



Bihar State Khadi & Village Industries Board
Department of Industries, Govt. of Bihar
Mahesh Bhawan, East Gandhi Maidan, Patna-800 004
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Advertisement

Bihar State Khadi & Village Industries Board is committed to inclusive development of the state. Bihar, primarily being an agrarian state, most of its population resides in villages and rural areas. On account of its potential to generate large level of employment especially amongst the weaker sections and women, Khadi has a vital role to play in achieving inclusive economic development.

For the successful implementation of the schemes of Bihar Khadi & Village Industries Board, the Department of Industries, Government of Bihar is seeking to recruit senior and young talented professionals for the Bihar Khadi & Village Industries Board in various location of Bihar. The department is looking for individuals with a postgraduate degree in the field of Textiles, Economics, Commerce, Fashion Designing, Marketing, MBA in any stream. The Professionals will work in close collaboration with government officials, industry experts, and other stakeholders to promote the Khadi and village industries sector.

The objectives of this recruitment are as follows:

- To build a talent pool of senior and young professionals who can help the government in promoting the khadi & village industries products in Bihar.
- To develop a strong network of professionals who can collaborate with the government and other stakeholders.
- To provide a platform for senior and young professionals to enhance their skills and gain practical experience in the Khadi and village industries sector.

Qualification and other details:

A) Senior Professional (Consultant)

Sl. No.	Post	Place of Posting	Qualification and Experience
1.	Sr. Professional (Khadi)	Patna	Master Degree in Business Administration, Textiles, Economics, Commerce. 4 years experience in Textiles/Leather/Manufacturing Industries or Govt. Sector.
2.	Sr. Professional (Designer)	Patna	Master Degree in Business Administration or Graduation in Fashion Desining from NIFT or any other reputed institute. 4 years experience in Textiles/Leather/Manufacturing Industries or Govt. Sector.
3.	Sr. Professional (Marketing)	Patna	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce. 4 years experience in the field of Marketing preferbly in Textiles sector or Govt. Sector.
4.	Sr. Professional (Finance)	Patna	Master Degree in Business Administration in Finance, Textiles, Economics, Commerce. 4 years experience in the field of Finance Banking/Insurance or Govt. Sector.
5.	Sr. Professional (Procurement)	Patna	Master Degree in Business Administration Textiles, Economics, Commerce. 4 years experience in the field of Stock Management or Procurement or Govt. Sector.
6.	Sr. Professional (Account)	Patna	Master Degree in Business Administration in Finance, Textiles, Economics, Commerce. 4 years experience in the field of Financial Accounting/Banking/Insurance or Govt. Sector.
7.	Sr. Professional (IT)	Patna	B.Tech in IT or equivalent. 4 years experience in the field of the IT and software development or Govt. Sector.
8.	Sr. Professional (PR)	Patna	Master Degree in Journalism and Mass Communication or Master Degree in any discipline.. 4 years experience in the field of the PR, Mass Communication or Journalism in a reputed Media House or Govt. Sector
9.	Sr. Professional (Content & Production)	Patna	Master Degree in Journalism and Mass Communication or Master Degree in any discipline... 4 years experience in the field of the Video production or Electronic Media in a reputed Media House or Govt. Sector



10	Sr. Professional (MIS)	Patna	Master Degree in Business Administration, Economics, Commerce. 4 years of working experience in Data Management in Textile or Govt. Sector.
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B) Young Professional (Consultant)

1.	Young Professional (Khadi)	Patna	Master Degree in Business Administration, Textiles, Economics, Commerce.
2.	Young Professional (Designer)	Patna	Master Degree in Business Administration or Graduation in Fashion Designing from NIFT or any other reputed institute.
3.	Young Professional (Marketing)	Patna	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
4.	Young Professional (Finance)	Patna	Master Degree in Business Administration in Finance, Textiles, Economics, Commerce.
5.	Young Professional (Procurement)	Patna	Master Degree in Business Administration Textiles, Economics, Commerce.
6.	Young Professional (Account)	Patna	Master Degree in Business Administration in Finance, Textiles, Economics, Commerce.
7.	Young Professional (IT)	Patna	B.Tech in IT or equivalent.
8.	Young Professional (PR)	Patna	Master Degree in Journalism and Mass Communication or Master Degree in any discipline..
9.	Young Professional (Content & Production)	Patna	Master Degree in Journalism and Mass Communication or Master Degree in any discipline..
10.	Young Professional (MIS)	Patna	Master Degree in Business Administration, Economics, Commerce.
11.	Young Professional (Photography)	Patna	Graduation in any discipline with Certificate Course/Diploma/Degree in Photography
12.	Young Professional (Khadi & Village Industries)	Purnia	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
13.	Young Professional (Khadi & Village Industries)	Bhagalpur	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
14.	Young Professional (Khadi & Village Industries)	Jamui	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
15.	Young Professional (Khadi & Village Industries)	Madhubani	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
16.	Young Professional (Khadi & Village Industries)	Muzaffarpur	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
17.	Young Professional (Khadi & Village Industries)	Motihari	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
18.	Young Professional (Khadi & Village Industries)	Gopalganj	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
19.	Young Professional (Khadi & Village Industries)	Chapra	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
20.	Young Professional (Khadi & Village Industries)	Gaya	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
21.	Young Professional (Khadi & Village Industries)	Kaimur (Bhabhua)	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.

22.	Young Professional (Khadi & Village Industries)	Ara (Bhojpur)	Master Degree in Business Administration in Marketing, Textiles, Economics, Commerce.
23.	Young Professional (Khadi & Village Industries)	Bhagalpur	B.E. Mechanical
24.	Young Professional (Khadi & Village Industries)	Madhubani	B.E. Mechanical
25.	Young Professional (Khadi & Village Industries)	Patna	B.E. Mechanical

Mode of Recruitment - Contract based through open market.

