



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/2021-22/3619

Date: 03.01.2022

SITUATION VACANT

Indian Institute of Entrepreneurship (IIE), Guwahati invites application to fill up various posts under Livelihood Development Project of Tribal beneficiaries of Assam under Pradhan Mantri Van Dhan Yojana (PMVDY) on purely contract basis. Last date of online submission of application is on or before 20th Jan, 2022.

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

Sd/ 

Administrative Officer
IIE, Guwahati

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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 positions for Livelihood Development Project of Tribal beneficiaries of Assam under **Pradhan Mantri Van Dhan Yojana (PMVDY)** to be implemented by IIE on purely contractual basis.

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

Name of Post	No of Post	Salary	Role, Required Qualification and Experience
Project Associate (Training)	2	Rs. 20,580/-	<p>The Project Associate 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.</p> <p>Core Experiences: At least 3years proven track record of implementation in Social/Community development project especially in livelihood development project. Having extensive experience in field level activities and have excellent communication skills with communities.</p> <p>Key Skills: 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, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour.</p> <p>Qualification: Graduate Degree preferably in Social Work / Rural Development / Economics/ Development Studies, Social Sciences etc.</p> <p>Age: 25 - 32 Years</p>
Project Associate (Marketing)	1	Rs. 20,580/-	<p>The Project Associate 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, devise marketing strategies, social media networking, liaison with potential clients, research and analyze market demand and supply, make suggested corrections if needed. Would be required to prepare proposals and reports to expand market reach.</p> <p>Core Experiences: At least 2years proven track record of sales and marketing. Preference will be given to candidates having experience in FMCG sector.</p> <p>Key Skills: Customer Acquisition, Conversant in market research, Knowledge of marketing and sales strategies, Quick decision making skills, Able to multitask, Customer and Client facing skills, Adaptability, Creative writing skills, Communication and interpersonal skills, excellent computer skills, collaborative working Style and team – player attitude, ability to work independently with organizational skills and ability to prioritize tasks, and open to extensive tours and travel.</p> <p>Qualification: Graduate Degree. MBA in Marketing will be preferred</p> <p>Age: 25 - 30 Years</p>



Multitasker Gr-I	1	Rs. 10,089/-	<p>The Multitasker would be involved in all aspects of office work/ logistics related to the project implementation. This may include ensuring the project document typing, printing, maintaining project files, and maintaining records of value added products and supporting project staff and other individuals in their project implementation activities.</p> <p>Core Experiences: At least 1 year of experience as Multitasker in office works. Experience in FMCG companies or having a robust understanding of the sector will be preferred.</p> <p>Key Skills: Effective communication and Computer proficiency in area of MS office package including Microsoft word & excel.</p> <p>Qualification: H.S in any stream.</p> <p>Age: 20 - 28 Years</p>
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How To Apply

1. Interested Candidates fulfilling the above criteria may forward their bio-data and self-attested testimonials along with 02 Nos. of colored passport size photographs to the **Administrative Officer, Indian Institute of Entrepreneurship, Lalmati, Basistha Chariali, 37 NH Bypass, Near Game Village, Guwahati-781029, Assam, Kamrup (M).**
2. The post applied for must be **superscribed** at the top of the envelop along with the name of the project.
3. Two reference under whom the candidate working before or known person.
4. Age and qualification may be relaxable for highly suitable candidates.
5. IIE will accept hard copy of the application only.
6. Last date of submission of application is on or before **20.01.2022 up to 05.00 P.M.**
7. Only Shortlisted candidates will be called for interview/written test.
8. No TA/DA will be provided for appearing the interview.
9. Submission of application after due date will not be entertained.

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

