

**Candidates are invited for the position of Assistant Managers, Executives, and Office Assistants (For one year contract) in the Foundation for Innovation and Entrepreneurship Development (FIED) under RKVY-RAFTAAR and other projects.**

**Job Location** – Dehradun

**Interview Date and Time:** 24<sup>th</sup> March 2025 (Monday). Walk in anytime between 10 am to 5 pm.

**Venue:** Walk-in Interviews at the following address  
IIM Dehradun Office, House Number 120, Vasant Vihar Phase 1, Dehradun – 248006.

**Contact Numbers (in case of difficulties in finding location)**

Mr Zeeshan Khan – 9997274686

Mr Manoj - 8630068755

Mr Ram – 8433157039

Prof Safal Batra – 8171263163 (only available on whatsapp)

**Terms and Conditions are as follows:**

Assistant Managers	Rs 75000 per month	Master's degree with a minimum of 2 Year work experience. Preference will be given to experience of startup ecosystem or incubation setup.
Executives	Rs 50000 per month	Master's degree with a minimum of 1 Year work experience. Preference will be given to experience of startup ecosystem or incubation setup.
Office Assistants	Rs 30000 per month	Graduate with a minimum of 1 year work experience and good knowledge of accounts/ computers.

**Job Description:** The candidates will be on the rolls of FIED and will work under FIED – RABI Project. The candidates 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 candidates will be responsible for relationship management and collaboration with other colleges, corporates, and bureaucrats. 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.

**Contract:** The contract will be valid for one year, and may be terminated anytime with a one month notice, without assigning any reason thereof. The contract is not renewed automatically but may be extended further subject to satisfactory performance and requirements of the Institute. The candidates will be given consolidated honorariums only (as agreed mutually) per month during the said contract period.