0 प्रबंधक, उद्योग विभाग, बिहार, पटना को विभागीय वेबसाईट पर अपलोड करने हेतु प्रेषित।

# Government of Bihar

Directorate of Industries, Department of Industries,  
Vikas Bhawan, 2nd Floor, Patna

For successful implementation of Bihar Startup Policy, 2022 or Upcoming Startup policy or other policy under the ambit of Bihar Startup Fund Trust or other applications under following contractual positions are being invited by Director (Industries), Department of Industries, Government of Bihar.

**About the organization** - Department of Industries, Government of Bihar is responsible for the comprehensive industrial and entrepreneurship development in the state thereby generating employment opportunities and fostering economic development of the state. To achieve the mission department runs many Schemes/policies, one of them is Bihar Startup Policy 2022. The policy is executed through Bihar Startup Fund Trust.

**Mode of Recruitment** - Contract Based through Open Market

**Period of Contract** - 3 years

**Number of positions** - 16

## Position Summary Table

S.No.	Name of the Post	Emoluments (Lakh Rs./Month)	Educational Qualification	Experience
1	Sr. Consultant Startup	1.25 - 1.50	B.Tech / BE / Masters or PG Diploma in Business Management or equivalent	Minimum 10 years with relevant 4 years in startup
2	Sr. Consultant Incubation	1.25 - 1.50	B.Tech / BE / Masters or PG Diploma in Business Management or equivalent	Minimum 10 years with relevant 4 years in startup
3	Sr. Consultant (Finance)	1.25 - 1.50	Chartered Accountant/Masters or PG Diploma in Business Management(Finance)	Minimum 10 years with relevant 4 years in Government Sector/ startup
4	Consultant Startup	1.00 - 1.25	B.Tech / BE / Masters or PG Diploma in Business Management or equivalent	Minimum 8 years with relevant 3 years in startup
5	Consultant Incubation	1.00 - 1.25	B.Tech / BE / Masters or PG Diploma in Business Management or equivalent	Minimum 8 years with relevant 3 years in startup
6	Consultant Media Management	1.00 - 1.25	Mass Comm/Master's in advertising, public relations, or any related field	Minimum 8 years with relevant 3 years in social media planning & strategy
7	Consultant IT	1.00 - 1.25	B.Tech / B.E in CS / IT/MCA	Minimum 8 Years of Experience with relevant 3 years in govt. sector
8	Consultant Finance	1.00 - 1.25	Masters or PG Diploma in Business Management or equivalent in Finance/CA	Minimum 8 years of Experience with relevant 3 years in govt./Bankingsector
9	Jr. Consultant IT	0.75- 1.00	B.Tech / B.E in CS / IT/MCA	Minimum 5 years of Experience with preferable 2 years in startup

10	Jr. Consultant Finance	0.75- 1.00	Masters or PG Diploma in Business Management or equivalent in Finance / CA	Minimum 5 years of Experience with preferable 2 years in startup
11	Jr. Consultant (Legal)	0.75- 1.00	LLB or masters in law from Recognized University	Minimum 5 years with preferable 2 years in gov. sector
12	Jr. Consultant Startup	0.75- 1.00	B.Tech / BE / Masters or PG Diploma in Business Management or equivalent	Minimum 5 years with preferable 2 years in startup
13	Coordinator (Graphics Design)	0.50 - 0.75	Bachelors or Masters in graphics design or equivalent	Minimum 3 year with preferable 1 year in govt.sector
14	Coordinator Startup	0.50 - 0.75	B.Tech / BE / Bachelors or Masters or PG Diploma in Business Management or equivalent	Minimum 3 year with preferable 1 year in startup
15	Coordinator Finance	0.50 - 0.75	Masters or PG Diploma in Business Management or equivalent in Finance / CA	Minimum 3 years with preferable 1 year in startup
16	Coordinator (Legal)	0.50 - 0.75	LLB or masters in law from Recognized University	Minimum 3 years with preferable 1 year in gov.sector

## Position-Wise Terms of Reference (ToRs)

### Position 1: Sr. Consultant Startup

Remuneration - Rs 1.25 - 1.50Lakh/Month

#### Eligibility

- Educational qualification** - B.Tech / BE / Masters or PG Diploma in Business Management or equivalent
- Experience**
  - Overall experience of minimum 10 years in which at least 4 years of experience in startup ecosystem
  - Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.
  - Experience in one of the areas - research & product development, technology development, incubating and managing a startup, strategy in academia or industry or Government of India or international locations
  - Proven experience in Innovation & entrepreneurship related management responsibilities in Government/Public/Private Sector/Start-up Incubator Industry

#### 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 Skill
- Business Acumen, Team management and Strategy

#### Desired Skill Set/Experience

- Proven Leadership experience in design, implementation, and management of startup programs (governments, corporates, foundations, international organizations, academic organizations, large incubators, consulting firms, etc.)
- Proven Experience in a leadership role with measurable results and outcomes-oriented programs
- Extensive experience in multiple-stakeholder management: Government, Industry and Academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, Startup India, VC firm

