

Organizational Restructuring 2026



BIHAR INDUSTRIAL AREA DEVELOPMENT
AUTHORITY

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Bihar Industrial Area Development Authority

Organizational Restructuring 2026

Foreword

The Bihar Industrial Area Development Authority (BIADA), in view of the exponential growth of industrial areas from 48 in 2003 to 68 in 2022 and 95 in 2025, with further growth anticipated has undertaken an administrative restructuring of its organizational framework to enhance transparency, improve investor facilitation, and strengthen infrastructure support.

This restructuring has been designed to align the Authority's administrative structure with emerging functional requirements, streamline decision-making processes, and ensure optimal utilization of human resources. This has been notified by Department of Industries, Government of Bihar; vide Notification no.: 5/ (BIADA Restructuring) – 04 / 2026 / 2397, dated 14.05.2026.

The revised framework is in continuity with the provisions of the BIADA Act, 1974 (as amended), the BIADA Rules, 1981, and the Financial, Service and Technical Regulations, 2007, which empower the Authority to organize and review its establishment in accordance with operational needs.

The restructuring is expected to result in improved institutional efficiency, faster project implementation, enhanced service delivery to investors, better coordination across departments, and greater accountability and transparency in operations.

The Authority places on record its appreciation for the contributions made by various sections of BIADA in formulating this restructuring framework and acknowledges the continued dedication and support of its officers and employees.

This initiative marks an important step towards strengthening institutional capacity and creating a more responsive, efficient, and future-ready organization to support industrial growth in the State.


(KUNDAN KUMAR, IAS)
MANAGING DIRECTOR
BIADA

Contents	Page No.
1. Introduction	2 – 4
2. Re-organization of Clusters	5
3. Organizational Structure of BIADA	6 – 11
4. Job Description of the Positions	12 – 116
5. Human Resource Planning	117 – 122
6. Performance Management System	123 – 124

Chapter 1: Introduction

BIHAR INDUSTRIAL AREA DEVELOPMENT AUTHORITY (hereinafter referred to as BIADA) was constituted under the statutory provision of the Bihar Industrial Area Development Act, 1974 with a mission to promote and augment industrialisation and create awareness about the Industrial Policy of state as well as creating environment for consistent growth of Industries in the state. BIADA Rules was notified in 1981 and the Bihar Industrial Area Development Authority (Financial, Service and Technical) Regulation, 2007 was notified in 2007.

After 2007 administrative restructuring of BIADA was done in 2022. At that time BIADA had 68 Industrial Areas (IA)/ Industrial Estates (IE)/ Industrial Growth Centres (GC)/ Mega Industrial Parks & 9 Clusters. Presently there are 93 industrial areas (including BIMCGL), and more than 15 industrial areas are shortly becoming part of BIADA. In future more industrial areas are going to be added in the list.

BIADA is mandated to manage the industrial areas & promote industrial activities in the State to establish Bihar as one of the prime investment destinations. BIADA must reassess the plans to create awareness among existing and prospective entrepreneurs about the current incentives and facilities being offered by Government of Bihar for facilitating Investment. BIADA is keen to ensure that the implementation of industrialization goals in the state is prioritized and adopted by benchmarking other developed and developing states. There are 93 Industrial Areas (IA)/ Industrial Estates (IE)/ Industrial Growth Centres (GC)/ Mega Industrial Parks (MIP) under 9 Clusters presently.

One of the most intriguing aspects of BIADA's restructuring is its renewed focus on collaboration. Organizational restructuring constitutes a multifaceted strategic endeavour that fundamentally alters a company's internal architecture, encompassing its hierarchical arrangements, operational processes, and systemic workflows. Organizational restructuring initiatives are undertaken to enhance operational efficiency, improve responsiveness to market dynamics, and achieve strategic realignments in the face of evolving business landscapes.

Looking ahead, BIADA's restructuring is expected to yield dividends in flexibility, innovation, and overall performance. While we may still face surprises as the transition proceeds, our organization is demonstrating that adaptability and a willingness to embrace change are keys to achieve long-term goals.

Definition/Terminology commonly used in Organizational Restructuring 2026:

1. **BIADA** means Bihar Industrial Area Development Authority and all its offices.
2. **Government** means Hon'ble Minister, Department of Industries, GoB.
3. **State Government** means Government of Bihar (GoB).
4. **Employee** means Individual appointed to posts on BIADA's payroll. This will not include those working under services being outsourced.
5. **Employer** means Bihar Industrial Area Development Authority.
6. **Organizational Restructuring** means Restructuring of BIADA.
7. **Authority** means Board of Directors of Bihar Industrial Area Development Authority i.e. BIADA.

In BIADA Five types/categories of officers/employees have been provisioned: -

1. Regular employees (Dying Cadre) of BIADA.
 2. Contractual employees of BIADA.
 3. Superannuated/Retired officers/Employees from Government.
 4. Officers/ Employees on Deputation from GoB.
 5. Third Party Services
-
1. **Regular employees (Dying Cadre)** of BIADA are getting their salary as fixed after Seventh Pay Commission revision. After superannuation (Attaining sixty years of age), Regular Employees are getting Earned Leave & Gratuity as adopted by the Authority besides CPF. Their services fall under non-pensionable category. No regular employees will be employed in future (As per Sankalp No.2538-Dated 19.06.2003, Industry Department) & covered vide Industry Department Letter No.-415, dt-22.1.2024.
 2. **Category 2 Contractual Employees** means employees covered by Department of Industries, GoB vide Letter No.-3517, dt-22.08.2022 & Letter No.-6255, dt-31.10.2023. As well as all contractual employees covered vide Industry Department Letter No.-415, dt-22.1.2024.
 3. **Category 3, Superannuated/Retired officers/Employees from Government** will be paid as per GoB provisions (presently it is last pay drawn minus pension).
 4. **Category 4 Officers/ Employees on Deputation from GoB** will be paid as per GoB provisions.
 5. **Category 5 Third Party Services** will be paid:
 - A) As per tendered rate (If manpower has been provided by the Agency).
 - B) If manpower has been provided by BELTRON or such GoB/Outsourcing Agencies their payment will be made as per their rate decided by their organization.

Employees who are presently working, i.e. working on the date of restructuring notification, will be adjusted against the new sanctioned posts of their respective positions. If their posts are not matched with the current restructured posts, then they will work as per contract till their tenure, and no fresh recruitment will be done after completion of their tenure or that post. No employee will be retrenched after the restructuring. Regular employees (Dying cadre) of BIADA will work till their age of retirement/ death/ resignation/ termination. Posts vacant after the retirement/ death/ resignation/ termination of regular employees (Dying cadre), no regular employees will be employed on the said post. Employees on Posting/ Deputation from Govt. will be regular, & all other employees will be appointed on contract basis. If any current BIADA employee is/was appointed to a similar or higher position within BIADA, their honorarium will not be less than their last drawn honorarium.

Chapter 2: Re-organization of Clusters

In recent times, BIADA has navigated significant shifts in its operational environment, including evolving market demands, rising competition, and an increasing need for innovation. The re-organization was initiated in response to these dynamics, with the objective of streamlining operations and building a more agile and adaptive structure. This process involved a detailed assessment of each section, identification of redundancies, and evaluation of opportunities to enhance overall efficiency.

With BIADA’s significant expansion in scope and functions, as well as ongoing land acquisition activities, it became necessary to reorganize the administration of clusters based on the existing and upcoming Industrial Areas across all 38 districts.

Accordingly, the BIADA Clusters (Table–1) may be restructured* as outlined below:

S.No.	Clusters Based on Districts	No. of Districts	Name of the Cluster	Zone
1	Darbhanga + Madhubani	2	Darbhanga	North
2	Muzaffarpur + Sitamarhi + Sheohar	3	Muzaffarpur	
3	Vaishali + Samastipur	2	Hajipur	
4	East Champaran (Motihari) + West Champaran (Bettiah)	2	Bettiah	
5	Araria + Kishanganj + Katihar + Purnea	4	Purnea	
6	Supaul + Saharsa + Madhepura	3	Madhepura	
7	Saran + Gopalganj + Siwan	3	Saran	
8	Patna + Nalanda	2	Patna	South
9	Banka + Bhagalpur	2	Bhagalpur	
10	Begusarai + Khagaria	2	Begusarai	
11	Buxar + Bhojpur	2	Nawanagar	
12	Munger + Lakhisarai + Shekhpura + Jamui	4	Munger	
13	Gaya + Jehanabad + Arwal + Nawada	4	Gaya	
14	Aurangabad + Rohtas + Kaimur	3	Sasaram	
Total Districts		38		

**In future all the 38 districts of the state may have separate cluster depending upon the requirement which will be approved by the Board of Directors, BIADA and accorded by Department of Industries, GoB.*

Table 1: Re-organization of Clusters

Chapter 3: Organizational Structure of BIADA

BIADA's organizational restructuring, is to break down the layers and understand the underlying motivations for this significant change. Organizational restructuring isn't just about redrawing the boxes on an organizational chart—it's about realigning resources (including human resources) and strategies to navigate both current challenges and future ambitions.

BIADA is governed by its Act/ Rules/Regulations, under the guidance of the Board of Directors. The Board of Directors is chaired by the ACS/Principal Secretary/Secretary, Department of Industries, Government of Bihar (ex-officio-Chairman). Other Board members are as follows:

1. Managing Director, BIADA
2. Director Industries, Department of Industries, GoB
3. Representative of Finance Department
4. Representative of BIA (as nominated by the Government)
5. Representative of Bihar Chamber of Commerce & Industries (as nominated by the Government)
6. Representative of Leading Bank (as nominated by the Government)
7. Representative of HPCL/IOC (as nominated by the Government)
8. As nominated by the Government time-to-time.

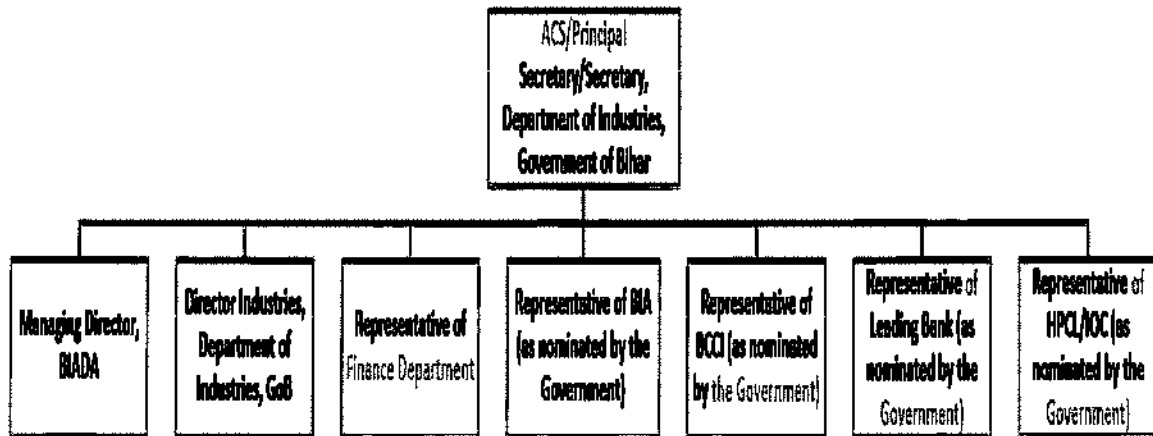
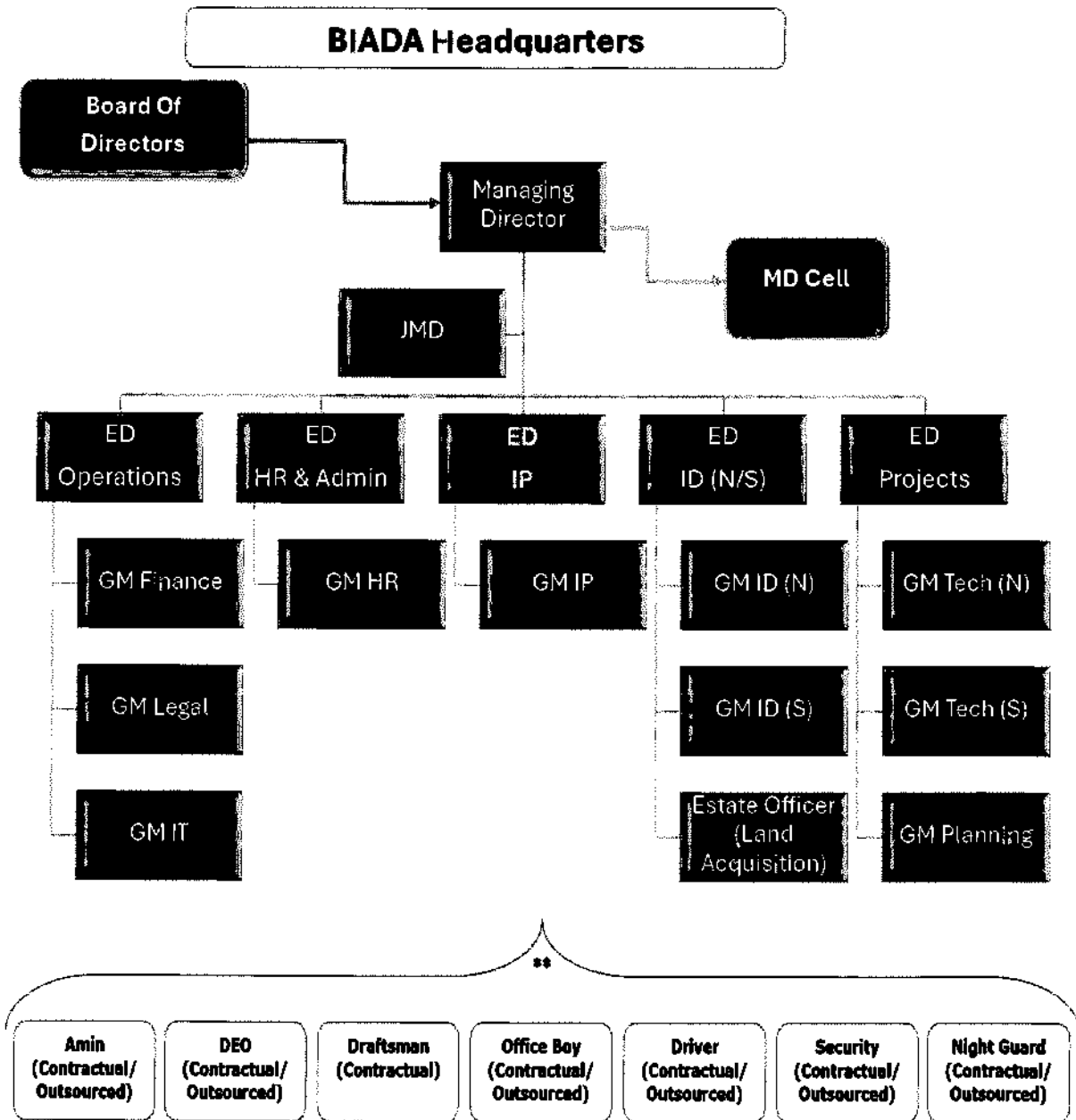


Figure 1: Board of Directors, BIADA

Flow chart of structure:

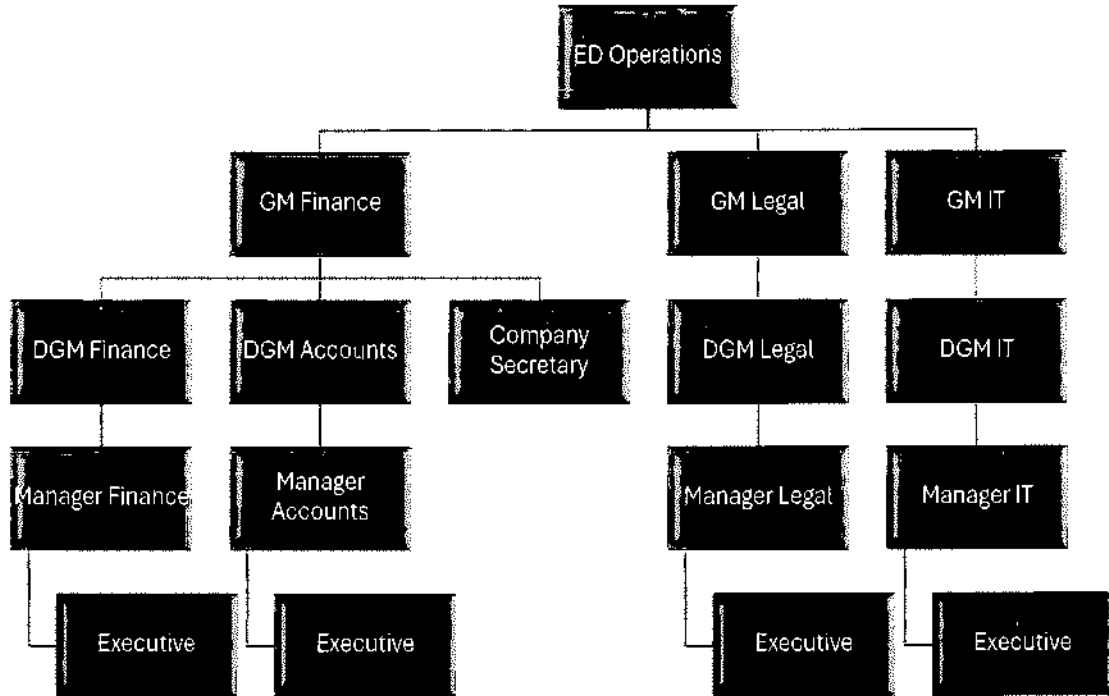


** As per requirement

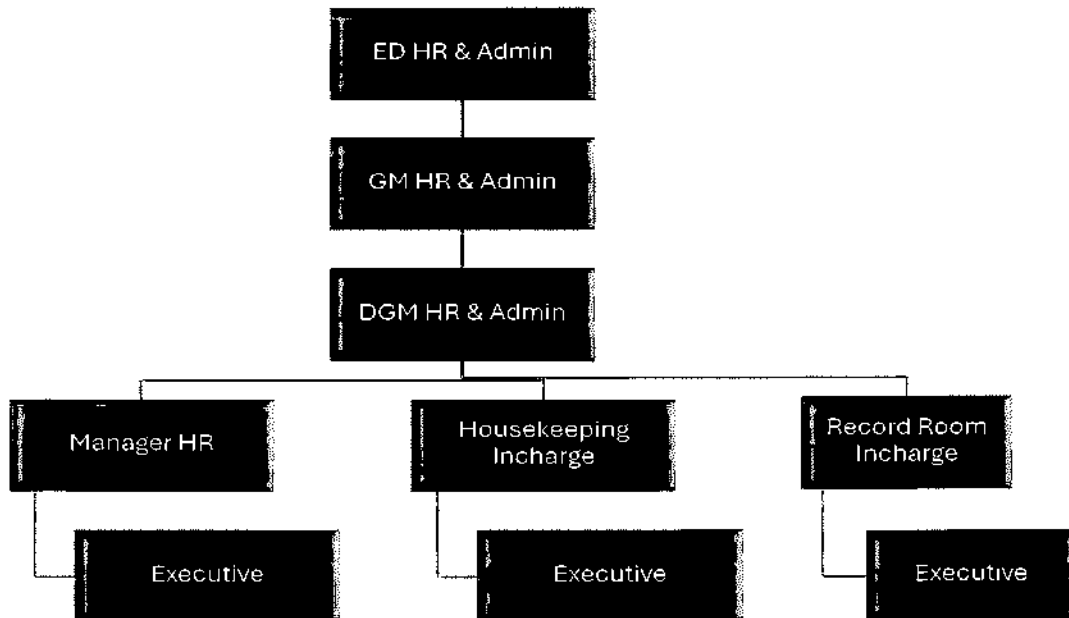
Disclaimer: ED HR & Admin may be appointed if/when required. Otherwise, ED Operations remains in charge of ED HR & Admin.

