

**Investment Commissioner Office**  
Department of Industries, Govt of Bihar  
Ground Floor, MTNL Building, Bandra Kurla Complex, Mumbai - 400098  
Email. Dy.ic@bihar.gov.in,

**Recruitment Notice - 02/IC/2024**

Investment Commissioner Office requires "Senior Consultant", "Consultant", "Junior Consultant" and "Coordinator" for Investment Promotional activities in Mumbai on contract based through open market. Period of Contract is 3 years, extended annually based on performance.

**Number of Position – 4 (Four). Only 1 position each from "Senior Consultant", "Consultant", "Junior Consultant" and "Coordinator" position shall be filled.**

Sl	Name of the Post	Emoluments (Rs. in Lakh)	Education	Place of Posting	Experience
1	<b>Senior Consultant</b> Investment Promotion	1.50 – 2.00	Graduation in any stream with MBA or Graduation degree in engineering	Mumbai*	Minimum 8 years of total experience with 4 years in Investment Promotion
2	<b>Consultant</b> Investment Promotion	1.00 – 1.50	Graduation in any stream with MBA or Graduation degree in engineering	Mumbai*	Minimum 6 years of total experience with 3 years in Investment Promotion
3	<b>Junior Consultant</b> Investment Promotion	0.75 – 1.00	Graduation in any stream with MBA or Graduation degree in engineering	Mumbai*	Minimum 4 years of total experience with 2 years in Investment Promotion
4	<b>Coordinator</b> Investment Promotion	0.50 – 0.75	Graduation in any stream with MBA or Graduation degree in engineering	Mumbai*	Minimum 3 years of total experience with 1 year in Investment Promotion

**Age Limit:** 45 Years for Senior Consultant/Consultant and 40 years for Junior Consultant/Coordinator as on **30.09.2024**.

**How to Apply:** The Application will start from **23.10.2024** 10:00 am & will be active till 6:00 pm of **31.10.2024**. Eligible candidates can apply on the link provided at website of Department of Industries, Govt. of Bihar (<https://state.bihar.gov.in/industries/CitizenHome.html>) or Bihar Foundation (<https://biharfoundation.bihar.gov.in/>) or Office of Residence Commissioner, New Delhi (<https://www.biharbhawan.gov.in/>). Selection of candidate will be based on personal interview. No TA/DA will be provided for attending the interview. Investment Commissioner Office reserves the right to reject any application for any of the post without assigning any reason and the decision of Investment Commissioner, Govt. of Bihar will be final. Any dispute shall be subject of Patna jurisdiction.

\* Although the place of posting of these posts shall be Mumbai, the selected candidate may be relocated to any of its offices, including those situated in Delhi or Patna

**Dy. Investment Commissioner**  
Investment Commissioner Office  
Department of Industries  
Govt. of Bihar

**Government of Bihar**  
**Office of Investment Commissioner, Department of Industries, Govt of Bihar**  
**Ground Floor, MTNL Building, Bandra Kurla Complex, Mumbai - 400098**

Office of Investment Commissioner has been constituted with the approval of state cabinet vide resolution no 2100 dated 19.5.2017 directly reporting to the Principal Secretary, Department of Industries to perform, inter alia, investment promotion as per the Bihar Industrial Investment Promotion Act 2016. Apart from Patna, this office is located in Mumbai to facilitate interactions, liaising, networking with marquee investors. The mission is to attract 'on ground investment'

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

**Period of Contract** - 3 years extended annually based on performance

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3	<b>Coordinator</b> Investment Promotion	0.50 – 0.75	Graduation in any stream with MBA or Graduation degree in engineering	Mumbai*	Minimum 3 years of total experience with 1 year in Investment Promotion

\*Although the place of posting of these posts shall be Mumbai, the selected candidate may be relocated to any of its offices, including those situated in Delhi or Patna

**Position wise ToRs**

**Position Name – Senior Consultant/Consultant, Investment Promotion**

**Remuneration –**

1. Rs 1.50 – 2.00 Lakh per month (**For Senior Consultant**)
2. Rs 1.00 – 1.50 Lakh per month (**For Consultant**)

**Eligibility –**

Educational qualification – Graduation in any stream with MBA or Graduation degree in engineering

1. Experience – (**For Senior Consultant**) - Minimum 8 years of total experience with 4 years in Investment Promotion
2. Experience – (**For Consultant**) - Minimum 6 years of total experience with 3 years in Investment Promotion

**Essential Skill Sets –**

1. Excellent communication (oral and written) skills in English and Hindi.
2. Robust Knowledge of MS office (Excel, PowerPoint, Word)
3. Virtual Meeting Apps and Time/ Calendar Management
4. Excellent Networking/ Collaboration and Interpersonal Skill

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

1. Bachelor's / Master's / Management degree from a premier institution
2. Knowledge of sector specific Investment strategy
3. Experience in Consulting / Investment Banking / Multilateral Institutions/ Public Policy
4. Any International Degree / International network

