

GOVERNMENT OF ARUNACHAL PRADESH
DEPARTMENT OF INDUSTRIES
ITANAGAR

No. DOI-13014/2/2025

Dated Itanagar the 29th January 2026

Applications are invited from eligible candidates towards appointment as Industry Facilitators (*Udyam Mitras*) on contractual basis under the Department of Industries, Government of Arunachal Pradesh. Applicants are requested to download detailed eligibility norms and Application Format from the department website <https://indarun.gov.in> and submit their completed application on or before 12th February 2026 to the email ID:

industryfacilitators.arp@gmail.com

(i) Position Title: Industry Facilitators - Udyam Mitra

Department: Department of Industries, Arunachal Pradesh

Position Type: Contract **No.of posts:** 13 (Thirteen) nos.

Period: 1 (One) year.

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

The Department of Industries, Government of Arunachal Pradesh is creating a cadre of resources who will form the first point of contact for MSMEs, informal enterprises and SHGs who are associated with any of the trades recognized under UDYAM scheme.

(ii) Job overview

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

(iii) Job role

Selected candidates

- Will provide the role of a single point of contact for information and facilitation for small businesses, SHGs, clusters, enterprises across the state at the district level.
- Will be responsible for increasing enrolment in Udyam and other relevant Champion schemes of the ministry.
- Will be required to keep updated information related to schemes of MoMSME, RD, MSDE etc.
- Will be responsible for supporting all field activities being conducted under RAMP program across the state.
- Will provide handholding, logistics and all necessary field coordination support to prospective investors and institutional buyers visiting the state.

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

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

(v) Educational qualifications

- Graduate in any stream from a university recognised by UGC.

(vi) Experience

- Minimum 2 years of experience in the job role mentioned in para (iii) above

(vii) Age Criteria

- Age limit – Not exceeding 35 years. (relaxable for identified categories viz. SC/ST/OBC) as per State government orders in force.

(viii) Desirable eligibility norms for all candidates

- Proficiency with online portals and digital tools is preferred. (MS Office Suite, Canva, Google Meet, MS Teams etc)
- Proficiency in English is required (Verbal and Written)

- Experience in implementation of Government of India Scheme, DBT and DST sponsored programs, World Bank Schemes or any programs of International Financial Bodies

(ix) Emoluments:

Consolidated Emoluments will be up to Rs 45,000 pm depending on candidates' experience and qualifications.

(x) Proposed Locations:

As per requirement, the Udyam Mitras will be posted across the state.

(ix) Note:

The Contractual post of Udyam Mitra is purely temporary in nature and the candidate has no right to claim for regularization of the post. The Department reserves the right to cancel/terminate candidature at any time without assigning any reason.

APPLICATION FORMAT

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

The following documents may be enclosed:

- 1- Cover Letter – Format enclosed as Annexure 1
- 2- Current CV or Resume
- 3- Educational Testimonials
- 4- Work Experience Testimonials
- 5- Any other testimonials related to extracurricular activities, awards or experiences.

APPLICATION FOR UDYAM MITRA

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

Self- Attested Passport size photo

1. Name :- _____
2. Mother's/Father's Name :- _____
3. Date of Birth :- _____
4. Correspondence address :- _____

5. Mobile No : _____
6. Gender : _____
7. E-mail :- _____
8. Marital Status : _____
9. Highest Academic Qualification : _____
10. Undertaking

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

 (Name and Signature of the Candidate)

Place :

Date :

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