

RECRUITMENT NOTICE

Date: 23-02-2017

Indian Institute of Entrepreneurship (IIE), an autonomous organisation under Ministry of SDE, Govt. of India, invites applications for the following posts on purely contractual basis for eleven (11) months for the Project "Micro Planning and Enhancing Livelihood Opportunities" in Assam sponsored by Assam Forest and Biodiversity Conservation Project Society (AFBCPS).

1. Project Officer [1 Nos.]

Duration: 11 months

Job description: Carry out the various activities under the project including Data collection, Data analysis, Drafting Report, project handling & managing livelihood development project and managing Foreign aid projects implemented in Assam etc.

Essential Qualification:

- **Post graduate Degree with 5- 7 years of experience**

Desirable:

Minimum 5-7 years of experiences in data collection and analysis in research studies / impact assessment studies/ evaluation studies and other similar studies in relevant fields, project handling, managing livelihood development project.

- Sound knowledge of computer
- Experience in using statistical tools like SPSS, etc.
- Good communication skills
- Experience of writing Report of research studies

Salary: Rs.35, 000/PM

Age: 27 -35 Years.

2. Post: Research Associate [2 Nos.]

Duration: 11 months

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

Essential Qualification:

- **Post graduate with 2-3 years of experience**

Desirable:

Minimum 2-3 years of experiences in 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

Salary: Rs 22,000/PM

Age: 23 -35 Years.

3. Post: Marketing Executive [1 Nos.]

Duration: 11 months

Job description: Carry out the various activities under the project including managing marketing structure, marketing linkages, organising fairs and exhibitions, report writing.

Essential Qualification:

- **Post Graduate in Business Administration**

Desirable:

- Minimum 2 years of experience in similar field
- Sound knowledge of computer
- Good communication skills

Salary: Rs. 18,000/PM

Age: 25 -30 Years.

4. Post: Research Assistant [2 Nos.]

Duration: 11 months

Job description: Assisting the study in “Micro Planning and Enhancing Livelihood Opportunities”.

Essential Qualification: Master Degree.

Desirable:

- **Previous experience in similar works.**
- **Sound knowledge of computer**
- **Statistical tools like SPSS, Microsoft Access etc.**
- **Good communication skills**

Salary: Rs. 15,000/PM

Age: 25 -35 Years.

5. Post: Documentation and Computer Expert [1 Nos.]

Duration: 11 months

Job description: Carry out the various activities under the project including Data collection, data entry, presentation making, graphics, DTP, Designing booklet/brochures etc. under the guidance of the team leader.

Essential Qualification:

- Graduate/Post Graduate

Desirable:

2-3 years Experience in relevant field.

Salary: Rs. 18,000/PM

Age: 25 -35 Years.

6. Post: Media Consultant [1 Nos.]

Duration: 11 months

Job description: promotional activities, videography, news editing, publishing of the project activities under team leader.

Essential Qualification:

- Post Graduate in Mass Communication

Desirable:

2-3 years' experience in public relation, print media, TV, radio etc.

Salary: Rs. 20,000/PM

Age: 25 -35 Years.

Mode of Selection: Personal interview.

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 on 9th March 2017 (Thursday) from 10.00 AM. 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 may submit the same in the IIE office on or before 06-03-2017.**