### **Roles and Responsibilities –**

- Define strategies to enhance investment attractiveness of Bihar.
- Analysis of investment promotion strategies followed by other states and suggesting the best practices.
- Design and develop an investment promotion strategy/program and action plan for occasions.
- Create a sector and company focused contact strategy and action plan to reach the targeted investors and to promote Bihar as an Investment destination.
- Define Strategies and follow up mechanism to attract investors from India and specific countries for designated investment regions in Bihar, for focus sectors in the State.
- Coordinate and plan B2G Meeting during events in which Industry department decides to participate in India and abroad.
- Prepare a roadmap for undertaking investment facilitation and promotion activities.
- Prepare investor after-care strategy for investor follow -up and monitoring investment realization.
- Design and develop the investment promotion strategy/program and action plan for Bihar
- Preparation of export strategy of Bihar covering sectoral potential of state and district level product and services
- Produce a slide presentation for potential investors highlighting sectoral, demographic and geographic strengths and opportunities in a context that is readily understandable for potential investors to promote Bihar as a business location
- Sourcing of potential JV partners and facilitation of joint venture under Joint Venture policy of Bihar Government.

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### **Position Name – Junior Consultant/ Coordinator, Investment Promotion**

#### **Remuneration –**

1. Rs 0.75 – 1.00 Lakh per month (**For Junior Consultant**)
2. Rs 0.50 – 0.75 Lakh per month (**For Coordinator**)

#### **Eligibility –**

Educational qualification– Graduation in any stream with MBA or Graduation degree in engineering

1. Experience – (**For Junior Consultant**) - Minimum 4 years of total experience with 2 years in Investment Promotion
2. Experience – (**For Coordinator**) - Minimum 3 years of total experience with 1 year in Investment Promotion

#### **Essential Skill Sets –**

1. Excellent communication (oral and written) skills in English and Hindi.
2. Robust Knowledge of MS office (Excel, PowerPoint, Word)
3. Virtual Meeting Apps and Time/ Calendar Management
4. Excellent Networking/ Collaboration and Interpersonal Skill

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

1. Bachelor's /Master's / Management degree from a premier institution
2. Knowledge of sector specific Investment strategy
3. Experience in Consulting / Investment Banking/ Multilateral Institutions / Public Policy

#### 4. Any International Degree / International network

#### **Roles and Responsibilities –**

- Conduct research on a continual basis to identify potential target companies who are looking to invest and expand in the region and who should be targeted to promote Bihar.
- Leverage country-based desks/trade agencies for direct focus on investors to facilitate investment; Assist the state to participate in multi-lateral forums, trade fairs and conferences; collaborate with global embassies, chambers of commerce and business councils.
- Support Industry department in facilitating dialogues with Investors, including handholding of high value Investors from contact to conversion.
- Arrange one-to-one meetings with big corporate houses at both national and international level. Arrange at least 30-40 one-to-one meetings with companies relevant for the state's high priority sectors.
- Ensuring presence of serious investors with specific projects at different platforms.
- Provide a database of potential investors from India and abroad and carry out a contact program to reach out to them.
- Identify and assess the implementation issues for the projects and organize one -to-one meeting with the investors and govt. officials to resolve the same.
- Assist in drafting the MoU /Investment Intention document/Strategic Partnership document for corporates keen on forging a formal partnership with the State Government.
- Coordinating with existing mechanism on Single Window Clearance System to ensure Investment Tracking for monitoring cases from lead generation to commercial production stages.
- Assist in managing the Investment tracking system: Synchronize investment data across various departments with the help of the existing system developer
- Monitoring of Projects through online Project Monitoring System Portal and co- ordination activities with other departments wherever necessary
- Assistance in addressing the investor's grievances received through helpline/Call centre, grievance redressal system and relationship managers.

#### **General Instructions –**

The contract period will be for 3 years, renewable annually based on satisfactory performance.

1. This will be a consolidated pay. The emoluments will be finalized depending upon the experience. Annual increment will be up to 7% based on satisfactory performance.
2. All the proposed posts are full time positions and non-practicing in nature.
3. Maximum age limit will be 45 years for Sr. Consultants/Consultant and 40 years for Junior Consultants/Coordinator as on **30.09.2024**.
4. The application will start from **23.10.2024** 10:00 am and will be active till 06:00 pm of **31.10.2024**. 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.
5. Candidates will need to produce proof of the details furnished in their applications as and when required.
6. Department of Industries, Government of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.
7. The Investment Commissioner office retains the discretion to relocate the selected candidate to any of its offices, including those situated in Mumbai, Delhi or Patna
8. Candidate can apply on the link provided at website of Department of Industries (<https://state.bihar.gov.in/industries/CitizenHome.html>) or Bihar Foundation (<https://biharfoundation.bihar.gov.in/>) or Office of Residence Commissioner, New Delhi (<https://www.biharbhawan.gov.in/>) and upload the relevant documents. Online applications completed fully will be considered only.

**Dy Investment Commissioner**  
Investment Commissioner Office  
Government of Bihar, Patna