### **Roles and Responsibilities**

Sr. Consultant Startup will have to mainly manage responsibilities for designing and operationalizing startup programs and ensuring Quality Measurable result-oriented outcomes promoting innovation and entrepreneurship, enabling partnerships and providing management support to Bihar Startup Fund Trust. It can be defined in details as:

1. Designing, launching and successfully running key, results and outcomes-oriented innovation/entrepreneurship/startup programs
2. Building partnerships with industry, other academic institutions, government line ministries, state authorities, philanthropic foundations, international institutions and other stakeholders
3. Enabling extensive stakeholder management for project and program funding, approvals, publicity
4. Overall management and Implementation of Startup initiatives in the state of Bihar and Ranking
5. Coordination and support to all institutional framework and committees formed under Startup Bihar
6. Assessment of the startup on various aspects of business, provide handhold support to startups on behalf of department
7. Undertake investor readiness program for startups, assess and provide handhold support in fine tuning investment decks (profiling, business plan, startup vision, etc.)
8. Monitoring and review of startup policy and facilitation for its implementation
9. Any other task related to promotion of startup ecosystem or other in Bihar

## **Position 2: Sr. Consultant Incubation**

**Remuneration** - Rs 1.25 - 1.50Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / BE / Masters or PG Diploma in Business Management or equivalent
2. **Experience**
  - Overall experience of minimum 10 years in which at least 4 years of experience in startup ecosystem
  - Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.
  - Experience in one of the areas - research & product development, technology development, incubating and managing a startup, strategy in academia or industry or Government of India or international locations
  - Proven experience in Innovation & entrepreneurship related management responsibilities in Government/Public/Private Sector/Start-up Incubator Industry

### **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 Skill

- Business Acumen, Team management and Strategy

### **Desired Skill Set/Experience**

- Proven Leadership experience in design, implementation, and management of any Incubation/Acceleration Centre
- Proven Experience in a leadership role with measurable results and outcomes-oriented programs
- Extensive experience in multiple-stakeholder management: Government, Industry and Academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, Startup India, VC firm

### **Roles and Responsibilities**

Mainly to support Incubation/Acceleration centres as they are crucial for nurturing promising Start-ups. Coordinating with them in providing access to mentoring network, market network, shared physical infrastructure etc. Empaneling new centres and creation of Physical Infrastructure.

1. Develop processes and ensure the implementation of the overall incubation structure and process effectively. Develop processes, procedures, and policies for the incubator and manage day-to-day activities
2. Ensure capacity Building of Incubation centers and support from the department
3. Regular monitoring, handholding to incubation Centre-Incubator
4. Support in development and running of Incubation centre
5. Calculate the Total Available Market, Serviceable Available Market, Serviceable Obtainable Market, and other relevant parameters. To manage Incubation & thus helping in evaluation of Startups
6. Own, develop, and execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including donors, startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts
7. Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs
8. Manage the day-to-day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
9. Establish an effective working relationship with stakeholder, and an ecosystem of investors, mentors, service providers, etc. to actively support startup, Interact and maintain relationships with portfolio companies, alumni, etc.

## **Position 3: Sr. Consultant (Finance)**

**Remuneration** - Rs 1.25 - 1.50Lakh/Month

### **Eligibility**

1. **Educational Qualifications**—Chartered Accountant/ Masters or PG Diploma in Business Management(Finance)
2. **Experience**
  - Overall experience of minimum 10 years (in which at least 4 years of experience in Government Sector/ startup ecosystem) in financial management of govt. incentive policy/scheme.
  - Experience in Audit and Statutory compliances
  - Should have understanding of Investment, equity, AIFs, Regulatory Bodies.
  - Working experience in Budgeting, Taxation, Accounts reconciliation, Fund Flow Management, Financial Planning & Analysis

- Preference will be given to retired bankers with relevant experience in credit appraisal, financial analysis, startup/MSME financing.

### **Essential Skill Sets**

- Knowledge of Tally & relevant accounting software.
- 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 Skill
- Business Acumen, Team management and Strategy
- Strong understanding of financial management and accounting principles

### **Desired Skill Set/Experience**

- Excellent knowledge of Fiscal Management, Statistics, Finance or related discipline as an Economist in a ministry/Department of Central/State government or multilateral institution or Commercial Bank/Financial Institution
- Proven Experience in managing financial operations of large programs
- Experience in fund management, disbursement, and financial reporting
- Knowledge of government financial rules and procedures
- Experience in startup funding, venture capital, or financial analysis

### **Roles and Responsibilities**

Mainly to support Financial Management under startup policy for smooth disbursement of incentives, loans and other financial assistance.