Salary - The monthly salary for the Senior Professional is ₹50,000 and Young Professional is ₹30,000. In addition, the Senior Professional and Young Professional will receive ₹2000 every month to cover the costs of laptop and internet usage.

Period of Contract: The Senior and Young Professional will be initially contracted for one year, and their contract could be extended for up to three additional years based on their performance.

Legal Status: The Senior and Young Professionals shall have the legal status of independent consultant and shall not be regarded, for any purposes, as being either a "staff member" or an "official" of Bihar State Khadi & Village Industries Board, Department of Industries, Government of Bihar. Accordingly, nothing within or relating to the Contract shall establish the relationship of employer and employee or of principal and agent, between BSKVIB, Department of Industries, Government of Bihar.

General Instructions:-

1. All candidates must have good working knowledge of Computer and should join duty with his/her own laptop.
2. Candidates can only apply for one post.
3. The Senior and Young Professional will be initially contracted for one year, and their contract could be extended for up to three additional years based on their performance.
4. This will be a consolidated pay. The emoluments will be finalised depending upon the experience.
5. All the proposed posts are full time positions and non-practicing in nature.
6. Candidates should be below 55 years of age for Senior Professional and 35 years of age for Young Professional as on 01/01/2023
7. Last date & time for submitting the application will be 05:00 PM on 09/06/2023.
8. 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.



9. Bihar State Khadi & Village Industries Board, Department of Industries, Government of Bihar, reserves the right to change any selection process schedule. Please visit the Bihar State Khadi & Village Industries Board, Department of Industries, Government of Bihar website regularly for the same. The Details of the advertisement can be seen on the website - www.kvibbihar.com and www.industries.bih.nic.in.
10. Bihar State Khadi & Village Industries Board, 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
11. All the certificate in original will be required at the time of advertisement. If number of applicant for any post will be more than 5, written examination may be taken by BSKVIB for shortlisting of the candidates.
12. Bihar State Khadi & Village Industries Board, Department of Industries, Government of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.



Chief Executive Officer,
Bihar State Khadi & Village Industries Board

Annexure-1 : Details of ToR/ Scope of Work Position wise ToRs

A. Position Name – Senior and Young Professionals for all the post except IT

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 Professionals recruited for this position will work closely with the Bihar State Khadi & Village Industries Board. Their primary responsibilities will include:

- Supporting the implementation of government schemes related to Bihar State Khadi & Village Industries Board which aims to promote Khadi and village industries products in the Khadi and village industries sector.
- Providing technical assistance.
- Conducting research and providing analysis to identify opportunities for growth and development in the Khadi sector. A case study of successful work related to Khadi and village industries.
- Organising training and capacity-building programs for Khadi and village industries entrepreneurs and workers.

B. Position Name – Senior and Young Professional (IT)

Essential Skill Sets -

- Excellent communication (oral and written) skills in English and Hindi.
- Technical skills - programming, web development, data analysis, cybersecurity.
- Problem-solving skills - analysing complex problems, finding creative and efficient solutions, troubleshooting.
- Networking/ Collaboration and Interpersonal Skills

Roles and Responsibilities:-

The Professional recruited for this position will work closely with Bihar State Khadi & Village Industries Board in Bihar. Their primary responsibilities will include:

- Create and maintain database with complete information.
- Maintain a list of all Raw material suppliers with their contact number.
- Comprehensive list of all product/items related to khadi/handloom produced in Bihar.
- Perform MIS related tasks as deemed necessary by KVIB
- Provide necessary data entry support



Chief Executive officer

Bihar State Khadi & Village Industries Board

Mahesh Bhawan, East Gandhi Maidan-Patna

(Application form)

Application for the post of :

AFFIX YOUR
RECENT
PASSPORT SIZE
PHOTO HERE

1. Full Name (In block letter):

2. Father's Name:

3. Mother's Name:

4. Marital Status:

5. Date of Birth:

Y/M/D

Age in years-month-day (as on 9 June 2023):

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6. (a) PAN No.

(b) Aadhar No.

7. Address for correspondence:

PIN:

State:

Mobile: (i)

(ii)

Email: (i)

(ii)

8. Permanent address:

PIN:

State:

9. Gender (Male/Female):

10. Nationality:

11. Languages known:

12. Education Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks (duly converted in % terms)

13. Professional Qualification:

Examination passed	Name of the Institute/University	Subject Studied	Month & Year of passing	% of aggregate marks (duly converted in % terms)

14. Particulars of experience: (If any)

Name of the Department/ Organization served	Designation	Period of service		Experience		Nature of duties performed	Reason for leaving
		From	To	Years	Months		
Total Experience							

15. Previous Employer Reference Details (at least 3 employers)

Name	Designation	Telephone No. & Mail ID	Correspondence Address of Key Persons Of Company

16. Enclose Self Attested Copies of documents as given below (tick for attached and cross for not attached):

S	Mandatory Documents To be attached	✓ / X
a)	Proof of age (Matriculation Certificate)	
b)	Educational & Professional Qualification Certificates (Copies of Mark sheet & Degree)	
c)	Experience Certificates	
d)	Last one year salary slip (for experienced candidates)	

I hereby declare that all statements made in the application are true, complete and correct to the best of my knowledge and belief. In the event of any information being found false or incorrect at any stage or not satisfying the eligibility criteria according to the requirement, my application may be summarily rejected. I am physically sound to discharge the duty to be assigned & undertake to abide by all the terms & conditions of the recruitment as decided by the competent authority. I am aware that my candidature will be cancelled in case I am found to influence or put pressure at the interview board for my selection to the post applied for.

Place:

Date:

Full signature of the Candidate