

Candidates are invited for the following positions on Contract in the Foundation for Innovation and Entrepreneurship Development (FIED).

Walk in Interviews – 10.June.2019

Venue for assembling – Class room F1, Academic Block, IIM Kashipur

Job Location - Kashipur

Work Timings – Monday to Saturday – 9.30 am to 6 pm.

Terms and Conditions are as follows:

Designation	Emoluments per month (Rs. Lakh)	Job Qualification	Reporting time
Business Manager /BM (1)	75000 – 1.25 Lakhs	MTech/ MBA/ PGDM/Equivalent Master degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics// Technology Commercialization/ Entrepreneurship from recognized institute having relevant experience in at least 3-5 years in technology commercialization; supported incubators; Assessment and evaluation of projects startups and with experience in startup ecosystem	10 am
Assistant Manager (1)	50000 - 70000	MTech/ MBA/ PGDM/Equivalent Master degree in Agri-Business/ Finance/ Marketing/ Agri Marketing/ Agri Economics/ Economics// Technology Commercialization/ Entrepreneurship from recognized institute having relevant experience in at least 2-3 years in technology commercialization; supported incubators; Assessment, evaluation of projects startups and with experience in startup ecosystem	11 am
Business Executive (2)	20000 – 30000	Master degree with IP experience/ MBA/MCA/B tech/Equivalent Master degree from recognized university. Good verbal and written communication skills. Strong literacy in computer, MS Office and Internet.	12 pm

Office Assistant (1)	10000 - 25000	Graduation in any stream, preferably B.Com./BBA with working knowledge of accounts and computers, including MS office.	1 pm
Support Staff (1)	10000 – 15000	10+2/Senior Secondary School qualified candidate	1.30 pm

Job Description for Business Manager: The candidate will be on the rolls of FIED and will work under FIED – RABI Project. The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, interacting with start-ups, faculty and staff; searching appropriate resource-persons, making start-up advertisements, organizing events, digital marketing, and content design. The candidate will be responsible for relationship management and collaboration with other colleges or corporates. The candidate should have good communication skills, excellent writing and proofreading skills. The candidate is required to complete the task assigned to him/her in a time bound manner.

Job Description for Assistant Manager: The candidate will be on the rolls of FIED and will work under FIED – RABI Project. The candidate will be required to work as a multi-disciplinary resource, including but not limited to - preparing policy documents, making training calendar, searching appropriate resource-persons, making start-up advertisements, digital marketing, and content design. The candidate will be responsible for relationship management and collaboration with other colleges or corporates. The candidate should have good communication skills, excellent writing and proofreading skills. The candidate is required to complete the task assigned to him/her in a time bound manner.

Job Description for Business Executive (Digital Marketing): The candidate will be on the rolls of FIED and will work under FIED – RABI Project. The candidate should be

- Well-versed in SEO, SEM, SMM, SMO, PPC, email marketing.
- In depth knowledge of utilizing the right types of social media for different types of clients and market spaces.
- Capable of developing and implementing effective SEO/SMM strategies with the goal of producing high organic rankings on major search engines and generating increased targeted web traffic.
- Can make paid campaign for social media sites(Facebook, Instagram, Youtube and google ad)
- Experience in developing interactive and dynamic multi-media content (written, film or audio)
- Excellent writing and proofreading skills for the web.

- Knowledge of content management systems
- Experience of Photoshop, Illustrator and other designing softwares.
- Capable of designing posters and graphics for online and offline campaigns.

Job Description for Business Executive (Relationships and Event Management): The candidate will be on the rolls of FIED and will work under FIED – RABI Project. The candidate should be

- Capable of organizing large events
- Able to foster relationships with colleges and corporates
- Able to communicate well in English
- Have experience in managing trainings or have worked in an HR role earlier

Job Description for Office Assistant: Working knowledge of managing accounts and Tally is required.

Contract: These positions are contractual and valid only upto 31.03.2020. The contract may be extended further subject to satisfactory performance of the candidate and extension of the project. This contract is not renewable automatically. The candidate will be given consolidated honorarium only (as agreed mutually) per month during the said contract period. During the period of said contract, the candidate will not be entitled to any other benefits/ facilities. During the period of aforesaid contract period either party can terminate the services by giving one month's notice without assigning any reason.