1. Support Financial management under Bihar Startup policy
2. Asset Management of the trust
3. Manage financial planning, budgeting, and fund allocation
4. Facilitate & Assist in timely disbursement to startups /incubators/startup cell
5. Support FMC in financial assistance to develop and manage ecosystem such as Entrepreneurship Development Cells, common infrastructures etc and raise fund from multilateral donor agencies
6. Should be able to help in market evaluation, financial evaluation & handholding of startups
7. He/She will be responsible to lead analytical work related to financial and structural developments for the successful implementation of Bihar startup policy
8. Able to evaluate financial viability, projections, reports and ratios given by startups.
9. Calculate the Total Available market, Serviceable Available market, Serviceable Obtainable Market and other relevant parameters of startup

## **Position 4: Consultant Startup**

**Remuneration** - Rs 1.00 - 1.25 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / BE / Masters or PG Diploma in Business Management or equivalent
2. **Experience**
  - Overall experience of minimum 8 years in which at least 3 years of experience in startup ecosystem
  - Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.

- Experience in one of the areas - research & product development, technology development, incubating and managing a startup, strategy in academia or industry or Government of India or international locations
- Proven experience in Innovation & entrepreneurship related management responsibilities in Government/Public/Private Sector/Start-up Incubator Industry

### **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 Skill
- Business Acumen, Team management and Strategy

### **Desired Skill Set/Experience**

- Proven Leadership experience in design, implementation, and management of large programs (governments, corporates, foundations, international organizations, academic organizations, large incubators, consulting firms, etc.)
- Proven Experience in a leadership role with measurable results and outcomes-oriented programs
- Extensive experience in multiple-stakeholder management: Government, Industry and Academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, Startup India, VC firm

### **Roles and Responsibilities**

Consultant Startup will have to mainly manage responsibilities for implementing and operationalizing startup programs and ensuring Quality Measurable result-oriented outcomes promoting innovation and entrepreneurship, enabling partnerships and providing management support to Bihar Startup Fund Trust. It can be defined in details as:

1. Designing, launching and successfully running key, results and outcomes-oriented innovation/entrepreneurship/startup programs
2. Building partnerships with industry, other academic institutions, government line ministries, state authorities, philanthropic foundations, international institutions and other stakeholders
3. Enabling extensive stakeholder management for project and program funding, approvals, publicity
4. Overall management and Implementation of Startup initiatives in the state of Bihar and Ranking
5. Coordination and support to all institutional framework and committees formed under Startup Bihar
6. Assessment of the startup on various aspects of business, provide handhold support to startups on behalf of department
7. Undertake investor readiness program for startups. Assess and provide handhold support in fine tuning investment decks (profiling, business plan, startup vision, etc.)
8. Monitoring and review of startup policy and facilitation for its implementation
9. Any other task related to promotion of startup ecosystem in Bihar
10. Support Startup Support Unit (SSU) in Working as a single point of contact for start-ups in the state for providing information as well as hand-holding support
11. Process applications through an online portal, their screening and approval by competent authorities
12. All communications with start-ups
13. Providing hand-holding support to start-ups through various stages
14. Support startups in getting all statutory clearances for start-ups

15. Organize events, sessions, trainings, visits, and other activities for promoting the Start-up culture
16. Provide assistance to students/potential entrepreneurs for presenting and enhancing their idea to various stakeholders of startup ecosystem viz. Government, education institutes, incubators, industry experts, legal, tax and business consultants

## **Position 5: Consultant Incubation**

**Remuneration** - Rs 1.00 - 1.25 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / BE / Masters or PG Diploma in Business Management or equivalent
2. **Experience**
  - Overall experience of minimum 8 years in which at least 3 years of experience in startup ecosystem
  - Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.
  - Experience in one of the areas - research & product development, technology development, incubating and managing a startup, strategy in academia or industry or Government of India or international locations
  - Proven experience in Innovation & entrepreneurship related management responsibilities in Government/Public/Private Sector/Start-up Incubator Industry

### **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 Skill
- Business Acumen, Team management and Strategy

### **Desired Skill Set/Experience**

- Proven Leadership experience in design, implementation, and management of any Incubation/Acceleration centre
- Proven Experience in a leadership role with measurable results and outcomes-oriented programs
- Extensive experience in multiple-stakeholder management: Government, Industry and Academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, Startup India, VC firm

### **Roles and Responsibilities**

Mainly to support Incubation/Acceleration centres as they are crucial for nurturing promising Start-ups. Coordinating with them in providing access to mentoring network, market network, shared physical infrastructure etc. Empanelling new centres and creation of Physical Infrastructure.