Figure 2: Organizational Structure of BIADA – HQ

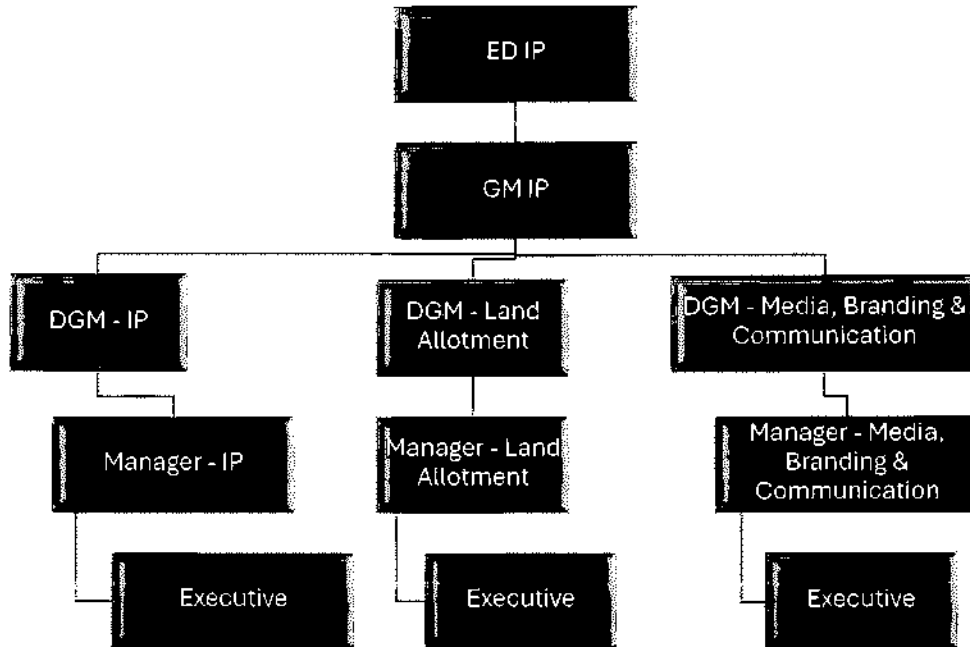
Section-wise Organogram - Operations



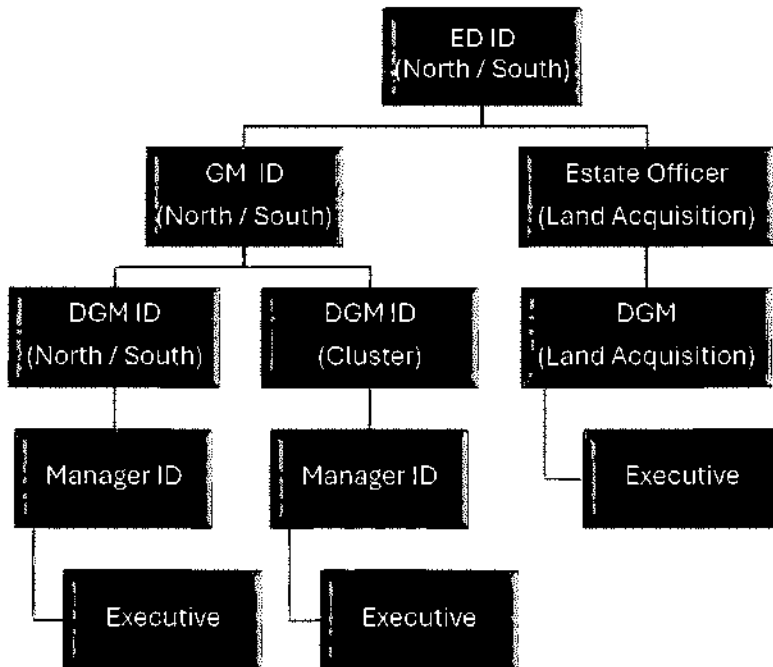
Section-wise Organogram - Human Resource & Administration

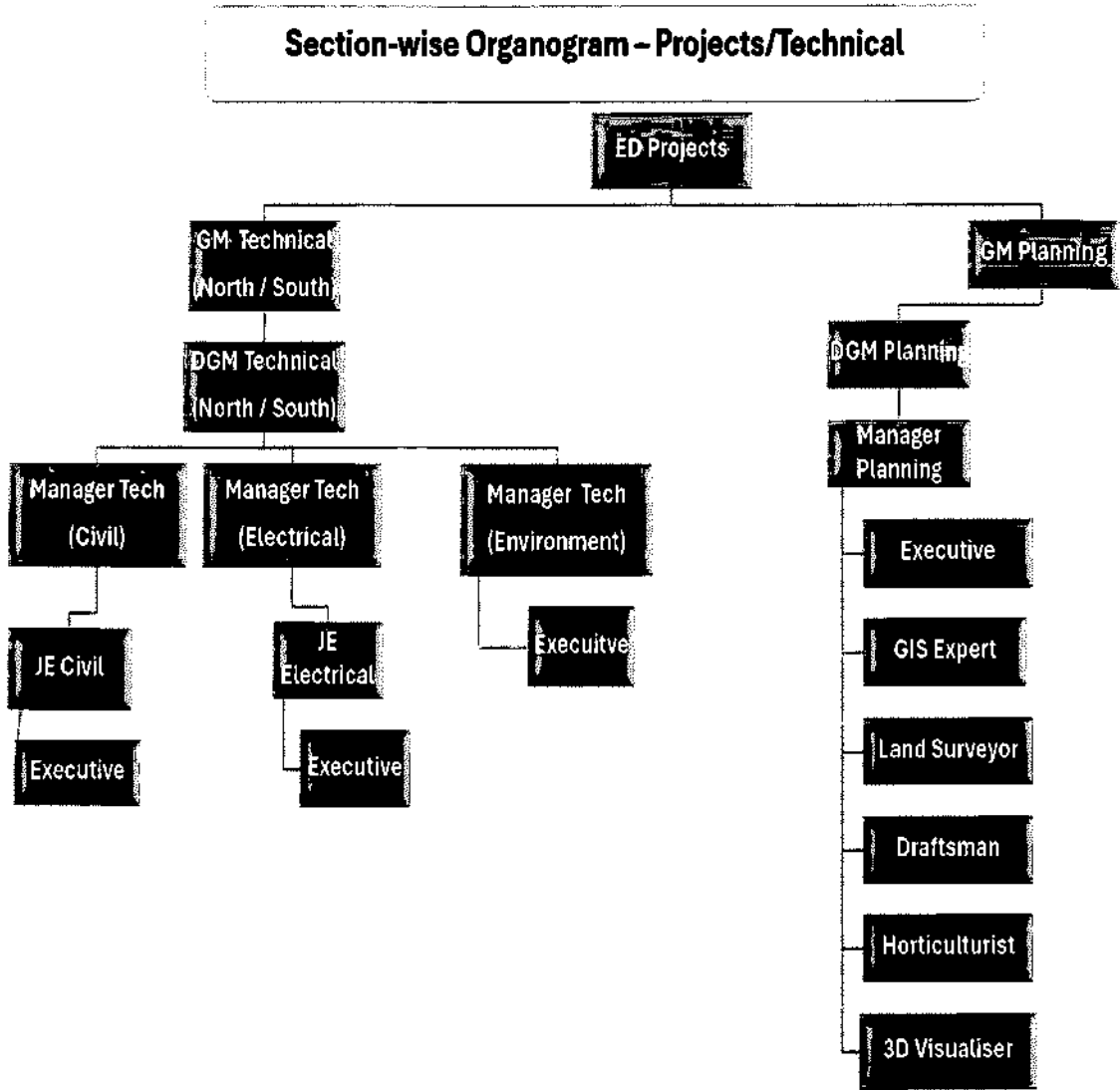


Section-wise Organogram – Investment Promotion



Section-wise Organogram – Industrial Development





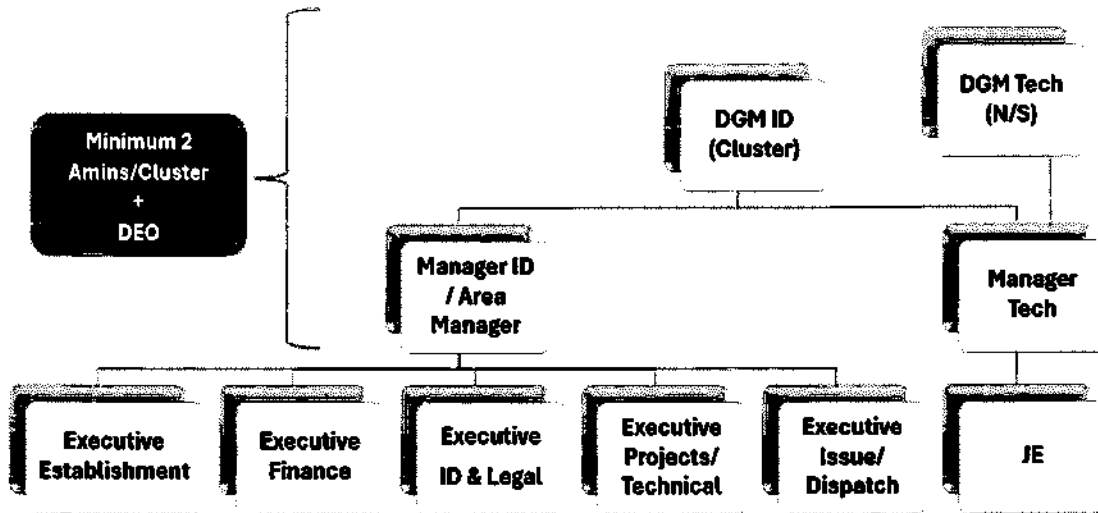


Figure 3: Organizational Structure of BIADA – Cluster Office

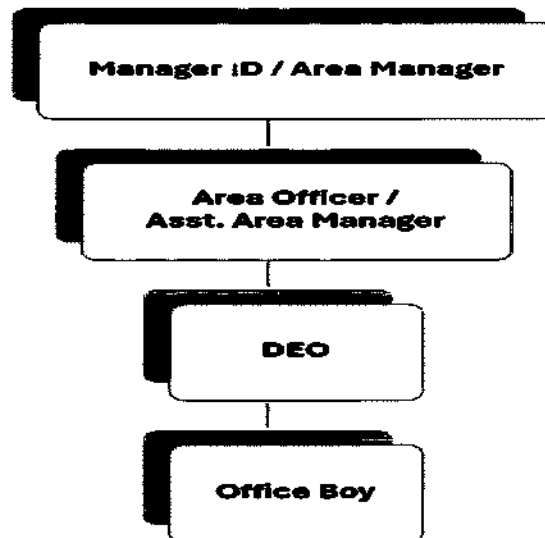
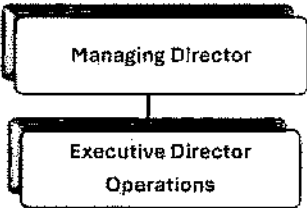


Figure 4: Organizational Structure of BIADA – Area Office

Chapter 4: Job Description of the Positions

1. General Information	
Name of the Post:	Joint Managing Director
Reports to:	Reporting to Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure	
<pre> graph TD MD[Managing Director] --- JMD[Joint Managing Director] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Every file should be moved to Managing Director through JMD. ✓ Overseeing and implementing policies, programs, and projects. ✓ Support the Managing Director in decision-making, policy implementation, and overall management of the organization. ✓ Responsible for ensuring the smooth functioning of various departments and divisions within the organization. ✓ Facilitate coordination between different government agencies, departments, and stakeholders to achieve common goals. ✓ To act as per the instruction of the Board of Directors/ Managing Director. ✓ Work closely with the Managing Director oversee the operations, implement policies, and drive infrastructure development initiatives ✓ Apart from the above mentioned work, need to cater to any other work assigned by the Managing Director. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Graduate in any discipline. ✓ Indian Administrative Service (IAS) or Bihar Administrative Service (BAS). ✓ On Govt deputation from Government service (GoI/GoB). ✓ The rank should not be less than Joint Secretary level to the GoB. 	

1. General Information:	
Name of the Post:	Executive Director – Operations
Reports to:	Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD MD[Managing Director] --- ED[Executive Director Operations] </pre>	
3. Key Responsibilities & Accountabilities:	
<p>➤ <u>Operations:</u></p> <ul style="list-style-type: none"> ✓ After approval of MD Signing of the Agenda for the Meeting of the Authority. ✓ Approval on the absentee of the employees for salary. ✓ Approval regarding the sanction of Casual Leave/Special Leave/RH of up to DGM level at Headquarter. ✓ Approval/Issuance of Experience Certificate and NOC to employees. ✓ Issuance of NOC/Identity for applying/renewal of passports/applying for VISA/Certificate of proof of address for passport. ✓ Issue of conduct/service certificate. ✓ Signing of the Agreements related to HK/HR on behalf of the Authority. ✓ Approval of CA Draft related to HK/HR <p>➤ <u>Finance:</u></p> <ul style="list-style-type: none"> ✓ Approval regarding the Requisition of the work up to 10 Lakhs. ✓ Approval regarding the various bills of tour and travels up to 10 Lakhs. ✓ Approval regarding the payment to CA, Advocate etc up to 10 Lakhs. ✓ Finance & Accounts Report. ✓ Grant of extension of time for making payment due to non-receipt of statutory approvals, subject to the acquirer agreeing to pay interest for delay. ✓ Computation of Fee, Charge, Cess, Liability. ✓ Approval of payment of Internet Service Provider, Purchase of different devices, Repair and Maintenance of IT devices and hiring of Outsourced staff Agency. ✓ Approval and disbursal of the salary, CPF, EPF, GPF, House Rent, Leave Contribution, Pension etc. up to 5 crores. ✓ Approval regarding the issuance of the utilization certificate of AC/DC Bill and Grant. ✓ Approval for the contingency of the Head Office and the Cluster Office. ✓ Approval up to 10 Lakhs regarding the various bills and tour and travels. 	

- ✓ Approval regarding the Audit compliance and CAG along with Internal Audit, It Service Tax, Royalty etc.
- ✓ Approval regarding the payment to CA/Advocate etc up to 10 Lakhs.
- ✓ Issue Certificates of TDS/Income Tax etc.
- **Legal**
 - ✓ To Supervise regularly the working of Legal Section.
 - ✓ To give instructions to GM Legal as deemed fit in the interest of the organization.
 - ✓ To apprise MD/ JMD about the status of Legal Section regarding litigation issues, dispute resolutions and updating on legal and statutory developments on weekly basis.
 - ✓ To monitor the status of Counter Affidavit/ show cause to be filed in the Honourable Supreme Court/Honourable High Court/ other legal authorities on weekly basis.
- **Information Technology:**
 - ✓ IT Strategy and IT Plan and Policy, access to Data centre, Allocation of Desktops/Printers/IP Phones/etc, Approval for Uploading Information on Authority Website and other IT related work.
 - ✓

4. Qualification & Experience

- ✓ Indian Administrative Service (IAS) or Bihar Administrative Service (BAS) on Govt deputation from GoB or Retired IAS/BAS officer. (Not to be less than Joint Secretary level to the GoB).
- ✓ If from open market must have 18 years of work experience in State Government/Central Government/ PSU/Private Sector with Regular Course of MBA/PGDM in Finance/HR/Personnel.
- ✓ On the date of applying for the post, maximum age should be 55 years and maximum age to be 65 years (for retired) / as per the advertisement.

