

# Indian Institute of Entrepreneurship, Guwahati

An Autonomous Organisation under the  
Ministry Of Skill Development and Entrepreneurship  
**State Program Implementation Unit**

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No. DOI-13014/2/2025/2104

Dated Itanagar the 1<sup>st</sup> April 2025

Applications are invited from eligible candidates towards appointment as Industry Facilitators (*Udyam Mitras*) on contractual basis under the Department of Industries, Government of Arunachal Pradesh. Applicants are requested to submit their completed application on or before 16<sup>th</sup> April 2025 to the email ID:industryfacilitators.arp@gmail.com.

## (i) Position Title: Industry Facilitators - Udyam Mitra

**Department:** Department of Industries, Arunachal Pradesh

**Position Type:** Contract (12 months. Extendable).

**Initial Posting:** Papum Pare, Bomdila, Pasighat, Niglok (East Siang), Namsai, Roing(Lower Dibang Valley), HQ ICR, Changlang, Ziro (Lower Subansiri) and Daporijo (Upper Subansiri)Arunachal Pradesh.(However the positions are transferable to any district of Arunachal Pradesh, as per the requirement of the State)

**No. of posts:** 11

**Background** – *Raising and Accelerating MSME Productivity* is a scheme by the Ministry of Micro, Small & Medium Enterprises. It will complement the Atma Nirbhar Bharat Mission by fostering innovation, encouraging ideation, and incubating new business and entrepreneurship by developing quality standards, improving practices and processes, enhancing market access, deploying technological tools, and Industry 4.0 to make MSMEs competitive and self-reliant.

The Department of Industries, Government of Arunachal Pradesh is creating a cadre of resource persons who will form the first point of contact for MSMEs, informal enterprises and SHGs.

## (ii) Job overview

The Udyam Mitra will be responsible for supporting and guiding informal enterprises, MSMEs and SHGs in their journey to register, upgrade, and avail benefits under the various schemes of the Ministry of MSME and related line departments. The role will focus on providing first mile assistance to stakeholders, serving as an interface between enterprises and various departments. The job will involve travel and liaison with multiple state agencies. The role will provide ample opportunity to develop scheme-based knowledge and technical acumen across multiple value chains. The job will involve a mix of field and desk work.

## (iii) Job role

Selected candidates

- Will provide the role of a single point of contact for information and facilitation for small businesses, SHGs, clusters, enterprises across the state at the district level.

- Will be responsible for increasing enrolment in Udyam and other relevant Champion schemes of the Ministry.
- Will be required to keep updated information related to schemes of MoMSME, RD, MSDE etc.
- Will be responsible for supporting all field activities being conducted under RAMP program across the state.
- Will provide handholding, logistics and all necessary field coordination support to prospective investors and institutional buyers visiting the state.
- Will be responsible for input of information, data and leads for all RAMP programs planned across the state.
- Udyam Mitras will be required to serve as facilitators for credit linkages, arranging focus group discussions, connecting enterprises to financial institutions and consulting agencies (Chartered Accountant, Cost Accountants, GST Consultants, Business Plan consultants and similar)
- Will support in execution of all other activities, that may be mandated from time to time by the Department of Industries.
- Guide MSME owners in maintaining proper records for compliance and reporting requirements and ensure Udyam registration.
- Ensure timely updation of Udyam registrations and adherence to all legal and policy requirements.
- Industry Facilitators will support all workshops, publicity campaigns, training and capacity building initiatives of the department.
- Industry Facilitators will also provide mobilisation, execution and organisational support in execution of Enterprise Development Programs (EDPs) on the ground.
- Industry Facilitators will be selected with **sectoral expertise in relevant value chains with relevance for Arunachal Pradesh.**
- They will also be expected to have **basic technical and domain knowledge** in their selected field of application.
- Applicants are requested to carefully assess their **eligibility and apply for relevant post only** using the given job code.

