



For the Recruitment of Functional Experts and Mentors as Resource Person Under One Stop Facility Centre- Enterprise Promotion Nurtured by Bihar Rural Livelihoods Promotion Society (JEEViKA)

One Stop Facility (OSF) program is envisaged as business facilitation cum incubation centres at the district & Block level to provide business development services to existing nano enterprises (enterprises having turnover of up to INR 8 lakhs per annum) on a growth track. As the enterprises grow in size, the support services required also increase and require significant handholding for support to those nano-enterprises that are on a high-growth track requiring significantly higher amount of finance and handholding.

One Stop Facility Centre OSF are expected to be supported by industry experts and existing entrepreneurs, called Functional Experts and Mentors, who will help in preparation of growth plans (Business Planning) and will also guide the Business development service provider (BDSPs); Community Cadre for the program and entrepreneurs through critical business processes. They will also define the business key Performance Indicators (KPIs) and enable their achievement.

Applications are Invited for the following position:-

Sl.No.	Name of the Functional Expert /Mentors	No. of Vacancy	Engagement Scope	Eligibility Criteria, Responsibility & Remuneration
01.	Functional Expert - Entrepreneurship (District Level)	18	As per Requirement (Maximum 3 day/Month)	<p><u>Eligibility Criteria:</u> -At least Graduate or higher degree with Startup/MSME incorporated at least 5 years ago with turnover of Rs 25 Lakhs/annum. Registration Certificate and Annual Audited report/Balance Sheet needs to be attached in the online application.</p> <p><u>Responsibilities:</u> -.</p> <ol style="list-style-type: none"> Developing a business plan. Identify the needs in the market Product development inputs (like design etc.) Conducting market research. Support in branding, packaging and marketing. <p><u>Remuneration:</u>-Please refer ToR attached with this advertisement</p>

Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria, Responsibility & Remuneration
02.	Functional Expert - Chartered Accountant	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - CA</p> <p>Desirable: - Specialization in Registration of Startup/Enterprises.</p> <p>Responsibilities:-</p> <ol style="list-style-type: none"> Providing financial advice on various aspects of business operations, such as budgeting, forecasting, and investment decisions. Assisting in financial planning and analysis. Offering consulting services on financial matters. Statutory compliance like GST registration, FSSAI registration, ITR and GST filing. Banking compliances and regulatory measures. Ensuring compliance with tax laws and regulations. Preparing and filing tax returns. Risk Management: Identifying and assessing financial risks, Developing and implementing risk management strategies, and Monitoring financial activities to mitigate potential risks. Developing and implementing cost accounting systems. Preparing budgets and financial forecasts. Analysing variances and providing insights to improve financial performance. Business Proposal preparation support and loan sanction with financial institutions <p>Remuneration:-Please refer ToR attached with this advertisement</p>

Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria, Responsibility & Remuneration
03.	Functional Expert – Food Technician	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - At least Graduate or higher degree in Food Technology or Biotechnology.</p> <p>Responsibilities: -</p> <ol style="list-style-type: none"> Support in ensuring food safety, quality, and innovation. Inspecting and testing food products. Conducting sensory evaluations. Monitoring food safety regulations Developing packaging and labelling Analysing raw materials and finished products Developing specifications for production Link-up of Entrepreneurs with various Govt. schemes. Recipe Development, Lab testing support Statutory compliance like GST registration, FSSAI registration, ITR and GST filing. <p>Remuneration:-Please refer ToR attached with this advertisement</p>
04.	Functional Expert - Skill Trainer	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: - At least Graduate or higher degree with 5 years' experience in the following trade: -</p> <ol style="list-style-type: none"> Carpenter Boat Maker Armor Maker Barber Lohar (Blacksmith) Hammer and Tool Kit Maker Locksmith Goldsmith Potter Fishing Net Maker Sculptor/Stone Carver/Stone Breaker Cobblers/Shoemakers/Footwear Artisans Mason Basket Maker/Basket Weaver/Mat Maker/Coir Weaver/Broom Maker Doll and Toy Maker (Traditional) Garland Maker Washerman Tailor <p>Responsibilities: -</p> <ol style="list-style-type: none"> Determine the specific hard skills required for different roles and identify any gaps in entrepreneurs' proficiency. Create curriculum, lesson plans, and training materials tailored to meet the identified needs. Ongoing support and guidance to trainees. <p>Remuneration:-Please refer ToR attached</p>

