



**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.iitraining.org**

Ref. No: C(802)/SMD/15-16 / 138

Date: 22.01.2021

**SITUATION VACANT**

**Indian Institute of Entrepreneurship (IIE), Guwahati invites application to fill up two posts under SFURTI project on purely contract basis. Last date of online submission of application is on or before 31<sup>st</sup> Jan. 2021.**

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



Sd/

**Administrative Officer**  
**IIE, Guwahati**  
Administrative Officer  
Indian Institute of Entrepreneurship  
Guwahati

## 1. Name of the Post: Project Executive Grade I

**No. of Post: 1 (One)**

**Role:** - 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 the project activities and preparing the reports on project, analyze data, make suggested corrections if needed. The executive will also have to handle cluster development projects for execution related tasks and ensure that the outputs and outcomes are achieved as per the Detailed Project Reports and various Ministry Guidelines and norms. S/He would be required to prepare proposals, concept notes, budgets and reports etc. and also initiate/handle communications with various government departments/ financial institutions/ marketing platforms etc. for leveraging finances, marketing linkages etc.

**Qualification: M.A in Social Sciences/Management, M.Sc./ B.E/B. Tech/B. Design.**

**Experience:** At least 3 years proven track record of working on similar assignments for Grade-I. The experience in the field of cluster development approach/ entrepreneurship/livelihood promotion activities will be necessary.

### **Essential Skills:**

- Cluster development activity planning, Business Planning, DPR formulation etc.
- Monitoring and Evaluation of cluster development project activities.
- Outcome/Impact monitoring of project intervention and activities.
- Report writing and documentation.
- Concept note development, Proposal writing.
- Proficiency in computer applications

### **Desirable Skills**

- Exceptional communication and interpersonal skills
- Ability to proactively address potential issues and solve problems
- Collaborative working style and team-player attitude
- Outstanding organisational skills and ability to prioritize tasks
- Excellent report and proposal writing skills
- Experience of working/developing I.T based solutions and applications for monitoring and evaluation of cluster development projects/livelihood projects/ enterprise development projects would be an added advantage.
- Willing to travel to field locations of project sites across India.

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

**Salary would be Rs. 28, 420/-**

## 2. Name of the Post: Project Executive Grade II

**No. of Post: 1 (One)**

**Role:** - 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 monitor and report on project, analyse data, make suggested corrections if needed. Would be required to prepare proposals and reports.



**Qualification: M.Sc. IT, B.E./B. Tech. in Computer Science or relevant field/M.C.A.**

**Experience:** At least 2 years proven track record of working on similar assignments. The experience in the field of cluster development approach/ livelihood and agri sector will be an additional advantage.

**Key Skills:**

- Programming Skill, web designing, development
- Java script, CSS, Node js/php/Html
- Python, My-SQL
- AWS Cloud Watch
- Exceptional communication and interpersonal skills

**Desirable Skills:**

- Knowledge related to e-commerce, digital marketing skills, e-commerce web development will be added advantage.
- Project Management Software, MIS, Inventory Management Software
- GIS using open-source software.
- Ability to proactively address potential issues and solve problems, team-player
- Collaborative working style and team-player attitude
- Organizational skills and ability to prioritize tasks
- Excellent report and proposal writing skills

**Term of appointment:** - Initially for 6 (six) months, with provision for further extension based upon requirements and satisfactory performance.

**Salary would be Rs. 23, 520/-**

**N. B.**

The Candidates have to send their CV latest by **31<sup>st</sup> January, 2021**, to the following address. Candidates applying for more than one posts need to send to separate CVs with the clear mention of the post applied for.

**Shortlisted candidates will be called for interview through email.**

**(Mention the post Applied for)**

To  
The Director  
Indian Institute of Entrepreneurship (IIE) Lalmati,  
Guwahati – 7891029

Or

Mail it to the Email Id: [iiesfurti2@gmail.com](mailto:iiesfurti2@gmail.com)



Sd/

**Administrative Officer  
IIE, Guwahati-29**

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Guwahati-781 029