



BODOLAND TRADE AND INDUSTRIAL DEVELOPMENT CORPORATION LIMITED
DISTRICT INDUSTRY CENTRE, BTC ::: KOKRAJHAR – 783370

Bodoland Trade and Industrial Development Corporation Limited (BTIDCL) is inviting applications from the interested candidates with relevant qualification for the following positions at the **Office of BTIDCL at District Industry Centre, BTC, Kokrajhar - 783370.**

Sl	Positions	No. of Vacancy	Type of Vacancy	Monthly Remuneration	Years of Experience
1	Assistant Manager	1 (One)	1 (One) year – Contractual	Rs 40,000 (Forty Thousand) only.	3-5 years.
2	Business Development Executive	2 (Two)	1 (One) year – Contractual	Rs 30,000 (Thirty Thousand) only.	Below 3 years.

Online Application Link :

Interested candidates are requested to fill up the online application form available at website:

<https://www.investbodoland.in/careers>

Only online applications will be entertained and only those selected after screening of the application will be invited for the interview round. Interview dates will be communicated to candidates in due course of time.

The Authority reserves the right to carry on or cancel the recruitment process without assigning any reasons thereof.

Last date of Application : 04-March-2024

Job Description and Key Responsibility Areas :

The candidate(s) will be responsible for the following activities:

- **Investment facilitation activities**
 - Developing a pipeline of potential investors for proactive targeting and outreach through insightful desktop research.
 - Assisting potential investors in formulating their investment plans, accompanying them during their site visits, coordinating meetings with relevant line departments.
 - Providing information to potential investors and developing collateral for showcasing BTC's strength and opportunities on Social, Economic, and Educational fronts.
 - Interacting closely with industry associations, trade bodies, or chambers.
 - Keeping updates on various policies and programmes of the Central, the State, and the Council Govt.
 - Providing support in policy research, both primary and secondary, to identify bottlenecks in infrastructure development and to improve the overall ecosystem.
 - Participating and representing BTC in trade roadshows, events, conclaves, or business summits.

- **Start-up facilitation activities**

- Building a close-knit & vibrant community of start-up founders, prospective founders, advisors, mentors, key opinion leaders, and enthusiasts.
- Liaising closely with Assam Startup to assist startups in obtaining “Startup India” or “Startup Assam” recognition.
- Arranging bootcamps for start-up & prospective founders and providing assistance to Startups seeking incubation and funding support through Assam Startup.

Qualification & Experience :

- Graduate / Post-Graduate degree in Economics, Finance, Business Administration, or related fields from a recognized institute.
- Relevant Work Experience at a reputed MNC, Government Agencies, Consulting Firm, Investment Bank, Trade Chamber or Association, Think Tank, International Agencies, well-funded Startup with experience in the field of Business Development, Marketing, Ease of Doing Business, Research & Policy, and Scheme Development.
- Candidates with prior understanding of the business ecosystem and experience in project execution with Central or State govt would be preferred.
- Strong business communication & etiquettes, stakeholder management, client relationship management and networking skills.
- Proficiency in Microsoft PowerPoint, Word, and Excel.
- Excellent spoken and written English is a must.

Communication :

All official communications will be sent at the email provided by the applicants. The applicants are advised to check the spam folders regularly.

Queries :

For any queries related to the vacancy, send email to: btidcl.btc@gmail.com