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Sl.No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria, Responsibility & Remuneration
05.	Functional Expert -Banker	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria:-Retired Banker with at least Graduate or higher degree. Not below the rank of Scale 3 officer of Bank.</p> <p>Responsibilities :-</p> <ul style="list-style-type: none"> a. Banking compliances and regulatory measures. b. Support entrepreneurs finance their ventures, whether for startup costs, expansion, or working capital. c. Guide on diversifying investments and managing risk. d. Support entrepreneurs to develop comprehensive business plans, including financial projections, market analysis, and strategic planning. e. Assist entrepreneurs with managing their cash flow, including advice on optimizing collections, payments, and overall financial health. f. Statutory compliance like GST registration, FSSAI registration, ITR and GST filing. <p>Remuneration:-Please refer ToR attached with this advertisement</p>

06.	Functional Expert - Marketing	18	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria:-At least Graduate or higher degree with an experience of at least 5 years in sales and Marketing of product and service of Retail, Automobile, Food Industry, Fashion, Hospitality and allied field.</p> <p>Responsibilities:Business Proposal preparation support and loan sanction with financial institutions.</p> <ol style="list-style-type: none"> Develop and execute marketing plans Conduct market research Data analysis Content creation and management Social media management Email marketing Support entrepreneurs in branding, packaging and marketing tie-up with forward and backward linkages Product development inputs (like design etc.) Training on skills and management aspects. Link-up of Entrepreneurs with various Govt. schemes. <p>Remuneration:-Please refer ToR attached with this advertisement</p>
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Sl. No.	Functional Expert	No. of Vacancy	Engagement Scope	Eligibility Criteria, Responsibility & Remuneration
07.	Mentors	126	As per Requirement (Maximum 3 day/Month)	<p>Eligibility Criteria: -At least Graduate or higher professional degree with an experience of at least 5 years in relevant field/positions with reputed state or national level institutions/professionals.</p> <p>Responsibilities :-Handholding and mentoring BDSPs through training.</p> <ol style="list-style-type: none"> Reviewing the viability assessment and business proposals prepared by BDSPs Facilitating forward and backward linkages Providing inputs for activities such as

				<p>packaging and labelling</p> <p>d. Helping enterprises secure necessary regulatory compliances.</p> <p>e. Proposing ideas for growth of business.</p> <p>f. Facilitate the block and community level project teams in effective implementation by engaging with them organically in team discussions and other strategic deliberations.</p> <p>g. Facilitate record keeping for the enterprises.</p> <p>h. Any other business management support</p> <p>Remuneration:- Please refer ToR attached with this advertisement</p>
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Selection process consists of the following:

Sl.No.	Criteria	Full Marks	Weightage of Marks Obtained
01.	Personal Interview	50	100%
Total Marks		50	

Minimum Cut off on Total Marks: 60%

Official website <http://brlps.in> may be visited and click on "Career" to apply online and to know detailed eligibility criteria, ToR and other details of vacancies. All communication will be made through website only.