1. Support in Developing processes and ensure the implementation of the overall incubation structure and process effectively. Develop processes, procedures, and policies of the incubator and manage day-to-day activities
2. Ensure support in Capacity Building of Incubation centres and support from the department
3. Regular monitoring, handholding to incubation centre-Incubator
4. Support in development and running of Incubation

5. Calculate the Total Available Market, Serviceable Available Market, Serviceable Obtainable Market, and other relevant parameters. Help in evaluation of Startups by managing Incubation
6. Own, develop, and execute a rolling calendar of operational and engagement strategy for the entire community, both internally and externally, including donors, startups, investors, incubators, institutes, corporates, mentors, advisors, and domain experts
7. Good understanding and access to the entrepreneurship ecosystem to provide high-quality mentor and advisory support to entrepreneurs
8. Manage the day-to-day interaction with the Incubatees and provide continued strategic guidance to entrepreneurs in areas such as business modelling, sales, and marketing, financing, fundraising, overall strategy, operations etc.
9. Establish an effective working relationship with stakeholder, and an ecosystem of investors, mentors, service providers, etc. to actively support startup, Interact and maintain relationships with portfolio companies, alumni, etc.

## Position 6: Consultant Media Management

**Remuneration** - Rs 1.00 - 1.25 Lakh/Month

### Eligibility

1. **Educational qualifications** - Mass Communication/Master's in advertising, public relations, or any related field
2. **Experience**
  - Experience of minimum 8 years in which at least 3 years of experience in managing government related social media plan, strategy
  - Working experience with startup digital campaigns, good understanding of digital media platform, virtual events, Google Analytics and Google AdWords

### Essential Skill Sets

- Understanding of Digital Media
- Understanding of Search Engine Optimization
- 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 Skill
- Business Acumen, Team management and Strategy

### Desired Skill Set/Experience

- Understanding of SEO and SEM
- Experience in content creation
- Data Analysis tools and techniques

### Roles and Responsibilities

Mainly to Coordinate internal communication flow, Support in building communication plans, Collate and conceptualize information for Brochures, handbooks, Newsletters, etc. within the teams, Collate content for official website and keep record of outdated information on website, Coordinate with external creative agencies, Communicate & Coordinate with mainstream media regularly, Monitor media mentions and inquiries, Build long-term relationships with influencers and key stakeholders.

1. Manage outreach communications, e.g. Website, newsletter, social media, other digital platform
2. Guide startups & others in developing robust digital marketing plan

3. Handle Startup Bihar & others social media portal and virtual events
4. Regularly post and update activities on the relevant portals
5. Oversee day-to-day management of campaigns and ensure brand consistency
6. Facilitate scaling brand and company awareness through various social media channels
7. Work with brand to create and implement social media strategies monthly
8. Supervise all aspects of social media interaction
9. Ensure progress on all platforms by using analytical tools such as Google Analytics and others
10. Networking with start-up partners, Start-up ecosystem of Bihar Startup & others

## **Position 7: Consultant IT**

**Remuneration** - Rs 1.00 - 1.25 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / B.E in CS/IT/MCA
2. **Experience**
  - Overall experience of 8 years with 3 years of relevant experience in handling government projects, Experience of handling MIS, IT driven project, data analysis, reporting, dashboard management, government portal/website handling
  - Working experience in Web Development / Portal Development / MIS / ERP / Database Administration
  - Understanding of software, hardware and network requirements & agile methodology
  - Experience in one of the areas - Web Development with Microsoft Technologies (Dot Net), Java Script, SSL, UI/UX Design, IT Business Analysis, Cloud Computing, Data Engineering, SQL or Python/Data Science or managing IT/software development and managing a startup

### **Essential Skill Sets**

- Designing IT systems and networks ensuring the right architecture and functionality
- Knowledge of cloud repository applications like Github, Gitlab, etc.
- Knowledge of Digital Marketing
- Data Analysis tools and Monitoring tools
- 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 Skill
- Business Acumen, Team management and Strategy
- Knowledge of animations, coral draw, video editing, film making, content development in Hindi & English

### **Desired Skill Set/Experience**

- Experience in any state's Startup portal management, data management
- App development
- Knowledge of JIRA tools and React and Node.
- Proven Experience in managing an organization wide IT ecosystem, platform management, digital marketing having experience in managing state data center, Beltron and other IT projects
- Extensive experience in multiple-stakeholder management: Government, Industry and Academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments

- Has experience of working in any state/centre startup policy, Startup India, VC firm

## **Roles and Responsibilities**

Mainly to manage the overall IT infrastructure and digital assets of Bihar Startup Fund Trust, ensuring smooth operations and innovations in technology deployment.