1. General Information:	
Name of the Post:	GM – Finance
Reports to:	ED – Operations
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[GM - Finance] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Supervising & monitoring all matters relating to Finance, Accounts, Audit, Taxation, reconciliation of accounts, liaising with banks, banks reconciliation, vendor payments, Salary process, etc. ✓ Supervising that the Statutory/Tax compliances, Tax audits and other audits are conducted on timely basis. ✓ Monitor day to day financial operation within the organisation. ✓ Should help management in ensuring compliances under various acts, rules, regulations, guidelines etc as applicable to the Authority. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular Course of MBA/PGDM/equivalent in financial management Or MBA (Finance) Or Chartered Accountant. 	

- ✓ Professional Certification in Finance & Accounts Domain/ Cost Accountant may be given preference.
- ✓ A minimum of 14 years post-qualification experience with 7+ years in finance/accounts in central/ state Govt./ Semi Government/ Statutory/ State/Central Financial Firms / bank/ financial institutions or public sector undertaking.
- ✓ He/she should have experience/knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Robust Knowledge of Tally & MS office (Excel, PowerPoint, Word).
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Should be well versed in Computerised Accounting System.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Should be well versed in designing and developing the Financial & Accounting Management System.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – Finance
Reports to:	GM Finance
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director Operations] --- GM[GM - Finance] GM --- DGM[DGM - Finance] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Handling all matters relating to Finance, Accounts, Audit, Taxation, reconciliation of accounts, liaising with banks, banks reconciliation, vendor payments, Salary process, etc. ✓ Coordinating with internal, Statutory and auditors for audit. ✓ Monitor day to day financial operation within the organisation. ✓ Tax compliances, Tax audits and other audits as and when required. ✓ Should help management in ensuring compliances under various acts, rules, regulations, guidelines etc as applicable to the Authority. ✓ Should coordinate and maintain good relations with various internal and external bodies including statutory authorities, government agencies, etc. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

- ✓ Regular Course of MBA/PGDM/equivalent in commerce/financial management OR MBA (Finance)/ Chartered Accountant/ Cost Accountant.
- ✓ Professional qualification as Chartered Accountant or Cost Accountant will be given preference.
- ✓ A minimum of 10 years post-qualification experience with 5+years in finance/accounts in central/state Govt./Semi Government /Statutory/ State/Central Financial Firms /bank/financial institutions or public /private sector undertaking.
- ✓ He/she should have experience/knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Robust Knowledge of MS office (Excel, PowerPoint, Word) and Tally.
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Should be well versed in Computerised Accounting System.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Should be well versed in designing and developing the Financial & Accounting Management System.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – Accounts
Reports to:	GM Finance
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director Operations] --- GM[GM - Finance] GM --- DGM[DGM - Accounts] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Handling all matters relating to Accounts, Audit, Taxation, reconciliation of accounts, liaising with banks, banks reconciliation, vendor payments, Salary process, etc. ✓ Coordinating with internal, Statutory and auditors for audit. ✓ Monitor day to day financial operation within the organisation. ✓ Tax compliances, Tax audits and other audits as and when required. ✓ Should coordinate and maintain good relations with various internal and external bodies including statutory authorities, government agencies, etc. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular Course of MBA/PGDM/equivalent in commerce/financial management OR MBA (Finance)/ Chartered Accountant/ Cost Accountant. 	

- ✓ Professional qualification as Chartered Accountant or Cost Accountant will be given preference.
- ✓ A minimum of 10 years post-qualification experience with 5+years in finance/accounts in central/state Govt./Semi Government /Statutory/ State/Central Financial Firms /bank/financial institutions or public/private sector undertaking.
- ✓ He/she should have experience/knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Robust Knowledge of MS office (Excel, PowerPoint, Word) and Tally.
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Should be well versed in Computerised Accounting System.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Should be well versed in designing and developing the Financial & Accounting Management System.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Company Secretary
Reports to:	GM Finance
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[GM - Finance] B --- C[Company Secretary] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Ensures adherence to the Companies Act, 2013, and other applicable laws and maintaining statutory registers. ✓ Advises the Board on governance frameworks, compliance strategies, and best practices to protect shareholder interests and maintain transparency. ✓ Prepares notices, agendas, and minutes for Board and General Meetings, ensuring smooth communication and proper documentation. ✓ Manages annual returns, secretarial audits, and ensures compliance with labor laws, environmental laws, and other legal frameworks. ✓ Maintains healthy communication between shareholders, regulatory authorities, and government bodies to ensure smooth operations. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Must be a certified member of the Institute of Company Secretaries of India (ICSI). ✓ Completion of the Company Secretary course (Foundation, Executive, and Professional levels) is mandate. ✓ A minimum of 10 years post-qualification experience with 5+years of relevant experience in industries like manufacturing, IT, or finance, along with familiarity with tools like MCA portals, in central/state Govt./Semi Government /Statutory/ 	

State/Central Financial Firms /bank/financial institutions or public/private sector undertaking.

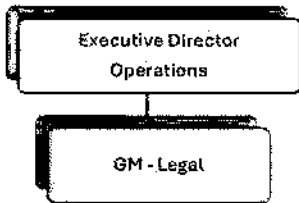
- ✓ He/she should have experience/knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Strong knowledge of corporate law, governance, compliance, accounting, and taxation.
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Finance
Reports to:	DGM Finance
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director Operations] --- DGM[DGM - Finance] DGM --- M[Manager - Finance] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Handling all matters relating to Finance, Accounts, Audit, Taxation, reconciliation of accounts, liaising with banks, banks reconciliation, vendor payments, Salary process, etc. ✓ Coordinating with internal, Statutory and auditors for audit. ✓ Monitor day to day financial operation within the organisation. ✓ Tax compliances, Tax audits and other audits as and when required. ✓ Should help management in ensuring compliances under various acts, rules, regulations, guidelines etc as applicable to the Authority. ✓ Should coordinate and maintain good relations with various internal and external bodies including statutory authorities, government agencies, etc. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	

- ✓ Regular Course of MBA/PGDM/equivalent in commerce/financial management OR MBA (Finance).
- ✓ Professional qualification as Chartered Accountant or Cost Accountant will be given preference.
- ✓ A minimum of 6 years post-qualification experience in finance/accounts in central/state Govt./Universities/ recognized research institute/Semi Government /Statutory/Autonomous organization/ Financial Firms /bank/financial institutions or public /private sector undertaking.
- ✓ He/she should have knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Robust Knowledge of MS office (Excel, PowerPoint, Word) and Tally.
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Should be well versed in Computerised Accounting System.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Should be well versed in designing and developing the Financial & Accounting Management System.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Accounts
Reports to:	DGM Accounts
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[DGM - Accounts] B --- C[Manager - Accounts] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Handling all matters relating to Finance, Audit, Taxation, reconciliation of accounts, liaising with banks, banks reconciliation, vendor payments, Salary process, etc. ✓ Coordinating with internal, Statutory and auditors for audit. ✓ Monitor day to day financial operation within the organisation. ✓ Tax compliances, Tax audits and other audits as and when required. ✓ Should help management in ensuring compliances under various acts, rules, regulations, guidelines etc as applicable to the Authority. ✓ Should coordinate and maintain good relations with various internal and external bodies including statutory authorities, government agencies, etc. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	

- ✓ Regular Course of MBA/PGDM/equivalent in commerce/financial management OR MBA (Finance).
- ✓ Professional qualification as Chartered Accountant or Cost Accountant will be given preference.
- ✓ A minimum of 6 years post-qualification experience in finance/accounts in Central/State Govt./Universities/ recognized research institute/Semi Government /Statutory/Autonomous organization/ Financial Firms /bank/financial institutions or public/ private sector undertaking.
- ✓ He/she should have knowledge of Central Govt. Rules relating to budget, financial management and audit /accounts, besides good working experience in computerized maintenance of accounts, e-filing of TDS/GST returns.
- ✓ Robust Knowledge of MS office (Excel, PowerPoint, Word) and Tally.
- ✓ Should be well versed Financial Rules & Accounting procedure i.e. approval of tenders, processing of contractor's claim and other contractual matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Should be well versed in Computerised Accounting System.
- ✓ Should have experience in handling internal/statutory audit and consultancy in accounts, taxation, etc.
- ✓ Should be well versed in designing and developing the Financial & Accounting Management System.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM – Legal
Reports to:	ED – Operations
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD A[Executive Director Operations] --- B[GM - Legal] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Provide professional guidance to senior leadership across PSEs on strategic, operational matters, management of litigation issues, dispute resolutions and regularly updating on legal and statutory developments. ✓ Heading the Legal Department and supervising & contesting the cases pertaining to contract, tender, service matters, SARFAESI, DRT, DRAT, IBC and Land Acquisition. ✓ Management of all legal affairs, advisory, representation of Bihar Government, policy making for BIADA. ✓ Administering, overseeing and conducting arbitration and conciliation proceedings. ✓ Developing a robust process for settlement of disputes and reduce avoidable expenditure by PSEs on litigations in court/tribunals relating to commercial transactions between PSEs & Government Departments, Private Sector, Co-operatives and other statutory bodies. ✓ Rendering effectively the legal opinion to organization and interpretation of Rules, Regulations and Circulars and question of laws arising out of day-to-day function of BIADA. ✓ Working as Public Information Officer of Authority. ✓ Signatory for all legal filing in all courts, forums and authorities. ✓ Representation and appearance before Supreme Court, High Court and other forums. ✓ Legal advice to Chairman and Managing Director of BIADA cum Additional Chief Secretary, Department of Industries, Govt. Of Bihar and Director Industries and other IAS/PCS officials. ✓ Overseeing the execution of legal advice on diverse range of legal issues arising out of administrative function. ✓ Policy formation for identification of problem areas and its remedies, evaluating the potential consequences and developing the best course of action. ✓ Approve the Counter Affidavit/ show cause to be filed in the Honourable Supreme Court/Honourable High Court/ other legal authorities 	

<ul style="list-style-type: none">✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors.
4. Qualification & Experience
<ul style="list-style-type: none">✓ LLB degree from any recognized University.✓ Total 14 years of post-qualification experience in private or public sector in Legal Domain with 7+ years of relevant experience in policy formation, due diligence and regulatory compliance of contracts along with team management experience (team size – 10-15 people).✓ Excellent analytical and problem-solving skills.✓ Assisting/briefing the Panel Counsel regarding various matters.✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.✓ Ability to complete tasks independently and within allocated timelines.✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.✓ Should have good communication skill in English and Hindi (oral and writing).✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – Legal
Reports to:	GM – Legal
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director Operations] --- GM[GM - Legal] GM --- DGM[DGM - Legal] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Advising the authority in all the Legal matters for risk management. ✓ Heading the Legal Department and supervising & contesting the cases pertaining to contract, tender, service matters, SARFAESI, DRT, DRAT, IBC and Land Acquisition. ✓ Management of all legal affairs, advisory, representation of Bihar Government, policy making for BIADA. ✓ Rendering effectively the legal opinion to organization and interpretation of Rules, Regulations and Circulars and question of laws arising out of day-to-day function of BIADA. ✓ Drafting and vetting of counter affidavits, L.P.A., plaint, contempt, show cause, reply, SOF and legal documents. ✓ Working as Public Information Officer of Authority. ✓ Signatory for all legal filing in all courts, forums and authorities. ✓ Representation and appearance before Supreme Court, High Court and other forums. ✓ Management of panel advocates. ✓ Legal advice to Chairman and Managing Director of BIADA and Director Industries and other officials as when required/ as per requirement. ✓ Overseeing the execution of legal advice on diverse range of legal issues arising out of administrative function. ✓ Policy formation for identification of problem areas and its remedies, evaluating the potential consequences and developing the best course of action. ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ LLB degree from any recognized University. ✓ Total 10 years of post-qualification experience in private or public sector in Legal Domain with 5+ years of relevant experience in policy formation, due diligence and 	

regulatory compliance of contracts along with team management experience (team size – 5-10 people).

- ✓ Excellent analytical and problem-solving skills.
- ✓ Assisting/briefing the Panel Counsel regarding various matters.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Legal
Reports to:	DGM – Legal
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Legal] --- B[DGM - Legal] B --- C[Manager - Legal] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Advising the authority in all the Legal matters for risk management. ✓ Supervising the cases pertaining to contract, tender, service matters, SARFAESI, DRT, DRAT, IBC and Land Acquisition. ✓ Liaising with cluster heads and senior management to ensure compliance. ✓ Superintendence of due diligence for managing litigation risk assessment, contract review, land acquisition, transfer of allotment and award of policy benefits. ✓ Managing the effective solutions put forth in the preparation of legal opinions, case management, correspondence, rules, regulations and allied circulars. ✓ Overseeing the execution of legal advice on diverse range of legal issues arising out of administrative function. ✓ Policy formation for identification of problem areas and its remedies, evaluating the potential consequences and developing the best course of action. ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ LLB degree from any recognized University. ✓ Minimum 6 years of post-qualification experience in private or public sector in Legal Domain with experience in policy formation, due diligence and regulatory compliance of contracts along with team management experience (minimum team size – 2-4 people). ✓ Excellent analytical and problem-solving skills. ✓ Assisting/briefing the Panel Counsel regarding various matters. ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building. ✓ Ability to complete tasks independently and within allocated timelines. 	

- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM – Information Technology
Reports to:	ED – Operations
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[GM - IT] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for executing and rolling out the project/Program MIS operations. ✓ Update the Project Progress, facilitating reviews of documentation work. ✓ Look after the online Management Information System of the Project and would be responsible for streamlining information flow through periodic analysis of data and documenting the same. ✓ Maintenance and monitoring of all IT peripherals at HQ as well as all the clusters in coordination with cluster resource person. ✓ Proper maintenance and functioning of data centre. ✓ Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. ✓ Co-ordination with other Departments and Offices of the Government. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Coordinating with associated vendors for resolution of any technical issue. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

- ✓ Regular Course of MCA/PGDM/BE/BTech (Computer Sci. /IT /Computer Application /Electronics and Communication Engineering /Electronics and Telecommunication /Electronics and Instrumentation/ Artificial Intelligence & Machine Learning (AI & ML) / Cyber Security from a recognized institute.
- ✓ Certification in concerned IT Domain will be preferred,
- ✓ Minimum 14 years of post-qualification experience in private or public sector in IT Domain with 7+ years of relevant experience in computerised management information system, monitoring and evaluation of development program in a development project/large institutional set up/reputed company along with team management experience (team size – 10-15 people).
- ✓ In-depth knowledge of hardware, software & network.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.
- ✓ Experience in handling state level projects in the activities of Project Planning, digitization and MIS roll out will be given preference.

1. General Information:	
Name of the Post:	DGM – Information Technology
Reports to:	GM – IT
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[GM - IT] B --- C[DGM - IT] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for executing and rolling out the project/Program MIS operations. ✓ Update the Project Progress, facilitating reviews of documentation work. ✓ Look after the online Management Information System of the Project and would be responsible for streamlining information flow through periodic analysis of data and documenting the same. ✓ Maintenance and monitoring of all IT peripherals at HQ as well as all the clusters in coordination with cluster resource person. ✓ Proper maintenance and functioning of data centre. ✓ Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. ✓ Co-ordination with other Departments and Offices of the Government. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Coordinating with associated vendors for resolution of any technical issue. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

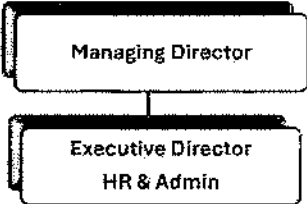
4. Qualification & Experience

- ✓ Regular Course of MCA/PGDM/BE/BTech (Computer Sci. /IT /Computer Application /Electronics and Communication Engineering /Electronics and Telecommunication /Electronics and Instrumentation /Artificial Intelligence & Machine Learning (AI & ML) / Cyber Security from a recognized institute.
- ✓ Certification in concerned IT Domain will be preferred,
- ✓ Minimum 10 years of post-qualification experience in private or public sector in IT Domain with 5+ years of relevant experience in computerised management information system, Monitoring and evaluation of development program in a development Project/large institutional set up/reputed company along with team management experience (team size – 2-4 people).
- ✓ In-depth knowledge of Hardware, software & network.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.
- ✓ Experience in handling state level projects in the activities of Project Planning, digitization and MIS roll out will be given preference.

1. General Information:	
Name of the Post:	Manager – Information Technology
Reports to:	DGM – IT
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[Executive Director Operations] --- B[DGM - IT] B --- C[Manager - IT] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for executing and rolling out the project/Program MIS operations. ✓ Will also update the Project Progress, facilitating reviews of documentation work. ✓ Will also Look after the online Management Information System of the Project and would be responsible for streamlining information flow through periodic analysis of data and documenting the same. ✓ Maintenance and monitoring of all IT peripherals at HQ as well as all the clusters in coordination with cluster resource person. ✓ Proper maintenance and functioning of data centre. ✓ Ensure effective upgradation of devices time to time to match the need of the organization for smooth connectivity. ✓ Co-ordination with other Departments and Offices of the Government. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar. ✓ Coordinating with associated vendors for resolution of any technical issue. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience


- ✓ Regular Course of MCA/PGDM/BE/BTech/ (Computer Sci. /IT /Computer Application /Electronics and Communication Engineering /Electronics and Telecommunication /Electronics and Instrumentation/ Artificial Intelligence & Machine Learning (AI & ML) / Cyber Security from a recognized institute.
- ✓ Certification in concerned IT Domain will be preferred,
- ✓ Minimum 6 years of post-qualification experience in private or public sector in IT Domain with experience in management information system, monitoring and evaluation of development program in a development Project/large institutional set up/reputed company along with team management experience (min. team size – 2-4 people).
- ✓ In-depth knowledge of Hardware, software & network.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.
- ✓ Experience in handling state level projects in the activities of Project Planning, digitization and MIS roll out will be given preference.

