



भारतीय उद्यमिता संस्थान

Indian Institute of Entrepreneurship

(An Autonomous Organisation under the Ministry of Skill Development & Entrepreneurship, Govt. of India)

RECRUITMENT NOTICE

Date: 09-05-2016

Indian Institute of Entrepreneurship (IIE), an autonomous organisation under Ministry of MSDE, Govt. of India, invites application for the following posts on purely contractual basis for six months for the Project “Consulting Service For Micro Planning and Enhancing Livelihood Opportunities” in Assam sponsored by Assam Project on Forest and Biodiversity Conservation Society (APFBCS).

1. Post: Project Officer [2 Nos.]

Duration: 6 months

Job description: Carry out the various activities under the project including Field Monitoring, Conducting Participatory Rural Appraisal, Data collection, Data analysis, Project Report Preparation, Report Writing, Coordination, Liaisoning, Managing Livelihood Development Project, etc.

Essential Qualification:

- **Post Graduate Degree in Humanities/Commerce/Science/Business Management/Degree in Engineering**

Desirable:

- Minimum 4 years experience in Participatory Rural Appraisal/data collection and analysis in research studies /impact assessment studies/ evaluation studies and other similar studies in relevant fields, project handling, managing livelihood development projects
- Sound knowledge of computer
- Experience in using statistical tools like SPSS, etc.
- Good communication skills
- Experience of writing Report of research studies
- Proficient in Local Languages of Assam
- Willing to travel to remote areas

Salary: Rs.30, 000/PM

Age: 27-40 Years.

2. Post: Research Associate [4 Nos.]

Duration: 6 months

Job description: Carry out the various activities under the project including Data collection, Data analysis, Report Writing etc. under the guidance of the project team leader.

Essential Qualification:

- **Post graduate in Humanities/Commerce/Science/Business Management/Degree in Engineering**

Desirable:

- Minimum 2 years of experience in conducting PRA, data collection and analysis in research studies/ impact assessment studies/ evaluation studies and other similar studies in relevant fields
- Sound knowledge of computer
- Experience in using statistical tools like SPSS, etc.
- Good communication skills
- Experience of writing Report of research studies
- Proficient in Local Languages of Assam
- Willing to travel remote areas

Salary: Rs 22,000/PM

Age: 25 -35 Years.

3. Post: Research Associate (GIS) [1 Nos.]

Duration: 6 months

Essential Qualification:

- Post Graduate in Geography/Geo-Informatics/Environmental Geography with GIS diploma/Certificate.

Desirable:

- Minimum 2 years working experience in GIS projects with knowledge of ArcGIS software and other software
- Sound knowledge of computer
- Good communication skills
- Experience of writing Report of research studies
- Proficient in Local Languages of Assam
- Willing to travel to remote areas

Salary: Rs.22, 000/PM

Age: 25-35 Years.

4. Post: Project Coordinator [3 Nos.]

Duration: 6 months

Job description: Carry out the various activities under the project including managing data collection, data entry, conducting training programme under the guidance of the study team leader.

Essential Qualification:

- **Post Graduate in any discipline/Degree in Engineering**

Desirable:

- Minimum 2 years experience in conducting managing training programme
- Sound knowledge of computer
- Good communication skills
- Writing project report
- Proficient in Local Languages of Assam
- Willing to travel to remote areas

Salary: Rs. 18,000/PM

Age: 25-30 Years.

5. Post: Research Assistant-cum-Field Investigator [6 Nos.]

Duration: 6 months

Job description: Assisting the team study in Conducting Participatory Rural Appraisal/Field Survey/ "Micro Planning and Enhancing Livelihood Opportunities".

- **Essential Qualification: Post graduate in Humanities/Commerce/Science/Business Management/Degree in Engineering**

Desirable:

- Minimum 1 year experience in conducting PRA/Baseline Survey data collection and analysis in research studies/ impact assessment studies/ evaluation studies and other similar studies in relevant fields
- Previous experience in similar works.
- Sound knowledge of computer
- Statistical tools like SPSS, Microsoft Access etc.
- Good communication skills, Proficient in Local Languages of Assam

Salary: Rs. 15,000/PM

Age: 21 -35 Years.

6. Post: Data entry operator [3 Nos.]

Duration: 6 months

Job description: Carry out the various activities under the project including Data collection, data entry under the guidance of the project team leader.

Essential Qualification:

- **Graduate preferably with Computer Science/Information Technology**

Desirable:

- Minimum 1 year experience in data collection
- Sound knowledge of computer
- Experience in using statistical tools like SPSS, etc.
- Good communication skills

Salary: Rs. 10,000/PM

Age: 21 -30 Years.

7. Post: Project Helper [2 Nos]

Duration: 6 Months

Job description: Carry out the project related activities and assisting the team under guidance of the project team leader.

Essential Qualification:

- **HS/XIIth pass**

Desirable:

- Minimum 1 year of experience

Salary: Rs. 8,000/PM

Age: 21 -30 Years.

Mode of Selection:

1. **Written Test**-Eligible candidates may appear for **Written Examination** on **Monday, 16th of May, 2016.**
2. **Personal Interview**- Candidates those have qualified the Written Test will be called for **Personal Interview** on **Tuesday, 17th of May, 2016. *****

Expenses of selection: No TA/DA will be provided for attending interview.

Venue for Selection: Written Test and Personal Interview will be held at Indian Institute of Entrepreneurship, Lalmati, Guwahati, 29.

*****Candidates selected for the Personal Interview have to carry their Bio-data along with latest passport size photograph, original and self-attested copies of all the educational and other qualification certificates/testimonials.**

Sd/-

The Director,
Indian Institute of Entrepreneurship,
Basistha Chariali, N.H-37 Bypass,
Near Game Village, Lalmati,
Guwahati: 781029