General Terms and Conditions:

- Applications will be accepted only through online mode. The Application Form through any other mode shall not be accepted.
- A Candidate can apply for a position in only one District; application made for more than one district will be summarily rejected.
- As per the requirement of the Project, services of Functional Expert and Mentor can be taken for others district as well.
- Maximum age limit is 65 Years.
- Candidates shall have to pay non -refundable application fee of Rs.300/- (Rs. Three hundred only). Application fee has to be paid through **online** only while registering online. The application fee is exclusive of Bank charges, wherever applicable. Fee once paid is non-refundable and non-adjustable.
- Last Date for receipt of applications is up to **30/06/2025**. Applications beyond this date will not be accepted.
- Application Form of candidates who do not fulfil the eligibility criteria shall be rejected.
- Candidates are also advised in their own interest to apply online well before the closing date and not wait for the last date of submission to avoid possibility of link failure or any other technical issues whatsoever. There shall not be any responsibility of the BRLPS if any candidate fails to finally submit the Application Form before the last date of submission on account of aforesaid reasons or for any other reason beyond its control.
- The candidates are required to fill the Online Application Form with correct and complete information carefully. If any incomplete or false information is furnished, then the candidate will be solely responsible for the same and on the basis of false and incomplete information, the Application Form shall be rejected at any stage of the

- selection process without giving any reason/ notice. On furnishing any false certificate in the Application Form or in case of any other default, the BRLPS may reject the candidature at any stage of the selection.
10. In case it is found at any time in future that a Candidate has used/ uploaded the photograph and/ or signature of someone else in his/ her Application Form/ Admit Card or he/ she has tempered his/ her Admit Card/ result, these acts of the candidate shall be treated as Unfair Means.
 11. Print out of On-line Application Form or hard copies of certificates/mark sheets are not required to be submitted.
 12. The positions mentioned above are indicative and may change according to requirement.
 13. BRLPS reserves the right to cancel this recruitment process, fully or partially, at any stage at its discretion.
 14. The selection will be done on the basis of their qualification, quality of experience in relevant field and their association with reputed institutions/agencies/departments.
 15. Information uploaded on the official website of the BRLPS shall not be provided to the candidates or any other person under the Right to Information Act, 2005. The information uploaded on the official website of the BRLPS shall remain available for a specific period only. Therefore, the candidates are advised to download the uploaded information and keep it with them for future reference, if any. During the course of recruitment, neither any application under the R.T.I. Act shall be entertained nor any information shall be provided.
 16. Any representation filed by any applicant in respect of recruitment shall not be entertained once the process is initiated.
 17. Factual information under the R.T.I. Act shall be provided only after declaration of final result. Inferential questions or speculative questions shall not be answered under the R.T.I. Act.
 18. In case a candidate is found providing incorrect information or his/ her identity is proved to be false at any time in the future, he/ she may, in addition to disqualification, face penal action as per the law applicable and amount paid towards salary can be recovered by the BRLPS.
 19. In case, it is found at any stage of the recruitment process that a candidate does not fulfil the eligibility norms and/ or that he/ she has suppressed/ twisted or truncated any material facts, his/ her candidature shall stand cancelled without giving any reason and notice to the candidate concerned. If any of these shortcomings is detected even after appointment, his/ her service will be liable to be terminated and he/ she will be liable to punishment through proceedings as decided by the Competent Authority.
 20. Candidates are requested to visit the website frequently for updates and other announcements. All recruitment related notification shall be brought to the notice of candidates only through the official website of the BRLPS. No personal communication shall be made in this regard.
 21. If two or more candidates secure equal marks, the candidate born earlier will be placed above.
 22. BRLPS reserve the right to shortlist candidates based on qualification and post qualification relevant experience.
 23. Relevant experience is specific to the eligibility criteria and key responsibility as mentioned against the position.
 24. No TA/DA will be paid for attending selection process or first joining.
 25. The record relating to this recruitment would be available up to 6 months from the Date of declaration of final result and, thereafter, all examination materials of not selected candidates shall be weeded out and no communication in this regard shall be entertained with respect to this recruitment drive.
 26. The selected candidate will be empanelled and contract for engagement will be signed with BRLPS. BRLPS will utilize their expertise as and when required for maximum 3 days in a month.

**Chief Executive Officer- cum- Mission Director,
Bihar Rural Livelihood Promotion Society**