1. Manage the maintenance, up-gradation and redesign of startup portal as per the need.
2. Online Application management through portal
3. Engage with team and other stakeholders to help determine the best technical implementation methods as well as a reasonable implementation schedule
4. Provide and present the Technology Landscape and strategic roadmap.
5. Sorting out of IT/Tech related queries of startups & others
6. Smooth running and Day-to-Day management of Startup Bihar portal/website
7. Coordinate with technical vendors and service providers for portal development and maintenance
8. Ensure data security, backup and disaster recovery mechanisms are in place
9. Develop and maintain MIS systems for tracking startup applications, funding, and performance metrics
10. Provide technical support to startups in IT-related matters
11. Coordinate with various departments for integration of digital systems
12. Manage database systems and ensure data integrity
13. Support in digital transformation initiatives of the department
14. Develop automation solutions for routine processes
15. Any other task related to IT infrastructure and digital ecosystem

## **Position 8: Consultant Finance**

**Remuneration** - Rs 1.00 - 1.25 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - Masters or PG Diploma in Business Management or equivalent in Finance/CA
2. **Experience**
  - Overall experience of 8 years in financial management with 3 years of experience in govt. incentive policy/scheme/startup ecosystem in relevant profile
  - Experience in Audit and Statutory compliances
  - Should have understanding of Investment, equity, AIFs, Regulatory Bodies.
  - Working experience in Budgeting, Taxation, Accounts reconciliation, Fund Flow Management, Financial Planning & Analysis
  - Preference will be given to retired bankers with relevant experience in credit appraisal, financial analysis, or startup/MSME financing.

### **Essential Skill Sets**

- Knowledge of Tally & relevant accounting software.
- 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 Skill
- Business Acumen, Team management and Strategy

- Strong understanding of financial management and accounting principles

### **Desired Skill Set/Experience**

- Excellent knowledge of Fiscal Management, Statistics, Finance or related discipline as an Economist in a ministry/Department of Central/State government or multilateral institution or Commercial Bank/Financial Institution
- Proven Experience in managing financial operations of large programs
- Experience in fund management, disbursement, and financial reporting
- Knowledge of government financial rules and procedures
- Experience in startup funding, venture capital, or financial analysis

### **Roles and Responsibilities**

Mainly to support Financial Management under startup policy for smooth disbursement of incentives, loans and other financial assistance.

1. Support Financial management under Bihar Startup policy
2. Support in Asset Management of the trust
3. Manage financial planning, budgeting, and fund allocation
4. Facilitate & Assist in timely disbursement to startups /incubators/startup cell
5. Support FMC in financial assistance to develop and manage ecosystem such as Entrepreneurship Development Cells, common infrastructures etc and raise fund from multilateral donor agencies
6. Should be able to help in market evaluation, financial evaluation & handholding of startups
7. He/She will be responsible to lead analytical work related to financial and structural developments for the successful implementation of Bihar startup policy
8. Able to evaluate financial viability, projections, reports and ratios given by startups.
9. Calculate the Total Available market, Serviceable Available market, Serviceable Obtainable Market and other relevant parameters of startup
10. Maintain financial records and prepare periodic financial reports
11. Ensure compliance with government financial rules and regulations
12. Able in financial analysis and evaluation of startup proposals
13. Assist in audit processes and address audit queries
14. Manage accounts reconciliation and fund flow management
15. Support in preparation of budget estimates and expenditure statements
16. Any other task related to financial management and compliance

## **Position 9: Jr. Consultant IT**

**Remuneration** - Rs 0.75 - 1.00 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / B.E in CS/IT
2. **Experience**
  - Overall experience of 5 years in MIS,IT driven project, data analysis, reporting, dashboard management, portal/website handling with preferable 2 years in startup ecosystem in relevant profile(Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)
  - Working experience in Web Development / Portal Development / MIS / ERP / Database Administration

- Experience in Web Development with UI/UX Design, Cloud Computing, Data Engineering, SQL or Python/Data Science

### **Essential Skill Sets**

- Designing IT system and networks ensuring the right architecture and functionality
- Knowledge of cloud repository applications like Github, Gitlab etc.
- Knowledge of digital marketing/GEM
- Data analysis tools and Monitoring tools
- Knowledge of animations, coral draw, video editing, film making, content development in Hindi and English
- 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 Skill
- Technical skills in web development and database management

### **Desired Skill Set/Experience**

- Experience in any state's Startup portal management & data management
- Knowledge of modern web technologies, frameworks and App development
- Knowledge of JIRA tools, React and Node
- Experience in working with government IT systems
- Experience of conducting events and programmes
- Understanding of data analytics and visualization tools

### **Roles and Responsibilities**

Mainly to support in the overall management of IT infrastructure and digital assets of Bihar Startup Fund Trust, ensuring smooth operations and innovations in technology deployment.

