



# भारतीय उद्यमिता संस्थान

(कौशल विकास एवं उद्यमिता मंत्रालय का एक स्वायत्त संस्थान, भारत सरकार)  
लालमाटी, गुवाहाटी- 781029 (असम)

## Indian Institute of Entrepreneurship

(An Autonomous Organisation of the Ministry of Skill Development & Entrepreneurship, Govt. of India)  
Lalmati, Guwahati - 781029 (Assam)

The Indian Institute of Entrepreneurship (IIE), an autonomous organization under the Ministry of Skill Development and Entrepreneurship, Govt. of India with its Headquarter at Guwahati and engaged in training, research and consultancy activities in the fields of small industry and entrepreneurship is looking for a highly competent person to fill in the post of **Administrative Officer**.

**Job Description:** **Administrative Officer's** post is a key position in the organization. The Administrative Officer will be responsible for all administrative matters including custody and maintenance of Institute's assets. Besides, he will take other responsibilities as assigned to him by the competent authority from time to time.

**Qualifications:** a) A Graduate in Arts/Commerce/Science, b) A Post Graduate Degree in Personnel Management or Business Administration (with Specialization in HR) from a reputed institute will be preferable.

**Experience:** Minimum 10 years experience in administrative matters in a supervisory capacity in any Government Department/Institution/Organization of which at least 5 years should be in the Pay Band of Rs. 9,300/- 34,800/- (Grade Pay of Rs. 4,600/-). Knowledge of Government of India Rules and Regulations is essential.

**Age:** 40 years or below.

**Scale of Pay:** For Administrative Officer, Pay Band is Rs. 15,600/- - 39,100/- in a Grade Pay of Rs. 5,400/-

### Method of Recruitment: Direct Recruitment

Interested Candidates fulfilling the above requirements may apply to the undersigned in the address mentioned above through proper channel with bio-data and attested testimonials together with their up to date CR dossiers, Certificate of Vigilance Clearance and No Penalty Certificate for the last 5 years within 20 days from the date of publication of the advertisement along with a crossed DD of Rs. 500/- drawn in favour of "Indian Institute of Entrepreneurship" payable at Guwahati.

Besides pay, the selected incumbent, will be entitled to draw other allowances as per Central Government Rules. Qualification, age and experiences are relaxable in case of exceptionally suitable candidates. The Institute reserves its right to reject any or all the applications at the time of scrutiny of the same. Only shortlisted candidates will be called for interview.

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आई.एस.ओ. : 9001 : 2008 द्वारा प्रमाणित संगठन  
An ISO 9001: 2008 Certified Organisation

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ई-मेल /E-mail : director@iie.gov.in वेबसाइट/Website : www.iie.gov.in

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