1. General Information:	
Name of the Post:	Executive Director – HR & Admin
Reports to:	Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD MD[Managing Director] --- ED[Executive Director HR & Admin] </pre>	
3. Key Responsibilities & Accountabilities:	
<p>➤ <u>HR:</u></p> <ul style="list-style-type: none"> ✓ Supervise all the HR & Admin Functions and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Strategic HR Planning: Develop and implement HR strategies aligned with business objectives. ✓ Talent Management: Oversee recruitment, talent development, succession planning, and performance management. ✓ Employee Engagement: Foster a positive work culture, enhance employee engagement, and improve retention. ✓ Labor Laws Compliance: Ensure adherence to labor laws, regulations, and company policies. ✓ HR Operations: Manage HR processes, including payroll, benefits, and employee relations. ✓ Leadership Development: Develop and mentor HR team members. ✓ Analytics and Reporting: Provide HR metrics, analytics, and insights to support business decisions. <p>➤ <u>Housekeeping</u></p> <ul style="list-style-type: none"> ✓ Repair and maintenance of Vehicles up to 10 Lakh. ✓ Expenditure for refreshment Meetings, Seminars etc. ✓ Requisition for the Purchase of hardware, software and approval of Annual Maintenance contract up to 10Lakhs. ✓ Approval regarding the management of Security Guards. ✓ Approval regarding the requisition of store. ✓ Approval regarding the vehicle designation, control and management. 	

- ✓ Record Room Management.
- ✓ Approval and decision on point of Genset/Electricity/Telephone/Mobile/Laptop etc.

4. Qualification & Experience

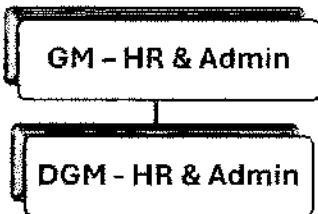
- ✓ Indian Administrative Service (IAS) or Bihar Administrative Service (BAS) on Govt deputation from GoB or Retired IAS/BAS officer. (Not to be less than Joint Secretary level to the GoB).
- ✓ If from open market must have 18 years of work experience in State Government/Central Government/ PSU/Private Sector with Regular Course of MBA/PGDM in Finance/HR/Personnel.
- ✓ On the date of applying for the post, maximum age should be 55 years and maximum age to be 65 years (for retired) / as per the advertisement.

1. General Information:	
Name of the Post:	GM – HR & Admin
Reports to:	ED – HR & Admin
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD ED["Executive Director HR & Admin"] --- GM["GM - HR & Admin"] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for all administrative tasks, housekeeping, managing outsourcing agencies supplying manpower related to activities of BIADA. ✓ Would be responsible for personnel management and capacity building of the personnel engaged with BIADA. ✓ Processing of File for the below mentioned task initiated by Manager/Executive of HR Section: <ul style="list-style-type: none"> ✓ Post Sanction/Creation and Roaster Clearance. ✓ Recruitment (Selection Process including advertisement preparation for conducting examination/interview. Appointment procedure, etc) ✓ Pay fixation. ✓ Capacity Building (Maintain data for trainings. Seminars, etc.) ✓ Leave Management (Daily attendance. Absentee updation on e-office (CI/EI/Sl. etc.). ✓ Grievance redressal (Sexual Harassment. Employee personal grievances). ✓ Reward Recognition letter. etc. ✓ Performance Appraisal, Increment, Punishment & termination, Resignation (Exit formalities). ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Train the new employees and evaluate their performance. ✓ Setting up KPIs and monitor them. ✓ Supervise all the HR & Admin Functions and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. 	

- ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of MBA/PGDM in HR/ Industrial Relations / Personnel Management with strong educational background.
- ✓ Minimum 14 years of post-qualification work experience in private/ public sector/Govt Sector with 7+ years in Generalist HR roles, leadership skills.
- ✓ Proven HR leadership experience as Manager or above.
- ✓ Strong knowledge of labour laws, HR best practices, and talent management.
- ✓ Excellent communication, leadership, and interpersonal skills.
- ✓ Strategic thinking and problem-solving abilities.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – HR & Admin
Reports to:	GM – HR & Admin
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD A[GM - HR & Admin] --- B[DGM - HR & Admin] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for all administrative tasks, housekeeping, managing outsourcing agencies supplying manpower related to activities of BIADA. ✓ Would be responsible for personnel management and capacity building of the personnel engaged with BIADA. ✓ Processing of File for the below mentioned task initiated by Manager/Executive of HR Section: ✓ Post Sanction/Creation and Roaster Clearance. ✓ Recruitment (Selection Process including advertisement preparation for conducting examination/interview. Appointment procedure, etc) ✓ Pay fixation. ✓ Capacity Building (Maintain data for trainings. Seminars, etc.) ✓ Leave Management (Daily attendance. Absentee updation on e-office (CI/EI/Sl. etc.). ✓ Grievance redressal (Sexual Harassment. Employee personal grievances). ✓ Reward Recognition letter. etc. ✓ Performance Appraisal, Increment, Punishment & termination, Resignation (Exit formalities). ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Train the new employees and evaluate their performance. ✓ Setting up KPIs and monitor them. ✓ Supervise all the HR & Admin Functions and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. 	

- ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of MBA/PGDM/equivalent in HR/ Industrial Relations/Personnel Management with strong educational background.
- ✓ Minimum 10 years of post-qualification work experience in private/ public sector/Govt Sector with 5+ years of experience in Generalist HR roles, leadership skills.
- ✓ Proven HR leadership experience as Manager or above.
- ✓ Strong knowledge of labour laws, HR best practices, and talent management.
- ✓ Excellent communication, leadership, and interpersonal skills.
- ✓ Strategic thinking and problem-solving abilities.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

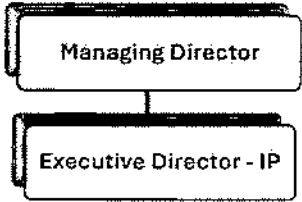
1. General Information:	
Name of the Post:	Manager – HR
Reports to:	DGM – HR & Admin
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - HR & Admin] --- B[DGM - HR & Admin] B --- C[Manager - HR] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Processing of File for the below mentioned task initiated by Manager/Executive of HR Section: ✓ Roaster Clearance. ✓ Recruitment (Selection Process including advertisement preparation for conducting examination/interview. Appointment procedure, etc) ✓ Maintain data for trainings. Seminars, etc. ✓ Leave Management (Daily attendance. Absentee updation on e-office (CI/EI/Sl. etc.). ✓ Grievance redressal (Sexual Harassment. Employee personal grievances). ✓ Reward Recognition letter. etc. ✓ Letter drafting for Performance Appraisal, Increment, Punishment & termination, Resignation (Exit formalities). ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Train the new employees. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

- ✓ Regular Course of MBA/PGDM/equivalent in HR/ Industrial Relations/ Personnel Management with strong educational background.
- ✓ Minimum 6 years of post-qualification work experience in private/ public sector/Govt Sector in Generalist HR roles, leadership skills.
- ✓ Proven HR experience in the similar domain.
- ✓ Strong knowledge of labour laws, HR best practices, and talent management.
- ✓ Excellent communication, leadership, and interpersonal skills.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Housekeeping In-Charge
Reports to:	DGM – HR & Admin
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - HR & Admin] --- B[DGM - HR & Admin] B --- C[Housekeeping In-Charge] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for planning, supervising & executing cleaning projects, scheduling tasks, and ensuring timely completion of cleaning assignments to maintain a neat and orderly workplace. ✓ Address cleaning challenges, troubleshoot issues related to supplies or equipment, and make decisions on cleaning methods and priorities to meet cleanliness standards. ✓ Ensure all rooms are cared for and inspected according to standards. ✓ Protect equipment and make sure there are no inadequacies. ✓ Notify superiors on any damages, deficits and disturbances. ✓ Deal with reasonable complaints/requests with professionalism and patience. ✓ Draw up duty rosters ✓ Supervise the discipline and conduct of her staff. ✓ Establish and maintain standard operating procedures (SOP) for cleaning and to initiate new procedures to increase the efficiency of labour and product use. ✓ Maintain a time logbook for all employees within the department. ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic ✓ Effective reading ability to understand instructions given by supervisors and management ✓ Any other Outsourcing Staff related work e.g.- Appointment of Security Guard/ Manpower. ✓ Maintenance and Repair of Vehicles /Absentee of Guard and Manpower/Payment of fuel /Agreement of Rent / Maintenance of Building. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular course of Graduate/Postgraduate in any discipline with minimum 5 years of post-qualification work experience in private/ public sector/Govt Sector in similar domain. ✓ Diploma or degree in Hospitality Management, Hotel Management, or a related field will be preferred. ✓ Knowledge in MS Office. ✓ Should have good communication skill in English and/or Hindi (oral and writing). 	

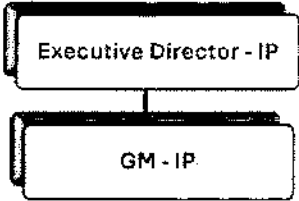
1. General Information:	
Name of the Post:	Executive – Housekeeping
Reports to:	Housekeeping In-Charge
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[DGM - HR & Admin] --- B[Housekeeping In-Charge] B --- C[Housekeeping Executive] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for executing cleaning projects, scheduling tasks, and ensuring timely completion of cleaning assignments to maintain a neat and orderly workplace. ✓ Address cleaning challenges, troubleshoot issues related to supplies or equipment, and make decisions on cleaning methods and priorities to meet cleanliness standards. ✓ Ensure all rooms are cared for and inspected according to standards. ✓ Protect equipment and make sure there are no inadequacies. ✓ Notify superiors on any damages, deficits and disturbances. ✓ Draw up duty rosters ✓ Maintain standard operating procedures (SOP) for cleaning and to initiate new procedures to increase the efficiency of labour and product use. ✓ Maintain a time logbook for all employees within the department. ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic ✓ Effective reading ability to understand instructions given by supervisors and management ✓ Any other Outsourcing Staff related work e.g.- Appointment of Security Guard/ Manpower / Maintenance and Repair of Vehicles /Absentee of Guard and Manpower/Payment of fuel /Agreement of Rent / Maintenance of Building. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular course of Graduate/Postgraduate in any discipline with minimum 4 years of post-qualification work experience in private/ public sector/Govt Sector in similar domain. ✓ Knowledge in MS Office. ✓ Should have good communication skill in English and/or Hindi (oral and writing). ✓ Strong work ethics and positive attitude. 	

1. General Information:	
Name of the Post:	Executive Director - Investment Promotion
Reports to:	Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD MD[Managing Director] --> ED[Executive Director - IP] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ After approval of MD Issuance of Press release. ✓ After approval of MD Publication of Notices with respect to the matters of the Authority. ✓ Supervise industry research and financial analysis to identify potential transaction and engagement opportunities for Bihar. ✓ Monitoring of proposals to secure new Investors and build a strong pipeline to promote Bihar as an Investment Destination. ✓ Approval for hosting of Programmes (Seminars, Workshop, Conferences etc). ✓ Publication of Advertisement (Print Media, Electronic Media and Mass Media)/Press release, post approval from MD. ✓ Decision on Printing materials like Brochures, Diaries, Calendars and Promotion materials on the Eve of New Year and other Significant Occasions up to 10 Lakhs. ✓ Promotional activities as in print and mass media (E.g. Branding, Hording etc) up to 10 Lakhs. ✓ Approval regarding the sanction of Casual Leave/Special Leave/RH of up to GM level. ✓ Guide team to conduct in-depth research on potential investors including financial analysis. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations of the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. 	

- ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ This profile involves occasional travelling.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Indian Administrative Service (IAS) or Bihar Administrative Service (BAS) on Govt deputation from GoB or Retired IAS/BAS officer (not below the rank of Joint Secretary).
- ✓ If from open market must have 18 years of work experience in State Government/Central Government or Central/State Autonomous Organization/Public / Private Sector.
- ✓ Regular Course of MBA/PGDM/ equivalent from AICTE recognized Institutes.
- ✓ On the date of applying for the post, maximum age should be 55 years and maximum age to be 65 years (for retired) / as per the advertisement.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM - Investment Promotion
Reports to:	Executive Director - Investment Promotion
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD ED[Executive Director - IP] --- GM[GM - IP] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Supervise industry research and financial analysis to identify potential transaction and engagement opportunities for Bihar. ✓ Monitor preparation of proposals to secure new Investors and build a strong pipeline to promote Bihar as an Investment Destination. ✓ Supervision and monitoring of 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. ✓ Lead the end-to-end Transaction / Engagement execution covering Strategy, Investor outreach, Investor facilitation, Land options identification, resolving investor queries and investment grounding monitoring. ✓ Work closely with potential investors to understand their vision for expansion and help them devise entry strategy for Bihar and also prepare a follow-up strategy to retain such investors. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Guide team to conduct in-depth research on potential investors including financial analysis. ✓ Training the new employees and evaluate their performance. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. ✓ This profile involves occasional travelling. 	

- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular course of MBA/PGDM/BE/BTech/equivalent from AICTE approved / recognized institutions with strong educational background.
- ✓ Minimum 14 years of post-qualification work experience in industrial development with 7+ years of relevant experience in Investment Promotion, Trade Promotion, Enterprise Development and managing a team of 5-10 people with minimum 4 years' experience in Promotion of Industry.
- ✓ Exposure in preparing pitches & collaterals, diligence management, and stakeholder management, with a strong desire to build and grow industrial sector.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM - Investment Promotion
Reports to:	GM - Investment Promotion
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director - IP] --- GM[GM - IP] GM --- DGM[DGM - IP] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Conduct industry research and financial analysis to identify potential transaction and engagement opportunities for Bihar. ✓ Preparation of pitches and proposals to secure new Investors and build a strong pipeline to promote Bihar as an Investment Destination. ✓ 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. ✓ Lead the end-to-end Transaction / Engagement execution covering Strategy, Investor outreach, Investor facilitation, Land options identification, resolving investor queries and investment grounding monitoring. ✓ Work closely with potential investors to understand their vision for expansion and help them devise entry strategy for Bihar and also prepare a follow-up strategy to retain such investors. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ 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. ✓ Guide team to conduct in-depth research on potential investors including financial analysis. ✓ Training the new employees and evaluate their performance. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations and the team for efficiency. 	

- ✓ Foster a positive work environment to promote high performance and teamwork.
- ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ This profile involves occasional travelling.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular course of MBA/PGDM/BE/BTech/equivalent from AICTE approved / recognized institutions with strong educational background.
- ✓ Total 10 years of post-qualification work experience in industrial development with 5+ years of relevant experience in Investment Promotion, Trade Promotion, Enterprise Development and managing a team of 4-10 people with minimum 3 years' experience in Promotion of Industry.
- ✓ Exposure in preparing pitches & collaterals, diligence management, and stakeholder management, with a strong desire to build and grow industrial sector.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager - Investment Promotion
Reports to:	DGM - Investment Promotion
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - IP] --- B[DGM - IP] B --- C[Manager - IP] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Taking Policy initiatives for Industrial Development keeping in view the benefits of the entrepreneurs, thus making Bihar more investor friendly. ✓ Conduct industry research and financial analysis to identify potential transaction and engagement opportunities for Bihar. ✓ Required to proactively conduct environmental scanning to build awareness of industry trends and issues at the provincial, national and international level. ✓ Preparation of pitches and proposals to secure new Investors and build a strong pipeline to promote Bihar as an Investment Destination. ✓ 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. ✓ Lead the end-to-end Transaction / Engagement execution covering Strategy, Investor outreach, Investor facilitation, Land options identification, resolving investor queries and investment grounding monitoring. ✓ Work closely with potential investors to understand their vision for expansion and help them devise entry strategy for Bihar and also prepare a follow-up strategy to retain such investors. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. 	

- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector growth of Bihar.
- ✓ Working with local businesses, educational institutions, and policymakers to create a conducive industrial environment.
- ✓ Hosting business forums, trade fairs, and networking events to boost industrial collaboration.
- ✓ This profile involves occasional travelling.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

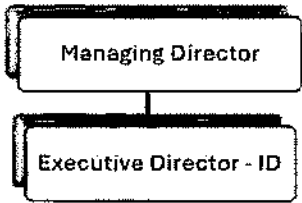
- ✓ Regular course of MBA/PGDM/BE/BTech/equivalent from AICTE approved / recognized institutions with strong educational background.
- ✓ Total 6 years of post-qualification work experience in private or public sector with experience in industry development, regional economic development, investment attraction and knowledge in supply chain and logistics and managing a team of 2-4 people with minimum 2 years' experience in Promotion of Industry.
- ✓ Exposure in preparing pitches & collaterals, diligence management, and stakeholder management, with a strong desire to build and grow industrial sector.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – Media, Branding & Communication
Reports to:	GM – Investment Promotion
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director IP] --- GM[GM - IP] GM --- DGM[DGM - Media, Branding & Communication] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for media, including preparing articles, press kits, press releases and other content initiatives, thereby cultivating and managing relationships with media representatives. ✓ Support the Corporate Communication & PR team to develop a proactive media strategy to enable media coverage to promote the stature of organization in corporate world and to strengthen the organizational brand through Events / publication of articles/interview in newspapers/electronic media. ✓ Manage day to day media relations/media requests for brand and corporate issues. ✓ Liaise to ensure all press releases, announcements and media initiatives are within the legal and regulatory parameters. ✓ Develop content and providing support in publishing of monthly magazine and other publications of the organization in print and digital format. ✓ Supporting in image building initiatives through write-ups, article, policy papers, presentation, talking points for various functions, messages etc. ✓ Support in design and or content for all publications: Annual Diaries, Calendars, Publicity Material, Annual Reports, Souvenirs, and Books etc. ✓ Responsible for creating the script and content, along with timely delivery of videos. ✓ Assisting work related to Public Sector Day Celebrations, SCOPE Awards, Forum of Women in Public Sectors. ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular course of MBA/PGDM/master's in mass communication /marketing / Journalism/Advertisement or equivalent. 	