1. Assist in management, maintenance, up-gradation and redesign of Startup Bihar portal
2. Online Application management through portal
3. Assist team and other stakeholders in determining the best technical implementation methods as well as a reasonable implementation schedule
4. Provide and present the Technology Landscape and strategic roadmap.
5. Sorting out IT/Tech related queries of startups
6. Smooth running and day-to-day management of Startup Bihar portal/website
7. Support in development of MIS systems and reports
8. Provide technical support for digital platforms and applications
9. Assist in database management and data integrity checks
10. Support in coordination with technical vendors
11. Help in implementing IT security measures
12. Assist in troubleshooting technical issues
13. Support in digital transformation initiatives
14. Any other IT-related tasks assigned

## **Position 10: Jr. Consultant Finance**

**Remuneration** - Rs 0.75 - 1.00 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - Masters or PG Diploma in Business Management or equivalent in Finance / CA
2. **Experience**
  - Overall experience of 5 years in financial management with preferable 2 years in startup ecosystem in relevant profile (Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)
  - Working experience in Budgeting, Taxation, Accounts reconciliation, Fund Flow Management, Financial Planning & Analysis, Audit and statutory compliances

### **Essential Skill Sets**

- Knowledge of Tally
- 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 Skill
- Strong understanding of accounting and financial management

### **Desired Skill Set/Experience**

- Has experience of working on any state/centre led start-up policy
- Experience in financial management and reporting
- Knowledge of government financial procedures
- Understanding of startup funding mechanisms
- Experience in fund disbursement and reconciliation

### **Roles and Responsibilities**

Support in financial management of Bihar startup fund.

1. Assist in fund disbursement to startups and incubators
2. Assist in financial planning and budgeting activities
3. Maintain relevant databases, follow ups and status reports
4. Maintain financial records and prepare reports
5. Manage weekly event and annual calendar
6. Handhold start-ups, Incubators and Mentors in liaising with department
7. Assist in accounts reconciliation and fund tracking
8. Support in audit processes and documentation
9. Help in financial analysis of startup proposals
10. Assist in coordination with banks and financial institutions
11. Support in preparation of financial statements
12. Any other finance-related tasks assigned

## **Position 11: Jr. Consultant (Legal)**

**Remuneration** - Rs 0.75 - 1.00 Lakh/Month

## Eligibility

1. **Educational qualifications** - LLB or Masters in law from Recognized University
2. **Experience**
  - Minimum 5 years with preferable 2 years in gov. Sector
  - Working experience in legal matters, contract drafting, compliance, SOF preparation or related areas
  - Knowledge of corporate law, startup regulations, and government procedures

## 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 Skill
- Strong understanding of legal procedures and compliance

## Desired Skill Set/Experience

- Experience in drafting legal documents and agreements
- Knowledge of startup regulations and policies
- Understanding of government legal procedures
- Experience in handling legal compliance matters

## Roles and Responsibilities

Support in managing legal matters and ensuring compliance with regulations.

1. Assist in drafting and vetting of legal documents, agreements, and contracts
2. Support in legal compliance and regulatory matters
3. Provide legal support to startups on compliance issues
4. Assist in handling legal queries and documentation
5. Coordinate with legal authorities and departments
6. Help in maintaining legal records and documentation
7. Assist in reviewing policies and guidelines
8. Support in resolving legal disputes and matters
9. Any other legal tasks assigned

## Position 12: Jr. Consultant Startup

**Remuneration** - Rs 0.75 - 1.00 Lakh/Month

### Eligibility

1. **Educational qualifications** - B.Tech / BE / Masters or PG Diploma in Business Management or equivalent
2. **Experience**
  - Overall experience of 5 years in which he/she having 2 years of experience in startup ecosystem (Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)

- Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.
- Experience in one of the areas- research & product development, technology development, incubating and managing a startup, strategy in academia or industry or GOI or international locations
- Proven experience in innovation & entrepreneurship related management responsibilities in government/public/private sector/start-up incubator industry.

### **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 Skill
- Business Acumen, team management and Strategy

### **Desired Skill Set/Experience**

- Proven Leadership experience in design, Implementation and management of large programs(governments, corporate, foundations, international organizations, academic organizations large incubators, consulting firms, etc)
- Proven Experience in a leadership role with measurable results and outcomes-oriented programs
- Extensive experience in multiple-stakeholder management, government,industry and academia
- Strong strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, startup India, VC firm.

### **Roles and Responsibilities**

Mainly to manage or assist in managing responsibilities for implementing and operationalizing startup programs and ensuring quality Measurable result-oriented outcomes promoting innovation and entrepreneurship, enabling partnership and providing management support to Bihar Startup Fund Trust. It can be defined in details as:

1. Support in Designing, launching and successfully running key, results and outcomes-oriented innovation/entrepreneurship/startup programs
2. Support in Building partnerships with industry, other academic institutions, government line ministries, state authorities, philanthropic foundations, international institutions and other stakeholders
3. Enabling extensive stakeholder management for project and program funding, approvals, publicity
4. Overall management and Implementation of Startup initiatives in the state of Bihar and Ranking
5. Coordination and support to all institutional framework and committees formed under Startup Bihar
6. Assessment of the startup on various aspects of business, provide handhold support to startups on behalf of department
7. Undertake investor readiness program for startups. Assess and provide handhold support in fine tuning investment decks (profiling, business plan, startup vision, etc.)
8. Monitoring and review of startup policy and facilitation for its implementation
9. Any other task related to promotion of startup ecosystem in Bihar
10. Support Startup Support Unit (SSU) in Working as a single point of contact for start-ups in the state for providing information as well as hand-holding support
11. Process applications through an online portal, their screening and approval by competent authorities
12. All communications with start-ups
13. Providing hand-holding support to start-ups through various stages

