



INDIAN INSTITUTE OF ENTREPRENEURSHIP, BASISTHA CHARIALI
LALMATI, 37, NATIONAL HIGHWAY BYPASS, GUWAHATI-781029 (ASSAM)
(An Autonomous Organisation under the Ministry of Skill Development and Entrepreneurship, Govt. Of India)

RECRUITMENT NOTIFICATION

Ref. No: C(20)/HR/Trifed/VDVK/19-20/

Date: 19.05.2023

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:

Cluster Development Executive (CDE)	03 posts	Rs. 15,000/-	<p>The Cluster Development Executive would provide essential support to a project, working with the IIE, Guwahati Head Office Project staffs to achieve the project success. The role would include coordinate with the Van Dhan Vikas Kendra (VDVK), SHG Leaders, SHG Members & IIE Head Office. The Cluster Development Executive have to develop positive relationship with Clients and other stake holders, managing & monitoring of VDK activities, data collection, documentation & reporting.</p> <p>Core Experiences: At least 1 years of experience working in Social /Community development project, especially in livelihood development project. Having experience in carrying out activities such as formation of SHGs & its management, conduct capacity building training for SHGs, report writing, conduct survey & data collection etc.</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems in field level, basic computer skills, collaborative working Style and team – player attitude, with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive local tour.</p> <p>Qualification: Graduate Degree from recognized college/ university preferably in Social Work / Rural Development, Development Studies& Social Sciences. Age: 22 - 40 Years</p> <p>Project locations& no. of post: Hojai (1), Charaideo (1) and Sivsagar (1)</p> <p>(Note: Potential candidates having relevant experience in the desired field of activities as well as positive attitude, there will be relaxation for Qualification & Age. Candidates from the respective district/local area of VDK projects will get the preference for selection.)</p>
District Coordinators	17	Pay Band: Rs. 20,000/-- 22,500/-	<p>The District Coordinators would provide essential support to a project, working with the IIE, Guwahati Head Office Project staffs to achieve the project success. The role would include coordinate with the Van Dhan Vikas Kendra (VDVK), SHG Leaders, SHG Members & IIE Head Office. The Cluster Development Executive have to develop positive relationship with Clients and other stake holders, managing & monitoring of VDK activities, data collection, documentation & reporting.</p> <p>Core Experiences: At least 2-5 years of experience working in Social /Community development project, especially in livelihood development project. Having experience in carrying out activities such as formation of SHGs & its management, conduct capacity building training for SHGs, report writing, conduct</p>

		<p>survey & data collection etc.</p> <p>Key Skills: Communication and interpersonal skills, ability to proactively address potential issues and solve problems in field level, basic computer skills, collaborative working Style and team – player attitude, with organizational skills and ability to prioritize tasks, and having entrepreneurial zeal to work hard with extra miles and ready for extensive local tour.</p> <p>Qualification: Graduate Degree from recognized college/ university preferably in Social Work / Rural Development, Development Studies& Social Sciences. Age: 22 - 40 Years</p> <p>Project locations& no. of post: Hailakandi(1), Dibrugarh(1), Tinsukia (1), Jorhat & Golaghat(1) ,Dima Hasao(1), Nalbari & Darrang(1), Majuli(1), East Karbianglong (1), Kamrup Rural(1), Goalpara & Bongaigaon(1), Biswanath Chariali (1) & Dhemaji(1), Kokrajhar & Dhubri(2), Chirang(1), Tamulpur(1) Barpeta & Baksa (1)</p> <p>(Note: Potential candidates having relevant experience in the desired field of activities as well as positive attitude, there will be relaxation for Qualification & Age. Candidates from the respective district/local area of VDVK projects will get the preference for selection.)</p>
--	--	---

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 has to send through post/ Courier (Hard copy) or email to the address given below with the following particulars.

- (i) The post applied for must be written at the top of the envelope.
- (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.
- (vi) Age and qualification may be relaxable for highly suitable candidates.

The last date of application submission on or before 29th May, 2023

To

The Administrative Officer

Indian Institute of Entrepreneurship

Lalmati, BasisthaCharali, Guwahati-29, Assam

Phone: 0361-2300840/6901271181 Email: recruitmentcell.iie@gmail.com

**Sd/
Administrative Officer**



Indian Institute of Entrepreneurship
(Ministry of Skill Development & Entrepreneurship, Government of India)
BasisthaChariali, Lalmati, N.H.Bypass, Guwahati-781029

SITUATION VACANT

IIE invites application for the posts of **District Coordinators & Cluster Development Executives** on contractual basis for a livelihood development project of tribal beneficiaries of Assam under **Pradhan Mantri Van Dhan Yojana (PMVDY)** of IIE.

Last date for submission of application 29th May, 2023 up to 02.00 P.M.

Desirable candidates may visit IIE website: www.iie.gov.in

Sd/
(Nayan Moni Hazarika)
Administrative Officer
IIE, Guwahati