



**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)**

**Tel: 0361- 2300840 & 6901271181; Tele Fax: 0361-2300325/2305394**

**E-mail: [director@iie.gov.in](mailto:director@iie.gov.in), Website:[www.iitraining.org](http://www.iitraining.org)**

Ref.No:(01)Recruit/2021-22 /4394

Date: 03.03.2022

**SITUATION VACANT**

**Indian Institute of Entrepreneurship (IIE), Guwahati invites application to fill up posts under various projects to be implemented. Last date of online submission of application is on or before 24<sup>th</sup> March, 2022.**

For details etc. applicants may visit Office web-site / [www.iie.gov.in](http://www.iie.gov.in)

**Administrative Officer**

**IIE, Guwahati**



**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)**  
**Tel: 0361- 2300840 & 6901271181; Tele Fax: 0361-2300325/2305394**  
**E-mail: director@iie.gov.in, Website: www.iietraining.org**

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

Date: 03.03.2022

**ADVERTISEMENT**

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application under various **Projects** to be implemented by IIE on purely contractual basis.

**The Position, Qualification & Experiences & pay structure are as follows:**

<b>Name of Post</b>	<b>No of Post</b>	<b>Salary</b>	<b>Role, Required Qualification and Experience</b>	<b>Project</b>	<b>Email</b>
Project Lead	2	Rs. 34,580/-	Responsibility: The project Lead will be responsible for leading and implementing business facilitation initiatives to support entrepreneurs/start-ups. Core Activities; <ul style="list-style-type: none"><li>• Planning, Strategizing and implementing projects related to start-ups and other business.</li><li>• Research, Analysis and Reporting.</li><li>• Developing mentorship program, start-up boot camp programs, entrepreneurship development programs etc.</li><li>• Managing promoting activities related to projects</li><li>• Monitoring, Evaluation and Handholding activities</li><li>• Networking with various stakeholders</li></ul>	Temple Town and Oil Jeevika Project	iieoilcsr@gmail.com

- Documentation & Administrative Work

**Core Experiences:**

- Minimum 6 to 8 years of professional experience in project management.
- Work experience preferable in sectors of start-up and entrepreneurship development. Knowledge on start-up incubation, business plan development, mentorship etc is desirable.
- Developing project proposals and documentation

**Qualification:**

- Post Graduate Degree preferably in Economics/Commerce/Business Administration & Social Science.

**Key Skills:**

- Good Communication and interpersonal skills with ability to proactively address potential issues and solve problems is desirable.
- Excellent computer skills,
- Collaborative working Style and team – player attitude.
- Ability to work independently with little supervision, organization skill and ability to prioritize tasks, and having report writing skill.

**Age: 30 - 35 Years**



Project Lead	1	Rs. 34,580/-	<p><b>Responsibility:</b></p> <p>The Project Lead would provide essential support to a project, working with the Project Head and other team members to achieve project success. The role would include independently leading the project execution, identifying and managing project risks and developing solutions, developing positive relationship with Clients and other stake holders, managing &amp; monitoring team member activities, data collection, documentation &amp; reporting.</p> <p><b>Core Experiences:</b> At least 4-5 years proven track record of independently implementation in Social /Community development project, especially in livelihood Development project. Having experience in carrying out research studies, preparation of Project report, Business plan &amp; report writing of projects.</p> <p><b>Key Skills:</b> Communication and interpersonal skills, ability to proactively address potential issues and solve problems, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with little supervision, organizational skills and ability to prioritize tasks, and having report writing skills.</p> <p><b>Qualification:</b> Post Graduate Degree preferably in Social Work / Rural Development / Economics/Commerce/Business Administration &amp;Social Science.</p> <p><b>Age:</b> 30 - 35 Years</p>	Skill Project	recruitmentcell.ii@gmail.com
--------------	---	--------------	--	---------------	------------------------------



<b>Project Executive Grade I</b>	2	Rs.28, 420/-	<p><b>Responsibility:</b>          The Project Executive Grade I would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities monitor and report on project, analyse data, make suggested corrections if needed. Would be required to market survey and field level activities.</p> <p><b>Qualification:</b> Post Graduate Degree preferably in Science/ Engineering/ Social Work / Rural Development / Economics/ Commerce/ Business Administration &amp; Social Science.</p> <p><b>Experience:</b> At least 5 years proven track record of working on similar assignments for Grade-I. Having experience in carrying out research studies, preparation of Project report, Business plan &amp; report writing of projects. Publication of thesis, dissertation, ISBN book, international research papers etc. will be preferred.</p> <p><b>Key Skills:</b></p> <ul style="list-style-type: none"> <li>• Exceptional communication and interpersonal skills</li> <li>• Ability to proactively address potential issues and solve problems</li> <li>• Excellent computer skills</li> <li>• Collaborative working style and team-player attitude</li> <li>• Ability to work independently with organizational skills and ability to prioritize tasks</li> <li>• Having entrepreneurial zeal to work hard with extra miles</li> </ul>	<b>DBT Project</b>	<a href="mailto:dbthrs.iie@gmail.com">dbthrs.iie@gmail.com</a>
----------------------------------	---	--------------	---	--------------------	--



			<p>and ready for extensive tour</p> <p><b>Term of appointment:-</b>Initially for 6 (six) Months, if the project continues may be renewed for another term if the project is still in progress, subject to a satisfactory performance appraisal.</p> <p><b>Age:-</b>25 – 30 Years</p>		
<b>Project Executive Grade-II</b>	1	Rs.23, 520/-	<p><b>Responsibility:</b> The Project Executive Grade II would be involved in all aspects of project implementation. This may include ensuring the project stays within the budget, working with staff and other individuals to implement project activities, monitoring, project report preparation, mobilization of farmers, payment release, liaisoning, data collection, data analysis, make suggested corrections if needed. Would be required to handle activities under Farmer Producer Organisation.</p> <p><b>Qualification:</b> Post Graduate Degree preferably in Social Work / Rural Development /Economics/Commerce/Business Administration &amp; Social Science.</p> <p><b>Experience:</b> At least 2 - 3 years proven track record of implementation in Social /Community development/ Agricultural Marketing/ Value addition and processing project especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan &amp; report writing of projects. The experience in the field of skill development approach/entrepreneurship development sector will be</p>	FPO Project	<a href="mailto:sfacfpo.iie@gmail.com">sfacfpo.iie@gmail.com</a>

an additional advantage.

**Key Skills:**

- Exceptional communication and interpersonal skills
- Ability to proactively address potential issues and solve problems
- Excellent computer skills
- Collaborative working style and team-player attitude
- Ability to work independently with organizational skills and ability to prioritize tasks
- Having entrepreneurial zeal to work hard with extra miles and ready for extensive tour

**Term of appointment:-**Initially for 6 (six) Months, if the project continues may be renewed for another term if the project is still in progress, subject to a satisfactory performance appraisal.

**Age:-**25 – 30 Years

**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 mention against each post 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.

**The last date of application submission on or before 24<sup>th</sup> March, 2022**

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

**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