- ✓ Candidates with qualification of post-graduation in Mass communication / Journalism will be preferred
- ✓ Minimum 10 years of post-qualification experience in private/ public sector/Govt Sector in Media Domain with 5+ years of relevant experience in Mass Communication/Corporate Affairs/Corporate Communication/Public Relations along with team management experience (team size – 5-10 people).
- ✓ Ability to deal with Top Management as well as Senior Government Representatives/ Stakeholders.
- ✓ A proven background in delivering results with a high level of expertise in corporate affairs, along with a strong level of socio-economic and political awareness.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Media, Branding & Communication
Reports to:	DGM – Media, Branding & Communication
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM-IP] --> B[DGM - Media, Branding & Communication] B --> C[Manager - Media, Branding & Communication] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Responsible for media, including preparing articles, press kits, press releases and other content initiatives, thereby cultivating and managing relationships with media representatives. ✓ Support the Corporate Communication & PR team to develop a proactive media strategy to enable media coverage to promote the stature of organization in corporate world and to strengthen the organizational brand through Events / publication of articles/interview in newspapers/electronic media. ✓ Manage day to day media relations/media requests for brand and corporate issues. ✓ Liaise to ensure all press releases, announcements and media initiatives are within the legal and regulatory parameters. ✓ Develop content and providing support in publishing of monthly magazine and other publications of the organization in print and digital format. ✓ Supporting in image building initiatives through write-ups, article, policy papers, presentation, talking points for various functions, messages etc. ✓ Support in design and or content for all publications: Annual Diaries, Calendars, Publicity Material, Annual Reports, Souvenirs, and Books etc. ✓ Responsible for creating the script and content, along with timely delivery of videos. ✓ Assisting work related to Public Sector Day Celebrations, SCOPE Awards, Forum of Women in Public Sectors. ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Regular course of MBA/PGDM/master's in mass communication /marketing / Journalism/Advertisement or equivalent. 	

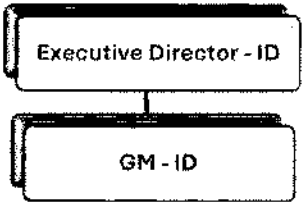
- ✓ Candidates with qualification of post-graduation in Mass communication / Journalism will be preferred
- ✓ Minimum 6 years of post-qualification experience in private/ public sector/Govt Sector in Media Domain with 3+ years of relevant experience in Mass Communication/Corporate Affairs/Corporate Communication/Public Relations along with team management experience (team size – 5-10 people).
- ✓ Ability to deal with Top Management as well as Senior Government Representatives/ Stakeholders.
- ✓ A proven background in delivering results with a high level of expertise in corporate affairs, along with a strong level of socio-economic and political awareness.
- ✓ Excellent analytical and problem-solving skills.
- ✓ Ability to function well in a high performing team-based environment that demands a high level of interpersonal skills and collaborative relationship building.
- ✓ Ability to complete tasks independently and within allocated timelines.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Executive Director – Industrial Development
Reports to:	Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD MD[Managing Director] --- ED[Executive Director - ID] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Regularly monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Approval of CA Draft (ID)/Approval Regarding the name change the nature of the Firm/lease execution or extension/ land etc. ✓ Development Bond Agreement approval. ✓ Issuance of the Recovery and receipt to allottee. ✓ Approval regarding the NOC to the Bank for the purpose of mortgaging of units. ✓ Lease in/out of property. ✓ Approval regarding the sanction of Casual Leave/Special Leave/RH of up to GM level. ✓ Authorized Person to communicate with the District Collector. ✓ Approval and decision regarding the Show Cause from units and concerned employees of cluster office. ✓ Signing of the Agreements related to Industrial Development on behalf of the Authority. ✓ Fortnightly visit & supervision of cluster office work (including financial work). ✓ Updation of vacant plot on website of BIADA. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations of the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. 	

- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ This profile involves occasional travelling.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Indian Administrative Service (IAS) or Bihar Administrative Service (BAS) on Govt deputation from GoB or Retired IAS/BAS officer.
- ✓ If from open market must have 18 years of work experience in PSU/State Government/Central Government with Regular Course of MBA/PGDM/ equivalent from AICTE recognized Institutes.
- ✓ On the date of applying for the post, maximum age should be 55 years and maximum age to be 65 years (for retired) / as per the advertisement.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM – Industrial Development
Reports to:	ED – Industrial Development
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD ED[Executive Director - ID] --- GM[GM - ID] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Supervise the suits/auction notice cases filed in all the industrial areas of the cluster office and review the report submitted. ✓ Taking Policy initiatives for Industrial Development keeping in view the benefits of the entrepreneurs, thus making Bihar more investor friendly. ✓ Accord approval for Industrial Projects under various schemes. ✓ Managing budgets, grants, and investment strategies effectively. ✓ Ensure that the mutation of land acquired for the industrial area and land tax is deposited. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. 	
4. Qualification & Experience	

- ✓ Regular Course of BE/BTech/MBA/PGDM/equivalent with strong educational background.
- ✓ Total 14 years of post-qualification work experience in industrial development with 7+ years of relevant experience in Industry Development / Infrastructure Development, Enterprise Development / Business Development and managing a team of 15-20 people.
- ✓ Exposure in preparing pitches & collaterals, diligence management, and stakeholder management, with a strong desire to build and grow industrial sector.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong administrative and organizational skills.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM – Industrial Development
Reports to:	GM – Industrial Development
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director - ID] --- GM[GM - ID] GM --- DGM[DGM - ID] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Conduct industry research to identify potential engagement opportunities for Bihar. ✓ Monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Taking Policy initiatives for Industrial Development keeping in view the benefits of the entrepreneurs, thus making Bihar more investor friendly. ✓ Accord approval for Industrial Projects under various schemes. ✓ Managing budgets, grants, and investment strategies effectively. ✓ Supervise the suits/auction notice cases filed in all the industrial areas of the cluster office and review the report submitted by the Manager. ✓ Ensure that the mutation of land acquired for the industrial area and land tax is deposited. ✓ Be able to understand Government department work processes and models of Public Private Partnership projects. ✓ Setting up KPIs and monitor them. ✓ Supervise all the operations and the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

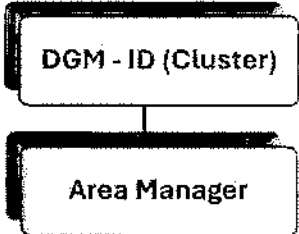
- ✓ Regular Course of BE/BTech/MBA/PGDM/equivalent with strong educational background.
- ✓ Total 10 years of post-qualification work experience in industrial development with 5+ years of relevant experience in Industry Development / Infrastructure Development, Enterprise Development / Business Development and managing a team of 5-10 people.
- ✓ Exposure in preparing pitches & collaterals, diligence management, and stakeholder management, with a strong desire to build and grow industrial sector.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong administrative and organizational skills.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Industrial Development
Reports to:	DGM – ID (Cluster)/HQ
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director - ID] --- DGM[DGM - ID (Cluster/HQ)] DGM --- M[Manager - ID] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Taking Policy initiatives for Industrial Development keeping in view the benefits of the entrepreneurs, thus making Bihar more investor friendly. ✓ Accord approval for Industrial Projects under various schemes. ✓ Managing budgets, grants, and investment strategies effectively. ✓ Working with local businesses, educational institutions, and policymakers to create a conducive industrial environment. ✓ Assist industrial Units in acquiring requisite infrastructure facilities, land, water, power, natural gas, Telecommunication, skilled manpower etc. by recommending to the concerned authorities after examining and evaluating their requirements. ✓ Regularly monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Need to get the measurement done for constructing boundary walls in new industrial areas and get encroachments removed. ✓ All the industrial areas under the cluster office need to be visited on a weekly basis. The industrial area under the individuals control needs to be inspected on any one working day except Wednesday and Thursday and the inspection report needs to be submitted to the Deputy General Manager and Executive Director. ✓ Accounting report of the cluster office and the report regarding recovery of outstanding dues of industrial units need to be submitted to the Deputy General Manager after verification. ✓ Advocacy of the suits/auction notice cases filed in all the industrial areas of the cluster office and submit the review report to the DGM. 	

- ✓ Ensure that the mutation of land acquired for the industrial area and land tax is deposited and the related document to land acquisition for the industrial area needs to be submitted to the Deputy General Manager.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial growth of Bihar.
- ✓ Market and promote Bihar as a good investment destination.
- ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors.

4. Qualification & Experience

- ✓ Regular Course of MBA/PGDM/BE/BTech from AICTE approved / recognized institutes & Master's degree in economic development/business development/commerce, labour and social welfare or business administration will be preferred.
- ✓ Total 6 years of post-qualification work experience in Industry with 2+ years of relevant experience in Industry Development / Infrastructure Development, Enterprise Development / Business Development and managing a team of 2-4 people.
- ✓ Excellent statistical analytical skills.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong administrative and organizational skills.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Area Manager
Reports to:	DGM – ID (Cluster)
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD A[DGM - ID (Cluster)] --- B[Area Manager] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Regularly hold meetings with units to be aware of their problems and inform senior officials. ✓ Collect dues from the unit and take necessary actions for collection. ✓ Encourage interested entrepreneurs in the industrial sector and provide them guidance. ✓ Oversee the lawsuit from the authority in the local court. ✓ Identify the necessary actions for industrialization and inform senior officials. ✓ Maintain the basic infrastructure of industrial areas and inform senior officials in case of arising problems. ✓ Put up application of units before the concerned authority as soon as possible. ✓ Ensure that area should be encroachment free. Inform senior officials about encroachment cases (if any) and coordinate with local administration to prevent such cases. ✓ Create a register for active/inactive units (updated). ✓ Inactive units must be categorized such as under construction/under valid period/under litigation/to be cancelled. ✓ Identify issues related to BIADA of the units and facilitate the units/concerned authorities to resolve such issues. ✓ Regulate activities of security and cleanliness of the area. ✓ To conduct timely inspections of units & prepare reports and put up before the concerned authority timely. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

- ✓ MBA/PGDM/BE/BTech from AICTE approved / recognized institutes & master's degree in economic development/business development/commerce, labour & social welfare or business administration will be preferred.
- ✓ Total 6 years of post-qualification work experience in Industry with 2+ years of relevant experience in Industry Development / Infrastructure Development, Enterprise Development / Business Development and managing a team of 2-4 people.
- ✓ Excellent statistical analytical skills.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong administrative and organizational skills.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Asst. Area Manager / Area Officer
Reports to:	Manager – ID / Area Manager
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[DGM - ID (Cluster)] --- B[Manager - ID / Area Manager] B --- C[Asst. Area Manager / Area Officer] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Collect dues from the unit and take necessary actions for collection. ✓ Encourage interested entrepreneurs in the industrial sector and provide them guidance. ✓ Oversee the lawsuit from the authority in the local court. ✓ Identify the necessary actions for industrialization and inform senior officials. ✓ Maintain the basic infrastructure of industrial areas and inform senior officials in case of arising problems. ✓ Put up application of units before the concerned authority as soon as possible. ✓ Ensure that area should be encroachment free. Inform senior officials about encroachment cases (if any) and coordinate with local administration to prevent such cases. ✓ Create a register for active/inactive units (updated). ✓ Inactive units must be categorized such as under construction/under valid period/under litigation/to be cancelled. ✓ Identify issues related to BIADA of the units and facilitate the units/concerned authorities to resolve such issues. ✓ Regulate activities of security and cleanliness of the area. ✓ To conduct timely inspections of units & prepare reports and put up before the concerned authority timely. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	

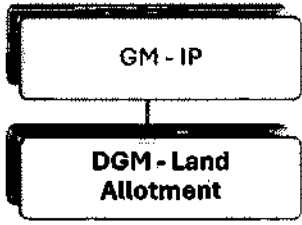
- ✓ Regular Course of MBA/MCA/BBA/BCA/ Diploma/Graduate in Commerce/Economics/Statistics/ labour and social welfare/ business development/ business development with minimum 4 years of post-qualification work experience in Govt./ PSU/ Society/ Corporation/ Autonomous bodies under aegis of Govt. of Bihar/Central Govt./Private Sector.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Proficient in MS Office.
- ✓ Proficient in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Estate Officer (Land Acquisition Expert)
Reports to:	ED – Industrial Development
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director - ID] --> EO[Estate Officer (Land Acquisition Expert)] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ➤ Land Identification and Acquisition: <ul style="list-style-type: none"> ✓ Identify and acquire land parcels for industrial and infrastructure development projects. ✓ Ensure timely and efficient land acquisition processes. ➤ Stakeholder Engagement and Negotiation: <ul style="list-style-type: none"> ✓ Engage with landowners, farmers, and other stakeholders to negotiate land acquisition deals. ✓ Ensure fair market value and compliance with regulatory requirements. ➤ Due Diligence and Documentation: <ul style="list-style-type: none"> ✓ Conduct due diligence on land parcels, including title searches, boundary surveys, and environmental assessments. ✓ Prepare and manage land acquisition documentation, including contracts, agreements, and permits. ➤ Project Management: <ul style="list-style-type: none"> ✓ Manage land acquisition projects, ensuring timely completion and budget adherence. ✓ Coordinate with stakeholders, including government agencies, developers, and contractors. ➤ Regulatory Compliance: <ul style="list-style-type: none"> ✓ Ensure compliance with land acquisition laws, regulations, and policies. ✓ Stay up to date with changes in regulations and laws affecting land acquisition. 	
4. Qualification & Experience	

- ✓ Bachelor's degree or higher in business management, land management, real estate, law, environmental science, urban planning, or a related discipline with strong educational background.
- ✓ Either from Indian Administrative Service (IAS) or Bihar Administrative Service (BAS) on Govt deputation from GoB or Retired IAS/BAS officer with experience of working as an ADM or District Land Acquisition Officer in any State of India
- ✓ Total 12 years of post-qualification work experience in industrial development with 7+ years of relevant experience in land permitting processes, land acquisition laws, real estate, regulatory standards, as well as tax and accounting rules and managing a team of 15-20 people.
- ✓ Strong negotiation and communication skills.
- ✓ Ability to work with diverse stakeholders, including landowners, government officials, and developers.
- ✓ Strong analytical and problem-solving skills.
- ✓ Experience with land acquisition software and tools.
- ✓ Relevant certifications, such as real estate or land acquisition certifications, are desirable.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM (Land Acquisition)
Reports to:	ED – Industrial Development
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD ED[Executive Director - ID] --- EO[Estate Officer (Land Acquisition Expert)] EO --- DGM[DGM (Land Acquisition)] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ➤ Land Acquisition Strategy: Develop and implement land acquisition strategies for projects, ensuring timely and efficient acquisition of land. ➤ Team Management: Lead and manage a team of land acquisition professionals, providing guidance and support. ➤ Stakeholder Engagement: Engage with landowners, farmers, and other stakeholders to negotiate land acquisition deals. ➤ Negotiation: Negotiate land acquisition agreements, ensuring fair market value and compliance with regulatory requirements. ➤ Due Diligence: Conduct due diligence on land parcels, including title searches, boundary surveys, and environmental assessments. ➤ Project Management: Manage land acquisition projects, ensuring timely completion and budget adherence. ➤ Regulatory Compliance: Ensure compliance with land acquisition laws, regulations, and policies. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Bachelor's degree or higher in business management, land management, real estate, law, environmental science, urban planning, or a related discipline with strong educational background. ✓ Retired BAS officer with experience of working in Land Acquisition/Land Record in any State of India will be preferred. ✓ Total 10 years of experience with 5+ years of relevant experience years of relevant experience in land permitting processes, land acquisition laws, real estate, regulatory standards, as well as tax and accounting rules and managing a team of 15-20 people. 	

- ✓ Strong negotiation and communication skills.
- ✓ Ability to work with diverse stakeholders, including landowners, government officials, and developers.
- ✓ Strong analytical and problem-solving skills.
- ✓ Experience with land acquisition software and tools.
- ✓ Relevant certifications, such as real estate or land acquisition certifications, are desirable.
- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Strong commercial acumen and market awareness.
- ✓ Proficient in MS Office.
- ✓ Strong work ethics and positive attitude.

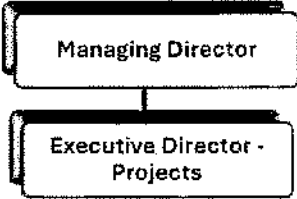
1. General Information:	
Name of the Post:	DGM – Land Allotment
Reports to:	GM – IP
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD A[GM - IP] --- B[DGM - Land Allotment] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Document analysis pertaining to land allotment. ✓ Reviewing and supervising scrutiny of the land allotment application. ✓ Preparation and Presentation of PCC agenda before Scrutiny committee for land allotment. ✓ PCC File management for PCC Meeting ✓ Getting Proceedings and Allotment letter drafted after PCC meeting. ✓ Facilitation and handholding support to the Investors. ✓ Logistics Management. ✓ Vendor management. ✓ Working with local businesses, educational institutions, and policymakers to create a conducive industrial environment. ✓ Regularly monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Ensure that the mutation of land acquired for the industrial area and land tax is deposited and the related document to land acquisition for the industrial area needs to be submitted to the ED – ID. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial growth of Bihar. ✓ Market and promote Bihar as a good investment destination. ✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors. 	