14. Support startups in getting all statutory clearances for start-ups
15. Organize events, sessions, trainings, visits, and other activities for promoting the Start-up culture
16. Provide assistance to students/potential entrepreneurs for presenting and enhancing their idea to various stakeholders of startup ecosystem viz. Government, education institutes, incubators, industry experts, legal, tax and business consultants
17. Any other tasks related to startup ecosystem development

## Position 13: Coordinator (Graphics Design)

**Remuneration** - Rs 0.50 – 0.75 Lakh/Month

### Eligibility

1. **Educational qualifications** - Bachelor's/Master's in Graphic Design, Visual Communication, Fine Arts/ Media Studies / Animation / Digital Design or equivalent in related Discipline
2. **Experience**
  - Overall experience of minimum 3 years in graphics design with 1 year in startup ecosystem/govt. sector in relevant profile(Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)
  - Working experience in Graphic Design, Adobe Creative Suite, Video Editing, UI/UX Design
  - Portfolio demonstrating graphic design and creative work

### Essential Skill Sets

- Proficiency in Adobe Creative Suite (Photoshop, Illustrator, In Design, Premiere Pro)
- Good communication skills in English and Hindi
- Knowledge of MS Office (PowerPoint, Word, excel) and graphics tools
- Creative thinking and attention to detail
- Time management and ability to work on multiple projects

### Desired Skill Set/Experience

- Experience in social media graphics and digital marketing materials
- Knowledge of branding and visual identity design
- Experience in creating presentations and infographics
- Understanding of print and digital media requirements

### Roles and Responsibilities

Mainly to create visual content and design materials for Bihar Startup initiatives and others.

1. Design graphics for social media posts, campaigns, and digital platforms
2. Create visual content for presentations, reports, and documents
3. Design brochures, posters, banners, and other promotional materials
4. Support in video editing and multimedia content creation
5. Assist in developing brand identity and visual guidelines
6. Create infographics and data visualizations
7. Support in designing event materials and collaterals

8. Maintain consistency in branding across all materials
9. Assist startup in graphic design
10. Any other design-related tasks assigned

## **Position 14: Coordinator Startup**

**Remuneration** - Rs 0.50 – 0.75 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - B.Tech / BE / Bachelors or Masters or PG Diploma in Business Management or equivalent
2. **Experience**
  - Overall experience of minimum 3 years in which he/she having 1 year of experience in startup ecosystem is preferable. (Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)
  - Should have knowledge of startup evaluation, mentoring, handholding, evaluating proposals, managing incubators/accelerators, pitch deck, networking with angel investors etc.
  - Experience in one of the areas- research & product development, technology development, incubating and managing a startup, strategy in academia or industry or GOI or international locations
  - Proven experience in innovation & entrepreneurship related management responsibilities in government/public/private sector/start-up incubator industry

### **Essential Skill Sets**

- Excellent communication (oral and written) skills in English and Hindi
- Knowledge of MS Office (Excel, PowerPoint, Word)
- Virtual Meeting Apps and Time/Calendar Management
- Organizational / coordination/networking and interpersonal skills
- Willingness to learn and adapt
- Business acumen, team management and strategy

### **Desired Skill Set/Experience**

- Experience in design, implementation and management of large programs(governments, corporate, foundations, international organizations, academic organizations, large incubators, consulting firms, etc)
- Experience in measurable results and outcomes-oriented programs
- Experience in multiple-stakeholder management; government, Industry and academia
- Strategic, creative, and analytical skills to develop scientific pilot programs in complex environments
- Has experience of working in any state/centre startup policy, startup India, VC firm.

### **Roles and Responsibilities**

Coordinator Startup will have to mainly assist in managing responsibilities for implementing and operationalizing startup programs and ensuring Quality Measurable result-oriented outcomes promoting innovation and

entrepreneurship, enabling partnerships and providing management support to Bihar Startup Fund Trust. It can be defined in details as:

1. Designing, launching and successfully running key, results and outcomes-oriented innovation/entrepreneurship/startup programs
2. Building partnerships with industry, other academic institutions, government line ministries, state authorities, philanthropic foundations, international institutions and other stakeholders
3. Enabling extensive stakeholder management for project and program funding, approvals, publicity
4. Overall management and Implementation of Startup initiatives in the state of Bihar and Ranking
5. Coordination and support to all institutional framework and committees formed under Startup Bihar
6. Assessment of the startup on various aspects of business, provide handhold support to startups on behalf of department
7. Undertake investor readiness program for startups. Assess and provide handhold support in fine tuning investment decks (profiling, business plan, startup vision, etc.)
8. Monitoring and review of startup policy and facilitation for its implementation
9. Any other task related to promotion of startup ecosystem in Bihar
10. Support Startup Support Unit (SSU) in Working as a single point of contact for start-ups in the state for providing information as well as hand-holding support
11. Process applications through an online portal, their screening and approval by competent authorities
12. All communications with start-ups
13. Providing hand-holding support to start-ups through various stages
14. Support startups in getting all statutory clearances for start-ups
15. Organize events, sessions, trainings, visits, and other activities for promoting the Start-up culture
16. Provide assistance to students/potential entrepreneurs for presenting and enhancing their idea to various stakeholders of startup ecosystem viz. Government, education institutes, incubators, industry experts, legal, tax and business consultants

