

RECRUITMENT NOTICE

Date: 23-08-2017

Indian Institute of Entrepreneurship (IIE), an autonomous organisation under the Ministry of MSDE, Govt. of India, invites application for the following posts on purely contractual basis for eleven months for the Project "Consortium for Micro Planning and Enhancing Livelihood Opportunities" in Assam sponsored by Assam Forest and Biodiversity Conservation Project Society (AFBCPS).

1. Project Officer [1 No.]

Duration: 11 months

Job description: Supervise various activities under the project including data collection, data analysis, drafting Report project handling, managing livelihood development project etc. Conduct and supervise PRA survey/exercise. Overall project management. Administrative works, budgeting and formulating, preparation of business plan and new product development, preparation of micro-plan, any other task associated with the project. The project demands readiness for extensive travelling.

Essential Qualification:

- **Post graduate with preferably 5-7 years of experience**
- **Experience in skill development**

Desirable:

- Supervising and handling state/central funded projects
- Experience in data collection and analysis in research studies / impact assessment studies/ evaluation studies and other similar studies in relevant fields
- Administrative experience
- Experience in preparation of budget and micro-planning
- Experience of conducting skill development training programs, awareness camps etc.
- Sound knowledge of computer
- Report writing, drafting, preparation of project reports and proposals
- Good communication skills

Salary: Rs 35,000/PM

Age: 28-40 Years

2. Post: Research Associate [2 Nos.]

Duration: 11 months

Job description: Participation in research and scholarly endeavours stipulated by the project. Participate in professional, scientific activities at several levels of difficulty and responsibility. Perform and/or supervise the performance of field experimental procedures and/or laboratory. Supervise and/or perform various activities under the project including survey, data collection, data analysis, drafting reports etc. under the guidance of the team leader. Design, perform, and/or supervise long-term applied research and/or technical support. The project demands readiness for extensive travelling.

Essential Qualification:

- **Post graduate with 3-5 years of work experience**
- **Previous research experience with publications**
- **Experience in skill development**

Desirable:

- Minimum 3-5 years of experience in handling state/central research projects
- Served in state/central institutes as RA, SRF, JRF or Project Assistant
- Previous experience in skill development
- Experience in data collection and analysis in research studies / impact assessment studies/ evaluation studies and other similar studies in relevant fields
- Experience of conducting skill development training programs, awareness camps etc.
- Sound knowledge of computer
- Report writing, drafting, preparation of project proposals
- Good communication skills

Salary: Rs 22,000/PM

Age: 28-38 Years

3. Post: Project Coordinator – GIS [1 No.]

Duration: 11 months

Job description: Carry out the GIS related 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 Geography/Geo-informatics/Environmental Science/Environmental Geography with GIS diploma/Certificate.

Desirable:

Minimum 1 year working experience in GIS projects with knowledge of ArcGIS software and other software.

Salary: Rs. 18,000/PM

Age: 21 -30 Years

4. Post: Project Coordinator [2 Nos.]

Duration: 11 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. The project demands readiness for extensive travelling.

Essential Qualification:

- **Post Graduate in Sociology/MSW/Rural Development/Agricultural Extension/Environmental Science/Anthropology/Economics/Life Science**

Desirable:

- Minimum 1 year experience in conducting training and managing programmes
- Experience in skill development
- Sound knowledge of computer
- Good communication skills
- Writing project report

Salary: Rs. 18,000/PM

Age: 21 -30 Years

Mode of selection: Personal interview/Written test

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

Place of Interview: Interview will be held at Indian Institute of Entrepreneurship, Lalmati, Guwahati, 29.

Only short listed candidates will be called for the interview. Date of Interview will be informed later through mail or phone call. Candidate may appear in the interview along with the original testimonials and two passport size photographs.

*****Candidate must send their Application clearly mentioned about the post applied for along with the Bio-Data through email (compelo.iie@gmail.com) or they may submit the same in the IIE office on or before 04.09.2017**