



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 /843

Date: 14.07.2021

SITUATION VACANT

Indian Institute of Entrepreneurship (IIE), Guwahati invites application to fill up various posts under PMKVY 3.0 project on purely contract basis. Last date of online submission of application is on or before 31st July, 2021.

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

Sd/
Administrative Officer
IIE, Guwahati

Enclosures: 1)

ADVERTISEMENT

Indian Institute of Entrepreneurship (IIE), an organization under Ministry of Skill Development & Entrepreneurship, Govt. of India invites application for the following positions for **PMKVY 3.0** on purely contractual basis.

Name of Post,	No of Post,	Qualification	Salary	Key Role	Core Experiences Required
Project Lead	1	Post Graduate Degree	Rs.34,300/-	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 & monitoring team member activities, data collection, documentation & reporting.	<ul style="list-style-type: none">➤ Supervising Skill Development Projects of large scales for at least last 2 years.➤ Documentation of Skill Development projects for the last 4 years.➤ Computer literate with proficiency in MS Office and related business and communication tools. <p>Overall Experience- 5 years</p>
Project Executive (Grade-I)	1	Post Graduate Degree	Rs. 28,420/-	The Project Executive 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 progress, analyze data, make suggested corrections if needed. Would be required to prepare proposals and reports.	<ul style="list-style-type: none">➤ Handling Skill Development projects for at least 3 years.➤ Case Studies, Success Stories, Templates and Report Writing etc.➤ Proficiency in ICT usage skills. <p>Overall Experience- 5 years</p>



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 31th July, 2021

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

Email: recruitmentcell.iie@gmail.com