## **Position 15: Coordinator Finance**

**Remuneration** - Rs 0.50 – 0.75 Lakh/Month

### **Eligibility**

1. **Educational qualifications**– Bachelors or Masters or PG Diploma in Business Management or equivalent in Finance / CA
2. **Experience**
  - Overall experience of minimum 3 years in financial management, experience of working in Govt project/Govt incentives/scheme benefits and audit & statutory compliances with preferable 1 year in startup ecosystem in relevant profile(Work undertaken in the capacity of a facilitator and awareness campaigner related to startups shall not be considered as experience)
  - Working knowledge of basic accounting, financial documentation, or related areas

### **Essential Skill Sets**

- Knowledge of Tally
- Excellent communication(oral and written) skills in English and Hindi
- Robust Knowledge of MS Office, especially Excel
- Basic understanding of accounting and finance

- Organizational and documentation skills
- Attention to detail and accuracy

### **Desired Skill Set/Experience**

- Has experience of working on any state/centre led start-up policy
- Experience in financial documentation and record-keeping
- Knowledge of basic accounting principles
- Understanding of government financial procedures
- Familiarity with financial software and tools

### **Roles and Responsibilities**

Support in financial documentation and related activities -

1. Support Financial management under Bihar start-up policy
2. Maintain financial records and documentation
3. Manage weekly event and annual calendars
4. Help in preparation of financial reports and statements
5. Assist in accounts reconciliation activities
6. Support in coordination with banks and financial institutions
7. Help in tracking payments and receipts
8. Handhold start-ups, Incubators and mentors in liaising with department
9. Assist in ROC, LLP, Partnership, Accounting, audit and other statutory compliances
10. Should help in market evaluation / financial evaluation
11. Assist in filing and documentation of financial records
12. Support in responding to financial queries
13. Any other finance coordination tasks assigned

## **Position 16: Coordinator (Legal)**

**Remuneration** - Rs 0.50 – 0.75 Lakh/Month

### **Eligibility**

1. **Educational qualifications** - LLB or Master's in law from Recognized University
2. **Experience**
  - Minimum 3 years with preferable 1 year in gov.sector
  - Working knowledge of legal documentation, compliance, or related areas

### **Essential Skill Sets**

- Good communication (oral and written) skills in English and Hindi
- Knowledge of MS Office (Word, Excel, PowerPoint)
- Basic understanding of legal procedures and documentation
- Organizational and coordination skills
- Attention to detail

### **Desired Skill Set/Experience**

- Experience in legal documentation and drafting
- Knowledge of corporate and startup regulations

- Familiarity with contract management

## Roles and Responsibilities

Coordinator(Legal) will have to mainly do legal documentation and coordination activities.

1. Assist in drafting and maintaining legal documents
2. Support in legal compliance and documentation activities
3. Help in maintaining legal records and files
4. Assist in coordination with legal authorities
5. Support in responding to legal queries and correspondence
6. Help in tracking legal matters and follow-ups
7. Assist in preparation of agreements and contracts
8. Support in legal research and documentation
9. Any other legal coordination tasks assigned

## General Instructions

1. The contract period will be initially for 3 years renewable annually based on satisfactory performance. In Special circumstances contract period may be extended.
2. This will be a consolidated pay. The emoluments will be finalized depending upon the experience. Annual increment will be upto 7% based on satisfactory performance.
3. All the proposed posts are full time positions and non-practicing in nature.
4. Non-refundable application fee of Rs.1000 will be applicable. Applications will be considered complete only after the payment of application fees.s
5. The application will start from 28.05.2026; 11:00 am onwards and will be active till 07:00 pm of 11.06.2026. 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 will need to produce proof of the details furnished in their applications as and when required.
7. Department of Industries, Government of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.
8. Candidate can apply update and upload the documents on the link [Startup.bihar.gov.in/ssurecruitment](http://Startup.bihar.gov.in/ssurecruitment) Online applications completed fully will be considered only.

Sd/-

Assistant Director  
Government of Bihar.

Memo No.: - 1712  
Patna/Dated- 27-05-26

Copy to:- Copy to IT Manager, Department of Industries, Govt. of Bihar for uploading the information of above advertisement on departmental website.

*Justi Kumari*  
27/5/26  
Assistant Director,  
Government of Bihar