



**GOVERNMENT OF BIHAR**  
**DIRECTORATE OF FOOD PROCESSING**  
**DEPARTMENT OF INDUSTRIES, BIHAR, PATNA**



**Advertisement Memo No- 1087**

**Date: 20-04-2026**

F.No.- DFP/PMFME-05/2022

**Advertisement**

For effective implementation of the Prime Minister's Formalisation of Micro Food Processing Enterprises Scheme (PMFME Scheme), applications are hereby invited by the Directorate of Food Processing, Department of Industries, Government of Bihar, which is the nodal agency for implementation of the PMFME Scheme in the State.

**About PMFME Scheme:** The Prime Minister Formalisation of Micro Food Processing Enterprises (PMFME) Scheme is a centrally sponsored scheme of the Government of India aimed at enhancing the competitiveness of existing as well as new micro food processing enterprises and promoting formalization of the sector. The scheme aims to strengthen the micro food processing sector through institutional support and improved access to credit. It also provides credit-linked capital subsidy, capacity building support to individual entrepreneurs, Self Help Groups (SHGs), Farmer Producer Organizations (FPOs), and cooperatives. It facilitates access to credit and technology upgradation, thereby generating employment opportunities and strengthening the food processing ecosystem at the grassroots level. The scheme is being implemented in Bihar through a State Project Management Unit (SPMU) for effective coordination and monitoring.

**Number of positions - 5 (Five):**

S.N.	Name of the Post	No. of Posts (Category-wise)	Emoluments (In Rs.) per month	Educational Qualification	Experience
1.	State Lead Project Manager	1 – UR	1,75,000/-	Post Graduate Degree / Diploma in Business Management, Agri., or Food Business Management from National/ International premier institutes.	8-10 years of experience in managing development projects, preferably in Food Processing or Agri-Business development or MSME, out of which a minimum of 3 years in a leadership role.
2.	Manager - Enterprise Development	1 – UR	1,10,000/-	Degree in Engineering/ Technology from premium Institute and MBA/ PGDM with focus on Entrepreneurship development	A Minimum of 3 years' experience of working in an organization assisting Micro & small units in establishing and upgradation of units, development of clusters, organizing FPOs etc.
3.	Manager - Food Technology	2 – (1 UR, 1 EBC)	1,10,000/-	B.Tech/M.Sc in Food Technology/ Food Engineering from a premier National Institute.	Minimum 3 years' experience in providing services to FPI (preferably to Micro & Small-Scale Enterprises) for technology upgradation, product development, quality assurance, food

					safety etc would be an added advantage
4.	Executive Assistant (Accounts)	1 - UR	40,000/-	Commerce Graduate	One year of working experience in Accounts in a company/ Organisation

**Selection Process** - The selection shall be based on shortlisting of applications followed by interview, as decided by the Department from time to time.

**Place of Posting** - State Project Management Unit (SPMU), PMFME, Patna

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

**General Instructions:**

1. The contract period shall be co-terminus with the tenure of the PMFME Scheme, as communicated by MoFPI, Government of India, and may be extended based on satisfactory performance and requirement, subject to the terms and conditions finalized by the Department of Industries, Government of Bihar.
2. The remuneration indicated is consolidated and inclusive of all applicable components.
3. All the proposed posts are full time positions and non-practicing in nature.
4. Maximum age limit will be **40 years** for state lead project manager and for the rest 35 years as on 24.04.2026.
5. Interested applicants may apply online from 25.04.2026 (01:00 PM) to 09.05.2026 (05:00 PM). 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 can apply on the link <http://umsas.org.in/pmfme-recruitment> and upload the relevant documents. Only duly completed online applications will be considered.
7. Department of Industries, Government of Bihar, reserves the right to change any selection process schedule. Candidates are advised to regularly visit the Department of Industries website for updates. Detailed advertisement is available on the website - <https://state.bihar.gov.in/industries/CitizenHome.html>
8. The 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.
9. The number of posts may vary as per requirement of the Department.
10. Candidates will need to produce proof of the details furnished in their applications as and when required.
11. Department of Industries, Government of Bihar reserves the right to cancel this recruitment process fully or partially at any stage of the process.



20.04.26

(Deepak Kumar)

Deputy Secretary,

Directorate of Food Processing,

Department of Industries,

Government of Bihar

## **Annexure-1: Details of ToR/ Scope of Work**

### **I. Position Name – State Lead Project Manager**

#### **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
- Team management and Strategy development

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

- Proven Experience in a leadership role with measurable results and outcomes-oriented programs

#### **Roles and Responsibilities –**

- Overall management and establishing full functionality of the Project Management Unit as planned and ensuring program triggers are met.
- Establishing a clear working relationship with key stakeholders at State and District levels and ensuring the flow of information, discussions, and feedback among the various stakeholders of the program.
- Ensuring the setting up of all Committees and providing sufficient technical and managerial support to efficiently manage program implementation.
- Facilitation in preparation and implementation of State Level Upgradation Plan.
- Periodic reporting of the overall performance of the program to the Nodal Officer.
- Support the State Nodal Agency in convening meetings of the State Level Approval Committees and putting forth issues to be decided upon from time to time during the implementation of the program.
- All other matters relating to the implementation of the scheme at the state level.
- Conducting various studies and supporting the department
- Ensuring timely submission of:
  - a. Plans for the provision of Common Facilities
  - b. Seed Capital proposals of groups
  - c. Assigning responsibilities to all the Managers as specified and additional work as deemed necessary for the implementation of the scheme.

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### **II. Position Name –Manager: Enterprise Development**

#### **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 –**

- Identifying State Institutes, strengthening their capacity for focusing enterprise development and ensure delivery of services to the intended groups.
- Facilitation in preparation and implementing of ODOP and SLUP
- Mentoring the DRPs for training of entrepreneurs, knowledge dissemination, developing FUPs, DPRs
- Regular interactions with Farmer Producer Organizations, Co-operatives and Self-Help Groups etc. strengthening supply chain, setting up of common facility centres.

- Facilitating convergence with other Central schemes and availing benefits of State incentives for Micro Food Processing units.
- Overall management of fund and facilitating external audit.
- Compiling all financial reporting, use of MIS for Program Finance

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### III. Position Name –Manager: Food Technology

#### 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

#### Desired Skill Set/ Experience

- Excellent technical knowledge.

#### Roles and Responsibilities

- Provide professional advice and support to State Nodal Agency in all matters relating to food technology, quality, safety, etc;
- Maintaining market intelligence data w.r.t. the food technology, quality and safety
- Appraisal and monitoring of the FUPs and DPRs
- Be updated with the latest equipment and technologies emerging in the market w.r.t. food technology and their dissemination
- Give constant updates on the safety and quality standards to be adopted by the micro-enterprises
- Liaise with FSSAI and identify the need for innovation and updation of the safety standards being adopted by the micro-enterprises

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### IV. Position Name - Executive Assistant (Accounts)

#### Essential Skill Sets

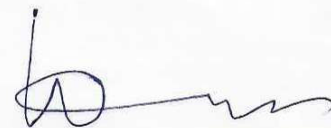
- Excellent communication (oral and written) skills in English and Hindi.
- Robust Knowledge of MS Office (Excel, PowerPoint, Word)
- Good knowledge of Tally, Advanced Tally, MIS and Financial Accounting

#### Desired Skill Set/ Experience

- Good computer operating skills
- Official Letter writing skills
- Mail drafting
- Working knowledge of the sales industry/account-related work experience

#### Roles and Responsibilities

- Billing and accurate reporting
- Mainly to Coordinate internal communication flow
- Accounts handling
- Any other work related to accounts



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