

Candidates are invited for the following positions on contract for 9 months, up to 31.03.2021. Contracts can be renewed based on requirements of the institute and performance of the candidates. All selected candidates will be on the payrolls of FIED IIM Kashipur.

To apply, send your CV through an email to [shibananda.epgp1732@iimkashipur.ac.in](mailto:shibananda.epgp1732@iimkashipur.ac.in) with a CC to [fied@iimkashipur.ac.in](mailto:fied@iimkashipur.ac.in) (Ensure to send the email to all two ids).

Contact number and email must be clearly mentioned on the CV

Subject line **MUST** clearly mention the position for which you are applying.

#### Position available

1. **Office Assistant (Designing) (1 post)** – Salary up to INR 25,000 – Minimum 2 years work experience.  
Last date for applying – 29<sup>th</sup> June, 2020  
Interview Date (Physical or through Google meet/zoom) – on 30<sup>th</sup> June, 2020.  
Further instructions about the interview will be informed to the short-listed candidates.  
Please note that all CVs will be screened thoroughly and only those candidates who fulfil the job requirements and have relevant experience will be invited for the interview.

Terms and conditions for all positions are as follows:

1. The position is based out of Kashipur
2. Work timings are Monday to Saturday 9.30 am to 6 pm.
3. The contract will be for a period of 9 months with effect from the date the candidate assumes charge (maximum up to 31.03.2021). The contract may be extended further subject to satisfactory performance and requirement of the Institute. Performance will be evaluated at the end of contract. 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 aforesaid contract period either party can terminate the services by giving one month's notice.

The details of all positions are given below:

#### **Office ASSISTANT**

Qualification and Experience: BTech/BBA or Equivalent Bachelor's degree. Knowledge on Digital Marketing and poster designing is a **MUST**. The candidate should be able to design posters, banners, FB posters, etc using Coreldraw or Photoshop. Experience in startup ecosystem will be preferred.

**Job Description:** The candidate will be on the rolls of FIED. 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.