4. Qualification & Experience

- ✓ Regular course of MBA/PGDM/BE/BTech/equivalent from AICTE approved / recognized institutions.
- ✓ Master's degree in economic development/business development/commerce, labour and social welfare or business administration will be preferred.
- ✓ Total 10 years of experience with 5+ years of relevant experience in Industry Development / Infrastructure Development, Enterprise Development / Business Development, Investment Proposal & DPR Assessment and managing a team 4-10 people.
- ✓ Excellent statistical analytical skills.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong administrative and organizational skills.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Land Allotment
Reports to:	DGM – Land Allotment
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM-IP] --- B[DGM - Land Allotment] B --- C[Manager - Land Allotment] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Co-ordination with other Departments and Offices of the Government. ✓ Document analysis pertaining to land allotment. ✓ Initial Scrutiny of the land allotment application. ✓ Preparation and Presentation of PCC agenda before Scrutiny committee for land allotment. ✓ PCC File management and coordinating PCC Meeting ✓ Drafting Proceedings and Allotment letter after PCC meeting. ✓ Facilitation and handholding support to the Investors. ✓ Logistics Management. ✓ Vendor management. ✓ Working with local businesses, educational institutions, and policymakers to create a conducive industrial environment. ✓ Regularly monitor the infrastructure related works going on in various industrial areas under the cluster office. ✓ Ensure that the mutation of land acquired for the industrial area and land tax is deposited and the related document to land acquisition for the industrial area needs to be submitted to the Deputy General Manager. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial growth of Bihar. ✓ Market and promote Bihar as a good investment destination. 	

<ul style="list-style-type: none">✓ Apart from the above tasks, one needs to cater to the other tasks as and when assigned by seniors.
4. Qualification & Experience
<ul style="list-style-type: none">✓ Regular course of MBA/PGDM/BE/BTech/equivalent from AICTE approved / recognized institutions.✓ Master's degree in economic development/business development/commerce, labour and social welfare or business administration will be preferred.✓ Total 6 years of experience with 3+ years of relevant experience in Industrial Development / Infrastructure Development, Enterprise Development / Business Development, Investment Proposal & DPR Assessment.✓ Excellent statistical analytical skills.✓ Knowledge of government policies and industry development schemes.✓ Strong administrative and organizational skills.✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels✓ Proficient in MS Office.✓ Should have good communication skill in English and Hindi (oral and writing).✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Executive Director – Projects
Reports to:	Managing Director
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
 <pre> graph TD MD[Managing Director] --- ED[Executive Director - Projects] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Regularly monitor the project works going on in various industrial areas under the cluster office. ✓ Approval & sanction of the preparation of the estimate upto 10 Lakhs ✓ Approval regarding the Repair & maintenance upto 10 Lakhs. ✓ Sale & Purchase of immovable & movable property upto Rs10 Lakhs. ✓ Approval & decision regarding payment of contractors' bill Rs upto 10 Lakhs. ✓ Approval regarding the repair & maintenance upto Rs10 Lakhs. ✓ To purchase furniture & office equipment upto Rs 10 Lakhs. ✓ Signing the various Drawings, Submitting of applications to the local authorities for new Projects/Modification for the existing Projects up to 10 Lakhs. ✓ Change the specifications/scope/technical details/Items for the Projects (Within the overall cost of the project) up to Rs 10 Lakhs. ✓ Issue of performance/completion certificate/reference letter. ✓ Setting up KPIs and monitor them. Supervise all the operations of the team for efficiency. ✓ Foster a positive work environment to promote high performance and teamwork. ✓ Actively support colleagues beyond individual responsibilities, promoting a strong team dynamic. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	

- ✓ On Govt deputation/retired from GoB/Gol (not less than Chief Engineer).
- ✓ If from open market must have 18 years of work experience in State Government/Central Government or Central/State Autonomous Organization/Public / Private Sector.
- ✓ BE/B. Tech in Civil or equivalent (Civil will be preferred) from AICTE recognized Institutes.
- ✓ On the date of applying for the post, maximum age should be 55 years and maximum age to be 65 years (for retired) / as per the advertisement.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM – Technical/Projects
Reports to:	ED – Projects
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[ED - Projects] --- B[GM - Technical/Projects] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Planning & Execution <ul style="list-style-type: none"> ✓ Review of DPRs, estimates, and tender documents. ✓ Inviting tenders for various projects in accordance with the rules and executing them up to the stage of final approval. ✓ Supervision and timely execution of infrastructure projects. ✓ Handling turnkey projects, preparation of estimates and tendering process and managing financial and budgetary aspect of technical maintenance. ➤ Technical Sanction & Vetting <ul style="list-style-type: none"> ✓ Appraisal of project proposals for administrative and technical approvals. ✓ Ensuring adherence to design and quality standards. ➤ Scheme Implementation <ul style="list-style-type: none"> ✓ Execution of central/state-funded schemes (e.g., MSE-CDP, SIDF, Plug & Play). ✓ Grant monitoring and reporting. ➤ Stakeholder Coordination <ul style="list-style-type: none"> ✓ Liaising with contractors, consultants, and government departments. ✓ Participation in review meetings and inspections. ✓ Co-ordination for issue of tenders & related activities for engagement of service providers and procurement of materials. ✓ Liaison with Govt. and Statutory Bodies for compliance of statutory obligations/requirements ➤ Monitoring & Quality Control <ul style="list-style-type: none"> ✓ Regular site visits for technical supervision and issue resolution. ✓ Reporting progress and deviations to higher authorities. Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. 	

- ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness.
- ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront.
- ✓ Interpret complex regulations and translate them into actionable policies.
- **Environmental Responsibilities**
 - ✓ Environmental responsibilities include obtaining Terms of Reference (ToR) approval, organizing and participating in public hearings, and submitting the final Environmental Impact Assessment (EIA) report to the Ministry of Environment, Forest and Climate Change (MoEF& CC).
 - ✓ Additionally, this involves attending review meetings, ensuring compliance with conditions set by the Pollution Control Board, and addressing any environmental concerns related to project execution.
- **Technical Support at Cluster Level**
 - ✓ Coordination with technical Deputy General Managers-ID in various clusters under BIADA to ensure prompt resolution of technical issues.
 - ✓ Adopting a proactive approach to accelerate work progress.
- Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of BE/BTech in Civil or equivalent (Civil will be preferred) from AICTE recognized Institutes.
- ✓ Deputation/retired official from GoB/GoI not below Superintending Engineer. If from open market total 14 years of post-qualification work experience in Industry with 7+years' experience in technical or facilities management role, excellent analytical, organizational, and project management skills.
- ✓ Proficiency in project planning, scheduling, and execution.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM - Technical (Civil)
Reports to:	GM Technical/Projects
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[ED - Projects] --- B[GM - Technical/Projects] B --- C[DGM Technical (Civil)] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Planning & Execution <ul style="list-style-type: none"> ✓ Preparation and review of DPRs, estimates, and tender documents. ✓ Inviting tenders for various projects in accordance with the rules and executing them up to the stage of final approval. ✓ Supervision and timely execution of infrastructure projects. ➤ Technical Sanction & Vetting <ul style="list-style-type: none"> ✓ Appraisal of project proposals for administrative and technical approvals. ✓ Ensuring adherence to design and quality standards. ➤ Scheme Implementation <ul style="list-style-type: none"> ✓ Execution of central/state-funded schemes (e.g., MSE-CDP, SIDF, Plug & Play). ✓ Grant monitoring and reporting. ➤ Stakeholder Coordination <ul style="list-style-type: none"> ✓ Liaising with contractors, consultants, and government departments. ✓ Participation in review meetings and inspections. ➤ Monitoring & Quality Control <ul style="list-style-type: none"> ✓ Regular site visits for technical supervision and issue resolution. ✓ Reporting progress and deviations to higher authorities. Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness. 	

- ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront.
- ✓ Interpret complex regulations and translate them into actionable policies.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of BE/BTech in Civil or equivalent (Civil will be preferred) from AICTE recognized Institutes.
- ✓ Total 10 years of post-qualification work experience in Industry with 5+years' experience in technical or facilities management role Excellent analytical, organizational, and project management skills.
- ✓ Proficiency in project planning, scheduling, and execution.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	DGM - Technical (Electrical)
Reports to:	GM Technical/Projects
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[ED - Projects] --- B[GM - Technical/Projects] B --- C[DGM Technical (Electrical)] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Planning & Execution <ul style="list-style-type: none"> ✓ Preparation and review of DPRs, estimates, and tender documents. ✓ Inviting tenders for various projects in accordance with the rules and executing them up to the stage of final approval. ✓ Supervision and timely execution of infrastructure projects. ➤ Technical Sanction & Vetting <ul style="list-style-type: none"> ✓ Appraisal of project proposals for administrative and technical approvals. ✓ Ensuring adherence to design and quality standards. ➤ Scheme Implementation <ul style="list-style-type: none"> ✓ Execution of central/state-funded schemes (e.g., MSE-CDP, SIDF, Plug & Play). ✓ Grant monitoring and reporting. ➤ Stakeholder Coordination <ul style="list-style-type: none"> ✓ Liaising with contractors, consultants, and government departments. ✓ Participation in review meetings and inspections. ➤ Monitoring & Quality Control <ul style="list-style-type: none"> ✓ Regular site visits for technical supervision and issue resolution. ✓ Reporting progress and deviations to higher authorities. Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness. 	

- ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront.
- ✓ Interpret complex regulations and translate them into actionable policies.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of BE/BTech in Electrical or equivalent from AICTE recognized Institutes.
- ✓ Total 10 years of post-qualification work experience in Industry with 5+years' experience in technical or facilities management role Excellent analytical, organizational, and project management skills.
- ✓ Proficiency in project planning, scheduling, and execution.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager – Technical (Civil)
Reports to:	DGM Technical
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Technical] --- B[DGM - Technical] B --- C[Manager Technical (Civil)] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Planning & Execution <ul style="list-style-type: none"> ✓ Preparation and review of DPRs, estimates, and tender documents. ✓ Inviting tenders for various projects in accordance with the rules and executing them up to the stage of final approval. ✓ Supervision and timely execution of infrastructure projects. ➤ Technical Sanction & Vetting <ul style="list-style-type: none"> ✓ Appraisal of project proposals for administrative and technical approvals. ✓ Ensuring adherence to design and quality standards. ➤ Scheme Implementation <ul style="list-style-type: none"> ✓ Execution of central/state-funded schemes (e.g., MSE-CDP, SIDF, Plug & Play). ✓ Grant monitoring and reporting. ➤ Stakeholder Coordination <ul style="list-style-type: none"> ✓ Liaising with contractors, consultants, and government departments. ✓ Participation in review meetings and inspections. ➤ Monitoring & Quality Control <ul style="list-style-type: none"> ✓ Regular site visits for technical supervision and issue resolution. ✓ Reporting progress and deviations to higher authorities. Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness. 	

- ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront.
- ✓ Interpret complex regulations and translate them into actionable policies.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Regular Course of BE/BTech in Civil or equivalent from AICTE recognized Institutes.
- ✓ Total 6 years of post-qualification work experience in Industry with 4+years' experience in technical or facilities management role Excellent analytical, organizational, and project management skills.
- ✓ Proficiency in project planning, scheduling, and execution.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

5. General Information:	
Name of the Post:	Manager – Technical (Electrical)
Reports to:	DGM Technical
Department:	Bihar Industrial Area Development Authority
6. Organizational Structure:	
<pre> graph TD A[GM - Technical] --- B[DGM - Technical] B --- C[Manager Technical (Electrical)] </pre>	
7. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Planning & Execution <ul style="list-style-type: none"> ✓ Preparation and review of DPRs, estimates, and tender documents. ✓ Inviting tenders for various projects in accordance with the rules and executing them up to the stage of final approval. ✓ Supervision and timely execution of infrastructure projects. ➤ Technical Sanction & Vetting <ul style="list-style-type: none"> ✓ Appraisal of project proposals for administrative and technical approvals. ✓ Ensuring adherence to design and quality standards. ➤ Scheme Implementation <ul style="list-style-type: none"> ✓ Execution of central/state-funded schemes (e.g., MSE-CDP, SIDF, Plug & Play). ✓ Grant monitoring and reporting. ➤ Stakeholder Coordination <ul style="list-style-type: none"> ✓ Liaising with contractors, consultants, and government departments. ✓ Participation in review meetings and inspections. ➤ Monitoring & Quality Control <ul style="list-style-type: none"> ✓ Regular site visits for technical supervision and issue resolution. ✓ Reporting progress and deviations to higher authorities. Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness. 	

- ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront.
- ✓ Interpret complex regulations and translate them into actionable policies.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

8. Qualification & Experience

- ✓ Regular Course of BE/BTech in Electrical or equivalent from AICTE recognized Institutes.
- ✓ Total 6 years of post-qualification work experience in Industry with 4+years' experience in technical or facilities management role Excellent analytical, organizational, and project management skills.
- ✓ Proficiency in project planning, scheduling, and execution.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Manager Technical (Environment)
Reports to:	DGM Technical
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Projects] --- B[DGM Technical] B --- C[Manager Technical (Environment)] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ✓ Develop and oversee environmental management systems, policies, and procedures to ensure compliance with local, state, and central regulations. ✓ Conduct environmental impact assessments, audits, and inspections to identify potential risks and areas for improvement. ✓ Lead initiatives to promote sustainability practices, including waste reduction, energy efficiency, and resource conservation. ✓ Collaborate with internal stakeholders to integrate sustainable practices into operational processes and decisions. ✓ Prepare and submit regulatory reports, ensuring accuracy and timeliness. ✓ Provide training and guidance to staff on environmental compliance and sustainability practices. ✓ Monitor industry trends and best practices to ensure that BIADA remains at the forefront of environmental stewardship. ✓ Liaise with government and environmental organizations and represent the company in environmental groups and committees. ✓ Interpret complex regulations and translate them into actionable policies. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Master's degree in environmental engineering / environmental science / sustainable development/climate change / remote sensing. 	

- ✓ Total 6 years of post-qualification work experience in Industry with 3+ years industrial experience in Environmental, Social, and Governance (ESG) fields, Environmental Management System (EMS) or compliance.
- ✓ Excellent analytical, organizational, and project management skills.
- ✓ In-depth knowledge of environmental regulations and compliance standards.
- ✓ Proven ability to develop and implement effective environmental management systems.
- ✓ Ability to lead cross-functional teams and manage multiple projects simultaneously.
- ✓ Certification in environmental management or sustainability (e.g., Certified Environmental Professional (CEP), ISO 14001, LEED) is highly desirable.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Junior Engineer – Electrical
Reports to:	Manager – Technical (Electrical)
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[DGM - Technical (Electrical)] --- B[Manager - Technical (Electrical)] B --- C[Junior Engineer - Electrical] </pre>	
3. Key Responsibilities:	
<p>➤ Project Support:</p> <ul style="list-style-type: none"> ✓ Assist senior engineers in planning, designing, and developing industrial infrastructure projects. ✓ Provide technical support and guidance to ensure project deliverables meet quality standards. ✓ Assist and execute as per BOQ. <p>➤ Design and Development:</p> <ul style="list-style-type: none"> ✓ Assist in designing and drafting electrical infrastructure projects, including power distribution systems, lighting, and electrical networks. ✓ Use CAD software and other design tools to create and modify designs. <p>➤ Site Support:</p> <ul style="list-style-type: none"> ✓ Assist in supervising and monitoring electrical installation activities at industrial sites. ✓ Ensure compliance with safety regulations and quality standards. <p>➤ 3. Testing and Commissioning:</p> <ul style="list-style-type: none"> ✓ Assist in testing and commissioning electrical systems and equipment. ✓ Identify and report any defects or issues to senior engineers. <p>➤ Documentation and Reporting:</p> <ul style="list-style-type: none"> ✓ Maintain accurate records and documentation of electrical projects, including drawings, specifications, and reports. ✓ Prepare and submit reports to senior engineers and management. ✓ Responsible for MV Book, preparation of Bills, & cross-checking of Contractors bill. 	

- **Collaboration and Communication:**
 - ✓ Collaborate with cross-functional teams, including engineering, construction, and operations.
 - ✓ Communicate effectively with team members, stakeholders, & management.
- Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Diploma in Electrical Engineering (Regular Course).
- ✓ Minimum 4 years of post-qualification work experience in private/ public sector/Govt Sector in similar domain.
- ✓ Basic knowledge of engineering principles and practices.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Junior Engineer - Civil
Reports to:	Manager – Technical (Civil)
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[DGM - Technical (Civil)] --- B[Manager - Technical (Civil)] B --- C[Junior Engineer - Civil] </pre>	
3. Key Responsibilities:	
<ul style="list-style-type: none"> ➤ Project Support: <ul style="list-style-type: none"> ✓ Assist senior engineers in planning, designing, and developing industrial infrastructure projects. ✓ Provide technical support and guidance to ensure project deliverables meet quality standards. ➤ Design and Development: <ul style="list-style-type: none"> ✓ Assist in designing and developing industrial infrastructure, including buildings, utilities, and equipment layouts. ✓ Use CAD software and other design tools to create and modify designs. ➤ Site Support: <ul style="list-style-type: none"> ✓ Assist in supervising and monitoring civil construction activities at industrial sites. ✓ Ensure compliance with safety regulations, quality standards, and project specifications. ➤ Documentation and Reporting: <ul style="list-style-type: none"> ✓ Maintain accurate records and documentation of project progress, including drawings, specifications, and reports. ✓ Prepare and submit reports to senior engineers and management. ✓ Responsible for MV Book, preparation of Bills, & cross-checking of Contractors bill. ➤ Quality Control: <ul style="list-style-type: none"> ✓ Assist in ensuring compliance with quality standards and specifications for civil infrastructure projects. ✓ Identify and report any defects or issues to senior engineer. ➤ Collaboration and Communication: <ul style="list-style-type: none"> ✓ Collaborate with cross-functional teams, including engineering, construction, and operations. ✓ Communicate effectively with team members, stakeholders, & management. ➤ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	

4. Qualification & Experience

- ✓ Diploma in Civil Engineering (Regular Course).
- ✓ Minimum 4 years of post-qualification work experience in private/ public sector/Govt Sector in similar domain.
- ✓ Basic knowledge of engineering principles and practices.
- ✓ Proficient in MS Office.
- ✓ Should have good communication skill in English and Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	GM Planning
Reports to:	ED - Projects
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[ED - Projects] --> B[GM Planning] </pre>	
3. Educational Qualification	
<p>➤ Essential</p> <ul style="list-style-type: none"> ✓ Regular Course of BE/BTech in Civil or equivalent (Civil will be preferred) from AICTE recognized Institutes <p>➤ Desirable</p> <ul style="list-style-type: none"> ✓ Certification in GIS, Project Management Programme or equivalent will be an added advantage. ✓ Registered member under the Institute of Town Planners, India (ITPI). 	
4. Professional Experience	
<p>Essential</p> <ul style="list-style-type: none"> ✓ 14 years of post-qualification experience across architecture/ planning/ infrastructure, with progressive responsibility; hands on exposure to Master Plans, Zonal Plans, Industrial Area Planning and DPRs. ✓ 7 years of people and project leadership, managing multi-disciplinary teams and interfaces with external stakeholders (consultants, utilities, regulators); demonstrated collaboration with government/ semi government/ PSU/ private entities. ✓ Strong working knowledge of planning laws/byelaws and environmental clearance processes; ensures compliance and risk mitigation across portfolios. <p>Desirable</p> <ul style="list-style-type: none"> ✓ At least experience of handling 10 big projects, minimum 25 Cr each independently or 5 big projects, minimum 50 Cr each independently in relevant area. ✓ Additional weightage will be given if out of 10/5, 2 projects (with a value of 10 Cr or more) will be concerned with industrial area development, food park development, leather park development etc. with collaboration statutory bodies / Corporations / Societies of central/state governments. ✓ Special weightage to candidates who have experience of Architectural planning of setting up of new industrial zones. ✓ Delivery experience on PPP/ township assignments and brownfield/greenfield industrial parks. ✓ Experience mentoring DGM/ Manager level staff, instituting review mechanisms and steering MIS/reporting for executive leadership. 	