#### (iv) Competencies

Core elements	Competency level required in applicants
Innovation – ability to make new and useful idea work	<b>Level 4:</b> Adept with complex concepts and is able to challenge the convention or status quo
Leadership - ability to persuade others to follow	<b>Level 5:</b> Plan and work in transparent manner. Work to remove barriers and make access to solutions easy for others
Commutation	<b>Level 5:</b> Gains trust of peers, partners and stakeholders by presenting concepts in practical and coherent terms to others
Delivery	<b>Level 4:</b> Meets goals and quality criteria for delivery of products and services.

(v) **Preferred qualifications & Experiences: 4 Job codes**

A. ***Udyam Mitra – Ecosystem and Enterprise Development (Job Code – RM/UM/ArP-A)***

<b><i>Udyam Mitra – Ecosystem and Enterprise Development</i></b>	
<b><i>Job Code - RM/UM/ArP-A</i></b>	
<b>Educational Qualifications</b>	<b>Experience Requirements</b>
For B. Com, BBA, BSc (Economics), BA (Rural Development), BA (Social Work), BA (Agricultural economics) degree from a university recognised by UGC	<b>2-years full time Required</b>
<b>Or</b>	
For M. Com, MBA, MSc (economics), MA (Rural development), MA (Social work). MA (Agricultural Economics) degree from a university recognised by UGC	<b>1-year full time Required</b>
Candidates proficient in financial models, business plan development and evaluation. Ability to understand and interpret company financials, including balance sheets and audit reports.	<b>Preferred</b>
Candidates with experience of working in – Banks, Insurance Companies, NBFCs, Agriculture Extension Companies	<b>Preferred</b>

B. ***Udyam Mitra - Hospitality and Tourism Sector - Job Code - RM/UM/ArP-B***

<b><i>Udyam Mitra - Hospitality and Tourism Sector</i></b>	
<b><i>Job Code - RM/UM/ArP-B</i></b>	
<b>Educational Qualifications</b>	<b>Experience Requirements</b>
For BA in Hospitality Management, BSc Hotel Management, BVoc Hospitality and Catering, Bachelor of Travel and Tourism, Diploma and Certificate courses in (Adventure Tourism, Water sports, Paragliding, Diving, Trekking), BBA Tourism management, Bachelor of Tourism Administration discipline from a university recognised by UGC	<b>2-years full time Required</b>
<b>Or</b>	
For MA in Hospitality Management, MSc Hotel Management, MBA Tourism management, Master of Tourism Administration discipline from a university recognised by UGC	<b>1-year full time Required</b>
Candidates willing to travel, identify new locations, develop new routes, work closely with local communities	<b>Required</b>
Candidates with experience of working in	<b>Preferred</b>

hospitality sector, tourism sector, aviation sector, HORECA or travel sector will be preferred.	
Candidates with understanding of sustainable tourism practices, carbon neutral tourism practices, green tourism, sustainable development goal SDGs	<b>Preferred</b>

**C. Udyam Mitra - Agri industries, Forest based industries, Animal Husbandry Sector - Job Code - RM/UM/ArP-C**

<b>Udyam Mitra – Agri industries, Forest based industries, Animal Husbandry Sector</b>	
<b>Job Code - RM/UM/ArP-C</b>	
<b>Educational Qualifications</b>	<b>Experience Requirements</b>
BSc (Ecology, Botany, Zoology, Environmental Science, Forestry, Horticulture, Plantation Management) BVoc Food processing, Bachelor of Forest management, Bachelor of Forestry Science, BVSc from a university recognised by UGC	<b>2-years full time Required</b>
<b>Or</b>	
For MSc (Ecology, Botany, Zoology, Environmental Science, Forestry, Horticulture, Plantation Management), Master of Forestry Science, MVSc from a university recognised by UGC	<b>1-year full time Required</b>
Candidates willing to travel, identify new locations, develop new routes, work closely with local communities	<b>Required</b>
Candidates having knowledge of working with forest communities, Himalayan belt regions and forest products	<b>Preferred</b>
Candidates familiar with National Livestock Mission, MOFPI, PMEGP, PMFME schemes will be preferred.	<b>Preferred</b>

