



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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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:

Name of Post	No of Post	Salary	Role, Required Qualification and Experience	Project
Project Lead	1	Rs. 34,300/- to Rs.41,140/- (Negotiable)	Responsibility: 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. Core Experiences: <ul style="list-style-type: none">• Minimum 3-4 years experience proven track record of independently implementation in Social /Community development project, especially in livelihood Development project.• Expertise on Skill India portal handling and Center Accreditation and Affiliation Forum	Skill project

			<p>(CAAF) management.</p> <ul style="list-style-type: none"> • Excellent Proposal filing and presentations for various skill developments training program acquisition. • Liaison skills and Assessment handling ability. • Experience in implementation of skill development schemes. • Experience in placement planning and implementation with strategies. <p>Key Skills:</p> <ul style="list-style-type: none"> • 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. <p>Qualification:</p> <ul style="list-style-type: none"> • Post Graduate Degree preferably in Economics/Commerce/Business Administration & Social Science. 	
Project Lead	1	Rs. 34,300/- to Rs. 41,140/- (Negotiable)	<p>Responsibility:</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 & monitoring team member activities, data collection, documentation & reporting.</p>	PMVDY

			<p>Core Experiences: At least 3-4 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 & report writing of projects.</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 little supervision, organizational skills and ability to prioritize tasks, and having report writing skills.</p> <p>Qualification: Post Graduate Degree preferably in Social Work / Rural Development / Economics/Commerce/Business Administration &Social Science.</p>	
Project Lead((Documentation & Communication)	1	Rs. 34,300/- to Rs.41,140/- (Negotiable)	<p>Responsibility:</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 & monitoring team member activities, data collection, documentation & reporting.</p> <p>Core Experiences:</p> <p>3-4 years of proven experience in developing effective communication strategies, managing internal communication (newsletters, memo’s etc.), content drafting, liaise with project stakeholders, proposal drafting and policy developing & report writing.</p> <p>Key Skills:</p> <p>Experience in copy writing and editing, solid understanding of project management</p>	PMVDY

			<p>principles, excellent communication (oral & written) and presentation skills, outstanding organizational and planning abilities, proficient command in English.</p> <p>Qualification: Post Graduate Degree preferably in mass communication or English.</p>	
<p>Project Executive Grade I</p>	<p>1</p>	<p>Rs.28, 420/- to Rs.34,388/- (Negotiable)</p>	<p>Responsibility:</p> <p>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>Experience:</p> <ul style="list-style-type: none"> • 3 years experience • Data Management and verification. • Experience on Skill India Portal Management. • Experience in Project execution and budget management. • Experience in training curriculum planning. <p>Key Skills:</p> <ul style="list-style-type: none"> • 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 <p>Qualification: Post Graduate Degree</p>	<p>Skill Project</p>

Project Executive Grade-I	1	Rs.28,420/- to Rs.34,388/- (Negotiable)	<p>Responsibility: 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.</p> <p>Experience: At least 3 years proven track record of experience in Skill Training, ESDP, EDP and implementation of Social/Community development project especially in livelihood development sector. Having experience in carrying out research studies, preparation of Project report, Proposal Writing, Business plan & report writing of projects.</p> <p>Key Skills:</p> <ul style="list-style-type: none"> • 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 <p>Qualification: Post Graduate Degree preferably in Social Work / Rural Development /Economics/Commerce/Business Administration & Social Science.</p>	PMVDY
Project Executive (Marketing) Grade-I	1	Rs.28,420/- to Rs.34,388/- (Negotiable)	<p>Responsibility:</p> <p>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</p>	PMVDY

			<p>reports.</p> <p>Core Experiences: 3 years of proven experience in conceiving & developing efficient and initiative marketing strategies, conducting market research and analysis to evaluate trends & brands awareness, knowledge on distribution and promotional activities, assessment on customer requirement.</p> <p>Key Skills: Good understanding on market research , data analysis & statistic method , thorough knowledge on based marketing practice, proficiency on marketing software, excellent people management skills, strong organizational & time management abilities, creativity and commercial awareness.</p> <p>Qualification: Master Degree, preferable MBA in Marketing</p>	
Project Executive Grade-II	3	Rs.23, 520/- to 28,459/- (Negotiable)	<p>Responsibility: 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.</p> <p>Core Experiences: At least 3 years proven track record of implementation in Social /Community development project especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan & report writing of projects.</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</p>	PMVDY

			<p>tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive tour.</p> <p>Qualification: Post Graduate Degree in any discipline preferably in Social Work / Rural Development/ Economics/ MBA & Social Science</p> <p>Note: Potential candidates may also apply having relevant experience in the desired field of activities.</p>	
Project Associate	1	Rs.20, 580/- to Rs.24,920/0 (Negotiable)	<p>Responsibility: 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:</p> <ul style="list-style-type: none"> • At least 2 years proven track record of implementation in Social /Community development project especially in livelihood development project. Having experience in carrying out research studies, preparation of Project report, Business plan & report writing of projects. • Knowledge in Skill India Portal AEBAS Attendance Management. • Ability to plan for training infrastructure installation as per NSQF standards. <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 in any discipline preferably in Social Work / Rural</p>	Skill Project

			Development / Economics/ Development Studies, MBA & Social Sciences.	
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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 30th May, 2022

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181

Email:recruitmentcell.iie@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