



INDIAN INSTITUTE OF ENTREPRENEURSHIP

BASISTHA CHARIALI, LALMATI- 37, NATIONAL HIGHWAY BYPASS, GUWAHATI-781029 (ASSAM)

(An Autonomous Organization under the Ministry of Skill Development and Entrepreneurship, Govt. of India)

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Ref. No:(01)Recruit/2021-22 /3620

Date: 03.01.2022

SITUATION VACANT

Indian Institute of Entrepreneurship (IIE), Guwahati invites application to fill up various post under “Business Facilitation Cell “ on purely contract basis. Last date of online submission of application is on or before 24th Jan, 2022.

For details etc. applicants may visit Office web-site / www.iie.gov.in



Sd/

Administrative Officer

IIE, Guwahati

File No. F(01)Recruit/2021-22

Date: 03.01.2022

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following position under “**Business Facilitation Cell**” on purely contractual basis.

Position: Project Head Grade I

No. of Posts: 1

Salary: Rs. 45,080/- per month

Responsibilities:

Project Head Grade I will be responsible for developing and implementing the project's Entrepreneurship support programme for women to start and scale up businesses in Assam, and potentially further states in North East.

Core scope of Tasks:

- Support in strategy building for setting up and implementing an incubation, Acceleration and mentorship programme for entrepreneurs/start-ups across NER
- Build up and manage relationships with key cooperation partners in the area of work; liaise closely with the State Governments and the entrepreneurial eco system in the state as needed.
- Monitor and evaluate the project activities in North Eastern region.
- Developing compelling materials for the project and other related documentation work.
- Various internal administrative work of the institute.

Qualifications and Experience:

- Post-Graduate degree in management or other related fields.
- Minimum 8 to 10 years of professional experiences in entrepreneurship promotion and related work.
- Work experience in an industry/business association or a service provider providing innovations labs, business development programmes etc. is preferable
- Good knowledge on policies and approaches adopted by government, various stake holders and the private sector to promote entrepreneurship in India, specifically in North East
- Ability to work independently and take responsibility
- Proactive attitude and entrepreneurial spirit
- Fluent in English, Hindi and Assamese is a must; fluency in further regional languages would be an advantage

Mode of Selection:

Written Test & Personal Interview

Only shortlisted candidates will be called for appearing interview through telephone, Email/WhatsApp/SMS.

Place of Interview:

Indian Institute of Entrepreneurship, Lalmati, BasisthaChariali, Guwahati-781029

Expenses of selection:

No TA/DA will be provided for attending interview.

Submission of Application:

The application is required to be send through post/ Courier (Hard copy) or email to the address given below with the following particulars:

- (i) The post applied for must be **superscribed** at the top of the envelope along with the name of the project.
- (ii) Detail Bio data/CV of the candidate. (must contain email ID & Mobile Number)
- (iii) Two passport size photographs
- (iv) Photo copies / Scan Copies of the certificates in support of various qualifications / experience mentioned in the Bio data/ CV.
- (v) Two reference under whom the candidate working before or known person.
- (vi) **Qualification and Experience** may be relaxable for highly suitable candidates.

The last date of application submission on or before 24th Jan, 2022

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

Email: recruitmentcell.iiie@gmail.com

Note: IIE, Guwahati reserves its right to reject any or all the applications at the time of scrutiny of the same.

S/d



Administrative Officer