- ✓ Familiarity with GIS enabled planning workflows and modern project management practices for schedule, cost and quality control.
- ✓ Practical application of national guidelines/standards (planning and construction) and internal QA/QC frameworks.
- ✓ Ability to collaborate with cross-functional teams, consultants and government stakeholders.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.
- ✓ Strong work ethics, positive attitude, administrative and organizational skills.

1. General Information:	
Name of the Post:	DGM Planning
Reports to:	GM Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Planning] --> B[DGM - Planning] </pre>	
3. Educational Qualification	
<p>➤ Essential</p> <ul style="list-style-type: none"> ✓ Bachelor's degree in Architecture accredited by the Council of Architecture, Government of India. (regular Course) ✓ Full-time Master's degree in Planning having specialisation in Urban / Regional / Infrastructure Planning from an AICTE-approved institution. ✓ Registered with the statutory body under the Government of India and holding an active license accredited by the Council of Architecture (CoA). <p>➤ Desirable</p> <ul style="list-style-type: none"> ✓ Preference will be given to candidate from prestigious institutions like Institute of National Importance or other Teir – 1 college. ✓ Certification in GIS or Project Management (PMP/PRINCE2) will be an added advantage. ✓ Registered member under the Institute of Town Planners, India (ITPI). 	
4. Professional Experience	
<p>Essential</p> <ul style="list-style-type: none"> ✓ 10 years of post-qualification experience in planning/architecture/infrastructure, including package leadership or small team lead responsibilities. ✓ Proven, hands on experience in preparing layouts, infrastructure drawings, working drawings, and site development for industrial/real estate/large scale projects; contributes to DPRs and coordination with engineering/utility disciplines. ✓ Solid understanding of planning principles, land use & zoning regulations, and infrastructure integration; effective in regulatory coordination. ✓ Experience working within government, semi government, or PSU environments (or interfacing closely with them) <p>Desirable</p> <ul style="list-style-type: none"> ✓ Exposure to consultant management and support in procurement/RFP/ToR preparation, bid evaluations or PPP modalities. ✓ Proficiency applying GIS in planning workflows and coordinating with architects/engineers/GIS specialists for multi-disciplinary deliverables. 	

- ✓ Capability to run quality checks, resolve design/planning issues across packages, and escalate risks with solution options. (Role-appropriate addition)
- ✓ Knowledge of statutory and regulatory frameworks related to urban/regional/infrastructure development/architecture/planning, government policies and industry development schemes.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.
- ✓ Strong work ethics, positive attitude, administrative and organizational skills.

1. General Information:	
Name of the Post:	Manager Planning
Reports to:	DGM Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Planning] --- B[DGM - Planning] B --- C[Manager - Planning] </pre>	
3. Educational Qualification	
<p>➤ Essential</p> <ul style="list-style-type: none"> ✓ Bachelor's degree in Architecture accredited by the Council of Architecture, Government of India. ✓ Full-time Master's degree in Planning having specialisation in Urban / Regional / Infrastructure Planning from an AICTE-approved institution. ✓ Registered with the statutory body under the Government of India and holding an active license accredited by the Council of Architecture (CoA). <p>➤ Desirable</p> <ul style="list-style-type: none"> ✓ Qualified in the relevant GATE paper (Architecture and Planning - AR). ✓ Certification in GIS or Project Management (PMP/PRINCE2) will be an added advantage. ✓ Registered member under the Institute of Town Planners, India (ITPI). 	
4. Professional Experience	
<p>➤ Essential</p> <ul style="list-style-type: none"> ✓ At least, a total of 6 years of post-qualification work experience in the field of architecture, GIS, planning with 3 years in planning, infrastructure, layout and land development. ✓ At least 3+ years of professional experience in infrastructure and planning related sector, which had been gained through working for government, semi-government or PSU. ✓ Proficiency in AutoCAD, GIS, SketchUp, MS Office and other relevant design and planning software. <p>➤ Desirable</p> <ul style="list-style-type: none"> ✓ Strong understanding of planning principles, land use planning, zoning regulations and infrastructure integration. ✓ Demonstrated ability to conceptualize, design and manage planning projects. ✓ Excellent analytical, organizational and project integration skills. ✓ Ability to collaborate with cross-functional teams, consultants and government stakeholders. 	

- ✓ Knowledge of statutory and regulatory frameworks related to urban/regional/infrastructure development/architecture and planning.
- ✓ Knowledge of government policies and industry development schemes.
- ✓ Strong interpersonal and communication skills, with the ability to engage and influence stakeholders at all levels.
- ✓ Should have good communication skills in English and Hindi (oral and written).
- ✓ Strong work ethics, positive attitude, administrative and organizational skills.

1. General Information:	
Name of the Post:	3D Visualiser
Reports to:	DGM Planning/Manager Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structures:	
<pre> graph TD A[GM - Planning] --- B[DGM /Manager - Planning] B --- C[3D Visualiser] </pre>	
3. Key Responsibility Areas	
<ul style="list-style-type: none"> ✓ Deliver high-quality 3D visualizations and animations that align with project requirements. ✓ Collaborate with design teams to ensure accurate representation of concepts. ✓ Maintain a library of 3D assets, textures, and materials for efficient workflow. ✓ Troubleshoot technical issues related to rendering or modelling. ✓ Ensure timely delivery of projects while adhering to quality standards. 	
4. Qualification	
<ul style="list-style-type: none"> ✓ Bachelor's degree in architecture, Interior Design, Graphic Design, or a related field. A diploma in 3D modelling or visualization is also acceptable. ✓ Expertise in 3D software like 3ds Max, V-Ray, Lumion, SketchUp, and Photoshop. Knowledge of VR/AR tools is a plus. ✓ A strong portfolio showcasing diverse 3D projects is crucial for demonstrating skills and creativity. ✓ Strong problem-solving abilities, creativity, and teamwork. ✓ Should have good communication skills in English and Hindi (oral and written). ✓ Strong work ethics, positive attitude, administrative and organizational skills. 	

1. General Information:	
Name of the Post:	Horticulturist
Reports to:	DGM Planning/Manager Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Planning] --- B[DGM /Manager - Planning] B --- C[Horticulturist] </pre>	
3. Key Responsibility Areas	
<ul style="list-style-type: none"> ✓ Ensure proper watering, fertilizing, pruning, and pest control for plants. ✓ Monitor plant health and growth, implementing best practices for care. ✓ Design and manage landscapes for gardens, parks, and green spaces. ✓ Select appropriate plants and materials for aesthetic and environmental purposes. ✓ Supervise workers, assign tasks, and ensure timely project completion. ✓ Manage budgets and resources efficiently for horticultural operations. ✓ Maintain records of plant growth, soil conditions, and pest control measures. ✓ Prepare detailed reports for stakeholders on horticultural activities and outcomes. ✓ Play a vital role in bridging the gap between agriculture, landscape design, and environmental sustainability 	
4. Qualification	
<ul style="list-style-type: none"> ✓ Bachelor's degree in Horticulture, Agriculture Science, or Botany from a recognized university/institution. ✓ Desirable - Master's degree in Horticulture or Landscape Architecture. ✓ Minimum 4 years of post-qualification experience in horticulture, landscaping, or urban greening projects. ✓ Proven experience in plantation planning, maintenance of green belts and nursery operations. ✓ Certification in landscape design, nursery management or urban greening will be an added advantage ✓ Experience working with government bodies, PSUs or urban development authorities. ✓ Familiarity with sustainable horticulture practices, biodiversity conservation and water-efficient landscaping. ✓ Strong interpersonal and communication skills; ability to coordinate with technical professional and civic agencies. 	

1. General Information:	
Name of the Post:	Land Surveyor
Reports to:	DGM Planning/Manager Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Planning] --- B[DGM / Manager - Planning] B --- C[Land Surveyor] </pre>	
3. Key Responsibility Areas	
<ul style="list-style-type: none"> ✓ Accurately measure and map land boundaries and features. ✓ Topographical Surveys: Collect data for terrain, elevation, and site analysis. ✓ Boundary Demarcation: Define legal property lines and resolve disputes. ✓ Construction Layouts: Mark positions for roads, buildings, and utilities. ✓ Data Analysis: Process survey data and create detailed maps and reports. ✓ Equipment Handling: Operate and maintain surveying tools like GPS, drones, and total stations. ✓ Legal Compliance: Ensure surveys meet all legal and regulatory requirements. ✓ Collaboration: Work with architects, engineers, and planners on project designs. ✓ Documentation: Maintain records of surveys, maps, and project details. 	
4. Qualification	
<ul style="list-style-type: none"> ✓ Essential - Diploma or bachelor's degree in Geomatics or Surveying from a recognized institution. ✓ Desirable - Certification in Total Station, GPS/GNSS surveying, or AutoCAD Civil 3D. ✓ Training in land records management or cadastral mapping will be an added advantage ✓ Minimum 4 years of post-qualification experience in land surveying, topographical mapping, and boundary demarcation. ✓ Hands-on experience with modern surveying instruments and data processing tools. ✓ Experience in government or PSU projects involving land acquisition, layout planning, or infrastructure development. ✓ Familiarity with legal aspects of land records, site verification, and coordination with planning teams. ✓ Strong documentation and reporting skills; ability to interpret and present survey data effectively. 	

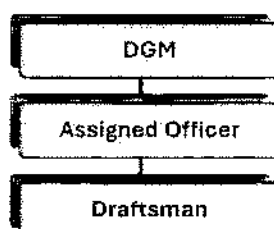
1. General Information:	
Name of the Post:	GIS Professional
Reports to:	DGM Planning/Manager Planning
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD A[GM - Planning] --- B[DGM / Manager - Planning] B --- C[GIS Professional] </pre>	
3. Key Responsibility Areas	
<ul style="list-style-type: none"> ✓ Accurately measure and map land boundaries and features. ✓ Topographical Surveys: Collect data for terrain, elevation, and site analysis. ✓ Boundary Demarcation: Define legal property lines and resolve disputes. ✓ Construction Layouts: Mark positions for roads, buildings, and utilities. ✓ Data Analysis: Process survey data and create detailed maps and reports. ✓ Equipment Handling: Operate and maintain surveying tools like GPS, drones, and total stations. ✓ Legal Compliance: Ensure surveys meet all legal and regulatory requirements. ✓ Collaboration: Work with architects, engineers, and planners on project designs. ✓ Documentation: Maintain records of surveys, maps, and project details. 	
4. Qualification	
<ul style="list-style-type: none"> ✓ Essential - Bachelor's degree in Geography, Geoinformatics or Planning with GIS specialization. ✓ Desirable - Master's degree in Geoinformatics or Remote Sensing. ✓ Certification in GIS software (ArcGIS, QGIS, ERDAS) or spatial data analysis will be an added advantage. ✓ Essential - Minimum 3+ years of post-qualification experience in GIS-based planning, mapping and spatial analysis. Proven experience and expertise in web-based GIS platforms and data integration techniques. Proficiency in GIS software, spatial databases and map creation for planning and infrastructure projects. Having experience & knowledge of web-based GIS and integration of data. ✓ Desirable - Experience in integrating GIS with planning workflows, DPRs, and decision support systems. ✓ Familiarity with government schemes, land use planning, and environmental impact assessments. 	

- ✓ Strong analytical and visualization skills; ability to collaborate with planners, engineers, and consultants.

1. General Information:

Name of the Post:	Draftsman
Reports to:	Assigned Officer
Department:	Bihar Industrial Area Development Authority

2. Organizational Structure:



3. Key Responsibilities & Accountabilities:

- ✓ **Technical Drawings:** Prepare detailed technical drawings, plans, and specifications using CAD software (e.g., AutoCAD, SolidWorks).
- ✓ **Design Development:** Collaborate with engineers, architects, and other stakeholders to develop and refine designs.
- ✓ **Document Management:** Maintain and update technical documents, including drawings, specifications, and reports.
- ✓ **Compliance:** Ensure drawings and designs comply with relevant standards, regulations, and industry codes.
- ✓ **Collaboration:** Work closely with cross-functional teams, including engineering, construction, and operations.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Diploma or degree in Draftsman ship, Engineering Drawing, or a related field with minimum 4 years of post-qualification work experience in private/ public sector/Govt Sector in similar domain.
- ✓ Proficiency in CAD software (e.g., AutoCAD).
- ✓ Strong technical drawing and design skills.
- ✓ Attention to detail and accuracy.
- ✓ Good communication and collaboration skills.
- ✓ Ability to work independently and as part of a team

1. General Information:	
Name of the Post:	Executive
Reports to:	Assigned Office
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD DGM[DGM] --- AO[Assigned Officer] AO --- Executive[Executive] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Administrative Support: Provide administrative assistance to senior officials, including preparing documents, maintaining records, and handling correspondence. ✓ Data Entry: Enter data into computer systems, maintain accurate records, and update databases. ✓ Communication: Handle incoming and outgoing mail, emails, and other communications, ensuring timely responses and follow-ups. ✓ Office Management: Assist in managing office operations, including supplies, inventory, and equipment. ✓ Photocopying, Scanning, and Filing: Perform tasks such as photocopying, scanning, and filing documents. ✓ Coordination: Coordinate with other departments, agencies, and stakeholders to facilitate project implementation. ✓ Maintaining Office Environment: Ensure the office environment is tidy and organized. ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic ✓ Effective reading ability to understand instructions given by supervisors and management. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. 	

<ul style="list-style-type: none">✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.
4. Qualification & Experience
<ul style="list-style-type: none">✓ Diploma/BBA/BCA/Graduate in Commerce/Economics/Statistics/ labour and social welfare/ business development/ business development with minimum 4 years of post-qualification work experience in Govt./ PSU/ Society/ Corporation/ Autonomous bodies under aegis of Govt. of Bihar/Central Govt./Private Sector.✓ MBA/PGDM/master's degree in economic development/business development/commerce, labour and social welfare or business administration will be preferred.✓ Knowledge in MS Office.✓ Should have good communication skill in English and/or Hindi (oral and writing).✓ Strong work ethics and positive attitude.

1. General Information:	
Name of the Post:	Executive-Technical
Reports to:	Assigned Officer
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD DGM[DGM] --- AO[Assigned Officer] AO --- ET[Executive-Technical] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Technical Support: Provide technical support and assistance to internal stakeholders, including troubleshooting and resolving technical issues related to infrastructure development projects. ✓ System Maintenance: Perform routine maintenance and updates on technical systems, software, and equipment used in infrastructure development. ✓ Collaboration: Work closely with IT teams, engineers, and other stakeholders to ensure seamless integration of technical systems and infrastructure. ✓ Documentation: Maintain accurate documentation of technical systems, processes, and procedures. ✓ Training and Support: Provide training and support to end-users on technical systems and software. ✓ Issue Escalation: Escalate complex technical issues to senior technical teams or vendors as needed. ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic ✓ Effective reading ability to understand instructions given by supervisors and management. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ Diploma/BBA/BCA/Graduate Computer Science, Information Technology, Engineering, or a related field with minimum 4 years of post-qualification work 	

experience in Govt./ PSU/ Society/ Corporation/ Autonomous bodies under aegis of Govt. of Bihar/Central Govt./Private Sector.