**D. Udyam Mitra –DBMS, MIS, Enterprise Portal Synergies - Job Code - RM/UM/ArP-D**

<b>Udyam Mitra – DBMS, MIS, Enterprise Portal Synergies</b>	
<b>Job Code - RM/UM/ArP-D</b>	
<b>Educational Qualifications</b>	<b>Experience Requirements</b>
BCA, BE, BTech from a university recognised by UGC	<b>2-years full time Required</b>
<b>Or</b>	

MCA, ME, MTech from a university recognised by UGC	<b>1-year full time Required</b>
Candidates willing to travel, identify new locations, develop new routes, work closely with local communities. Work closely with Portal developers, SME enterprises, various line departments and provide IT as well as field support to all activities of the department.	<b>Required</b>

**(vi) Common eligibility Norms for all candidates**

- Proficiency with online portals and digital tools is preferred. (MS Office Suite, Canva, Google Meet, MS Teams etc)
- Proficiency in English is required (Verbal and Written)
- Proficiency in one or more indigenous dialects of Arunachal Pradesh

**(vii) Additional Criteria (Preferred)**

- Experience in implementation of Government of India Scheme, DBT and DST sponsored programs, World Bank Schemes or any programs of International Financial Bodies
- Candidates proficient with United Nation's SGDs 1, 8 and 9
- Candidates with history of excellence and consistent academic performance from class X to highest completed degree
- Candidates having experience with baseline studies and surveys across Arunachal Pradesh
- Select conditions may be relaxed for deserving candidates with extensive work experience, wide extracurricular portfolio or history of excellence in sports, culture or music.
- Candidates having represented their state at national events level and competitions in sports, arts, culture, martial arts or Olympiads are encouraged to highlight the same.
- Age limit – Not exceeding 38 years. (relaxable for identified categories viz. SC/ST/OBC) as per central government orders in force.

**(viii) Emoluments:**

Consolidated Emoluments will be up to Rs 45,000 per month (including GST if applicable) depending on candidates' experience and qualifications.

**(ix) Proposed Locations:**

As per requirement, the Udyam Mitras will be posted across the state and job posting will be transferable.

## **APPLICATION FORMAT**

Candidates are required to submit their applications online as a **single file in PDF format only** to the Email Id: industryfacilitators.arp@gmail.com

The following documents may be enclosed:

- 1- Cover Letter – Format enclosed as Annexure 1
- 2- Current CV or Resume
- 3- Educational Testimonials
- 4- Work Experience Testimonials
- 5- Short Essay - My understanding of the MSME ecosystem in Arunachal Pradesh and my suitability for the post (600 words)
- 6- Any other testimonials related to extracurricular activities, awards or experiences.

**APPLICATION FOR UDYAM MITRA**

To  
The Director  
Department of Industries,  
Govt. of Arunachal Pradesh, Itanagar

Self-  
Attested  
Passport  
size photo

Application for the post of Industry Facilitators - Mention Code \_\_\_\_\_

1. Name :- \_\_\_\_\_
2. Mother's/Father's Name :- \_\_\_\_\_
3. Date of Birth :- \_\_\_\_\_
4. Correspondence address :- \_\_\_\_\_  
\_\_\_\_\_
5. Mobile No : \_\_\_\_\_
6. Gender : \_\_\_\_\_
7. E-mail :- \_\_\_\_\_
8. Marital Status : \_\_\_\_\_
9. Highest Academic Qualification : \_\_\_\_\_
10. Undertaking

I, hereby certify that the information provided above is true to the best of my knowledge and in case it is found to be false or incorrect or suppressed, the contractual agreement shall be liable to be terminated forthwith without prejudice to any other legal/disciplinary action as deemed fit by the department. I have gone through full text of the advertisement and agree to all condition details therein.

\_\_\_\_\_

(Name and Signature of the Candidate)

Place :

Date :

Enclosed

Resume/CV	Y	N
Educational Testimonials	Y	N
Work Experience Testimonials	Y	N
Essay	Y	N
Any Other	Y	N