- ✓ Strong technical skills in areas such as networking, hardware, software, and infrastructure development.
- ✓ Experience in a similar role would be beneficial, especially in industrial development or infrastructure development organizations.
- ✓ Certifications in specific technical areas (e.g., networking, cloud computing) would be an advantage.
- ✓ Knowledge in MS Office.
- ✓ Should have good communication skill in English and/or Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

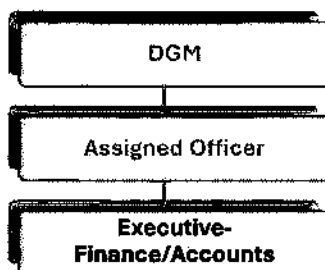
1. General Information:	
Name of the Post:	Executive- Legal
Reports to:	Assigned Officer
Department:	Bihar Industrial Area Development Authority
2. Organizational Structure:	
<pre> graph TD DGM[DGM] --- AO[Assigned Officer] AO --- EL[Executive- Legal] </pre>	
3. Key Responsibilities & Accountabilities:	
<ul style="list-style-type: none"> ✓ Drafting and reviewing contracts ✓ Providing legal advice to clients or organizations ✓ Conducting legal research and analysis ✓ Representing clients in court or tribunals ✓ Managing legal documentation and records ✓ Ensuring compliance with laws and regulations ✓ Negotiating settlements or agreements ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic ✓ Effective reading ability to understand instructions given by supervisors and management. ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise. ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed. 	
4. Qualification & Experience	
<ul style="list-style-type: none"> ✓ LLB degree from any recognized University ✓ Minimum 4 years of post-qualification work experience in Govt./ PSU/ Society/ Corporation/ Autonomous bodies under aegis of Govt. of Bihar/Central Govt./Private Sector. ✓ Assisting/briefing the Panel Counsel regarding various matters. ✓ Experience in a similar role would be beneficial, especially in industrial development or infrastructure development organizations. ✓ Ability to complete tasks independently and within allocated timelines. 	

- ✓ Strong report writing and reviewing skills, with an appropriate focus on attention to detail, conciseness and risk management.
- ✓ Should have good communication skill in English and/or Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

1. General Information:

Name of the Post:	Executive- Finance/Accounts
Reports to:	Assigned Officer
Department:	Bihar Industrial Area Development Authority

2. Organizational Structure:



3. Key Responsibilities & Accountabilities:

- ✓ **Financial Reporting:** Prepare financial statements, reports, and analyses to help management make informed decisions.
- ✓ **Accounts Management:** Manage and maintain financial records, including accounts payable, accounts receivable, and general ledger.
- ✓ **Budgeting and Forecasting:** Develop and manage budgets, forecasts, and financial plans to ensure financial stability and growth.
- ✓ **Financial Analysis:** Analyze financial data to identify trends, risks, and opportunities for improvement.
- ✓ **Compliance:** Ensure compliance with financial regulations, laws, and internal policies.
- ✓ **Cash Flow Management:** Manage cash flow, including forecasting, monitoring, and optimizing cash inflows and outflows.
- ✓ **Financial Planning:** Develop and implement financial plans to support business growth and objectives.
- ✓ Ability to work as part of a team or individually taking instructions from superiors and managers daily while maintaining an independent work ethic
- ✓ Effective reading ability to understand instructions given by supervisors and management.
- ✓ Stay informed on trends, regulations, and market dynamics impacting the industrial sector of expertise.
- ✓ Apart from above mentioned work, any other work as assigned by seniors needs to be executed.

4. Qualification & Experience

- ✓ Bachelor of Commerce (B. Com)/Bachelor of Accounting (B.Acc)/Bachelor of Business Administration (BBA)/Bachelor of Science in Accounting (BSA)/ Bachelor of Finance with minimum 4 years of post-qualification work experience in Govt./ PSU/ Society/ Corporation/ Autonomous bodies under aegis of Govt. of Bihar/Central Govt./Private Sector.
- ✓ Professional Certifications like CA (Chartered Accountant), CPA (Certified Public Accountant), ACCA (Association of Chartered Certified Accountants), or CMA (Certified Management Accountant) can be advantageous.
- ✓ Experience in a similar role would be beneficial, especially in industrial development or infrastructure development organizations.
- ✓ Financial knowledge: Understanding of financial concepts, accounting principles, and financial regulations.
- ✓ Analytical skills: Ability to analyze financial data, identify trends, and make informed decisions.
- ✓ Communication skills: Strong communication and interpersonal skills to work with stakeholders, including management, customers, and vendors.
- ✓ Organizational skills: Ability to prioritize tasks, manage multiple projects, and meet deadlines.
- ✓ Technical skills: Proficiency in financial software, such as accounting systems, spreadsheets, and financial planning tools.
- ✓ Should have good communication skill in English and/or Hindi (oral and writing).
- ✓ Strong work ethics and positive attitude.

Chapter 5: Human Resource Planning

A) Resource Planning –

- ✓ BIADA shall undertake annual resource planning to determine its recruitment strategy and budget. This process will assess sanctioned posts, identify vacancies, and produce an annual staffing plan aligned with organizational priorities. Where resource availability does not fully align with requirements, the Managing Director may, in consultation with the Selection Committee, revise experience or eligibility criteria to enable prudent hiring.
- ✓ The posts to be sanctioned for BIADA as mentioned below:

S.No.	Posts	Posts as per Restructuring	Type/Nature
1	Chairman	Ex-Officio	Ex-Officio
2	Managing Director	1	Posting/Deputation
3	Joint Managing Director	1	Posting/Deputation
4	Executive Director- Operations	1	Deputation/Contract
5	Executive Director- HR & Admin	1	Deputation/Contract
6	Executive Director- Investment Promotion	1	Deputation/Contract
7	Executive Director- Industrial Development (North / South)	2	Deputation/Contract
8	Executive Director-Projects	1	Deputation/Contract
9	General Manager (GM)- Finance & Accounts	1	Deputation/Contract
10	General Manager (GM)- Legal	1	Deputation/Contract
11	General Manager (GM) - Information Technology	1	Deputation/Contract
12	General Manager (GM) - HR & Admin	1	Deputation/Contract
13	General Manager (GM)- Investment Promotion	1	Deputation/Contract
14	General Manager (GM)- Industrial Development - North	2	Deputation/Contract
15	General Manager (GM)- Industrial Development - South	2	Deputation/Contract
16	Estate Officer (Land Acquisition)	1	Deputation/Contract
17	General Manager (GM) Technical - North	1	Deputation/Contract
18	General Manager (GM) Technical - South	1	Deputation/Contract
19	General Manager (GM) Planning	1	Deputation/Contract
20	Deputy General Manager (DGM)- Finance	1	Contract

21	Deputy General Manager (DGM)-Accounts	1	Contract
22	Company Secretary	1	Contract
23	Deputy General Manager (DGM)-Legal	1	Contract
24	Deputy General Manager (DGM)-Information Technology	1	Contract
25	Deputy General Manager (DGM)-HR & Admin	1	Contract
26	Deputy General Manager (DGM)-Investment Promotion	1	Contract
27	Deputy General Manager (DGM)-Media, Branding & Communication	1	Contract
28	Deputy General Manager (DGM)-Land Acquisition	1	Contract
29	Deputy General Manager (DGM)-Land Allotment	1	Contract
30	Deputy General Manager (DGM)-ID	40	Contract
31	Deputy General Manager (DGM)-Technical (Civil) - North / South	2	Contract
32	Deputy General Manager (DGM)-Technical (Electrical) - North / South	2	Contract
33	Deputy General Manager (DGM)-Planning (North / South)	2	Contract
34	Manager-Finance	2	Contract
35	Manager-Accounts	2	Contract
36	Manager- IT	2	Contract+Outsourced
37	Manager -Legal	4	Contract
38	Manager - HR	2	Contract
39	Manager- IP	14	Contract
40	Manager- Land Allotment	1	Contract
41	Manager- ID / Area Manager	40	Contract
42	Manager- Technical (Civil)	22	Contract
43	Manager- Technical (Electrical)	14	Contract
44	Manager- Technical (Environment) (North / South)	2	Contract
45	Manager - Planning	2	Contract
46	Area Officer / Asst. Area Manager	125	Contract
47	3D Visualiser	1	Contract
48	Land Surveyor	2	Contract
49	GIS Expert	1	Contract
50	Horticulturist	1	Contract

51	JE - Civil	38	Contract
52	JE - Electrical	16	Contract
53	Draftsman	4	Contract
54	Executives	228	Contract
55	Housekeeping In-Charge	2	Contract
56	Record Room In-Charge	2	Contract
57	Amin	As per requirement	Contract/Outsourced
58	Driver	As per requirement	Contract/Outsourced
59	DEO	As per requirement	Contract/Outsourced
60	Office Boy	As per requirement	Contract/Outsourced
61	Security Guard	As per requirement	Contract/Outsourced
62	Night Guard	As per requirement	Contract/Outsourced
Total		604	

Table 2: Total Posts to be Sanctioned

** All the previous sanctioned posts for BIADA deemed to be omitted/repealed to the above-mentioned extent.*

*** Appointment on the above-mentioned posts will be done as per the requirement.*

**** Employees who are presently working, i.e. working on the date of restructuring notification, will be adjusted against the new sanctioned posts of their respective positions. If their posts are not matched with the current restructured posts, then they will work as per contract till their tenure as per requirement and no fresh recruitment will be done on that post. No employee will be retrenched after the restructuring. Regular employees (Dying cadre) of BIADA will work till their age of retirement/ death/ resignation/ termination. Posts vacant after the retirement/ death/ resignation/ termination of regular employees (Dying cadre), no regular employees will be employed on the said post.*

B) Recruitment Budget –

BIADA will also develop a recruitment budget based on annual staffing plan/resource planning, undertaken at the beginning of each financial year. The draft of staffing plan along with commensurate budget will be approved by the Board of Governors along with annual budget.

C) Guidelines for Requisition –

HR Section will be responsible for forwarding request for creation of new posts/filling up of vacant posts with the approval of competent authority. Competent authority must provide the following information as a part of requisition:

- ✓ Budget description/budget profile/key areas of work of the incumbent.
- ✓ Minimum and preferred educational qualification, area of expertise.
- ✓ Age limit.
- ✓ Competency
- ✓ Assignment/requirement period (if any).

- ✓ Reporting authority
- ✓ Reason/purpose of recruitment.
- ✓ Any other relevant information justifying the recruitment.

D) Screening Committee & Selection Committee –Separate committee will be formed for each stage of Selection.

- **Selection committee:** It will be formed for the purpose of recruitment and selection for the posts in BIADA shall comprise: -
 - ✓ Managing Director
 - ✓ Director, Industries
 - ✓ In-charge Administration, BIADA
 - ✓ Representative of SC/ST from the BIADA or the Department of Industries.
 - ✓ In house consultant/consultants of BIADA to be nominated by MD.
- **Screening Committee:** For recruitment and selection done by HR Section of BIADA a screening committee will be formed with the approval of Managing Director, headed by an Executive Director nominated by Managing Director, BIADA. which consist of –
 - ✓ HR Section Head (HR Section)
 - ✓ Legal Head (Legal Section)
 - ✓ Finance Head (Finance Section)
 - ✓ As nominated by MD.

The Screening committee will be headed by an Executive Director nominated by Managing Director, BIADA.

E) Selection Methodology –

- **Eligibility criteria** – For each position a set of minimum eligibility criteria will be defined as mentioned in Job Description for the said position, based on which candidate will be shortlisted in the selection process. Eligibility criteria will include but not limited to the following: -
 - ✓ Minimum essential and preferred educational qualification.
 - ✓ Minimum years of experience required, if any for each specific jobs.
 - ✓ Age limit (if any).
 - ✓ Nature of candidate's experience in job, relevant area and prudent track record of demonstrating in innovative method and ideas that added value to his organization (if any) job requirements, specific prior work experience.
 - ✓ BIADA employees will be given preference in selection as decided by the Managing Director/Selection Committee.
- **Selection Process** –BIADA at its discretion and as deemed necessary, use any one or combination of selection tools/method in parallel or in sequential manner to select the most

appropriate candidate. Following tools/method (including but not limited to) may be used by BIADA from time to time.

- ✓ Online Application Form: Scrutiny of Online Applications received against the Job Postings as per the JD defined& advertised.
- ✓ Assessment Test: It can be a Skill Test / Psychometric / Personality Test.
- ✓ Group Discussion: As per the need
- ✓ Interview: Can opt for one or combination method as per the need: Structured Interviews / Behavioural Interviews / Panel Interviews / Group Interviews / Video Conferencing.
- ✓ At any point of time as deemed necessary the Managing Director with consultation of selection committee members, can exercise their executive power to modify any provision/process of recruitment/selection panel, methodology of hiring/job specifications etc. or appoint for any duration any individual/body/organization/firm to speed up achievements of BIADA's objectives. This will be duly informed to the Board of Directors in due course.
- ✓ Results of the candidates who have qualified for various stages of the recruitment process and the list of candidates finally selected will be made available on the website.
- ✓ After Written Test Result is published, 48 Hrs window will be open for grievance handling.
- ✓ Final Merit List will be prepared based on Criteria mentioned below:

S.No.	Criteria	Marks Assigned
1.	Educational Eligibility	10 Marks
2.	Post-qualification Minimum Experience	10 Marks
3.	Post-qualification Relevant Experience	10 Marks
4.	Additional Relevant Experience (As per Advertisement)	2 Marks (for additional each 2-year, Maximum up to 20 Marks)
5.	Interview	50 Marks (equally distributed among the Interview Committee Members)
Total Marks		100 Marks

NOTE: The above-mentioned figures may be amended by the Selection Committee as per the need.

➤ **Reservation & Relaxation:**

- ✓ Reservation for eligible candidates will be provided as per the guidelines of Govt. of Bihar.
- ✓ For ED post, maximum age should be 55 years and maximum age to be 65 years (for retired), for GM Post, maximum age should be 52 years, and for DGM Post and below, maximum age limit is supposed to be 45 years as per the date mentioned in Advertisement.
- ✓ 5years of age relaxation for BIADA employees is applicable & will be given preference (maybe by given maximum 20 marks) in recruitment.
- ✓ The above-mentioned criteria maybe amended by the Selection Committee as per the need.

➤ **Honorarium (Summary Table)**

Sl. No.	Name of Post	Honorarium (INR)	
1	Executive Director	1,56,250	
2	General Manager, Estate Officer (Land Acquisition)	1,43,444	
3	Deputy General Manager/ Company Secretary	Slab 1 – with BIADA for ≤ 3 years	1,04,173
		Slab 2 - After completion of 3 years in BIADA	1,24,241
4	Manager/Area Manager	Slab 1 – with BIADA for ≤ 3 years	70,000
		Slab 2 - After completion of 3 years in BIADA	83,267
5	JE / 3D Visualiser / Land Surveyor / GIS Expert / Horticulturist / Draftsman	64,537	
6	All Type of Executives (Executives Includes Executives / Legal Executives / IT Executives / Stenographers / In charge Housekeeping / In charge Record Room, etc.) / AAM/Area Officer	Slab 1 – with BIADA for ≤ 3 years	46,600
		Slab 2 - After completion of 3 years in BIADA	63,430
7	Amin	40,140	
8	Driver	25,000	
9	DEO	28,000	
10	Office Boy	17,000	
11	Security Guard	18,000	
12	Night Guard	18,000	

Chapter 6: Performance Management System

- **Objective:** Performance management is an integral part of a comprehensive human resource management strategy. Its objective is to maximize staff performance and potential with a view to attaining organizational goals and enhancing overall effectiveness and productivity. A performance management system aims: -
 - ✓ To enhance Performance of individuals/Teams/ and thus help achieve Project objectives.
 - ✓ To enhance self-esteem of the staff by rewarding performance.
 - ✓ To identify gaps in performance and pave way for future capacity building.

- **Guiding Principles of Performance Management System:**
 - ✓ As far as possible, the System should be based on clear and simple Key Performance Areas (KPA), each of which will be defined with Key Performance Indicators (KPI). These should be linked with the action plan for the State/ District/ Block Levels.
 - ✓ The methods of verification of Key Performance Areas should be developed to make the process transparent.
 - ✓ The system should look at the team as a unit of assessment as well. The rewards should be based on the performance of the individual as well as that of the team.

- **Measuring Performance**
 - **How will Performance be assessed?** Performance assessment would be done mainly through two sources.
 - ✓ Through assessment of data directly collected from employee and respective supervisors.
 - ✓ By collecting secondary data from the MIS Reports. As far as possible, all quantitative data related to performance would be collected directly from the Monitoring & Evaluation System.
 - **Who will be assessed?** All employees working at BIADA would be assessed.

- **Execution of Performance Management System**
 - ✓ Identification of Key Performance Indicators as per the KRA defined.
 - ✓ Performance Assessment based on Evaluation Metrics.

- **Weightage Method in Performance Evaluation**
 - ✓ 80% - Work/Task Based
 - ✓ 20% - Behavioural / Soft Skill based

➤ **Usage of Performance Rating Scale**

- ✓ It will provide a structured way to assess competencies, behaviours and achievements, enabling consistency and fairness in evaluation.
- ✓ Each rating is defined with both quantitative and qualitative value.
- ✓ Rating/scores to be accompanied with written feedback and if required specific examples.

➤ **1-5 Rating Scale (Parameter Based on KPIs)**


- ✓ 1 - Unsatisfactory
- ✓ 2 - Needs Improvement
- ✓ 3 - Meets Expectations
- ✓ 4 - Exceeds Expectations
- ✓ 5 – Distinguished

➤ **Total Assessment Point to be generated based on Rating Scale:**

Total Assessment Point	< 10	Poor
	11 – 20	Good
	21 <	Excellent

Note: Further processing and documentation for Performance Management System will be as per the HR Manual, 2026.

BIADA Organizational Restructuring 2026


Chairman, BIADA-cum-Managing Director, BIADA.

Memo No:---2026/2541

Date:- 18/05/26

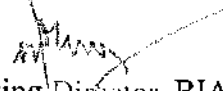
Copy forwarded to:-All Executive Director, BIADA/All DGMs & all concerned BIADA for information & necessary action.


Managing Director, BIADA

Memo No:---2026/2541

Date:- 18/05/26

Copy forwarded to:-Secretary, Industries Department, Govt of Bihar for information.


Managing Director, BIADA