

**FOUNDATION FOR INNOVATION AND TECHNOLOGY TRANSFER
(FITT)**

Project Vacancy for National Entrepreneurship Award Scheme (NEAS)

Vacancy:	Coordinator
Remuneration:	Fixed @ Rs. 40,000/- per month
Job description :	<ol style="list-style-type: none">1. Coordinating with the regional partners of NEAS.2. Sending mailers and other communication materials to institutions.3. Conduct roadshows, workshops and meetings for the promotion of this scheme amongst the entrepreneurial community (both in the urban & rural areas) and encourage participation.4. Should be flexible to travel for conducting roadshows and workshops.5. Follow up and answer queries during the call for applications.6. Supporting senior officials day to day work activities.7. Scheduling conferences, scheduling meeting rooms and other coordination activities8. Maintaining records and classifying them and furnishing them at the appropriate time as per project requirements.9. Work under tight deadlines and should be able to cope with the changing demands of this project.10. Will be required to manage visits, right from finalizing the agenda to managing the logistics and coordinating.
Tenure:	The tenure of this project is upto 6 months only. Initial appointment for four months.
Last date to Apply:	4th October, 2018
Minimum Qualification:	Graduate in any discipline with excellent communication skills (both written & spoken) in English & Hindi. Proficiency in a third regional language like Punjabi, Dogri etc. desirable Experience in project coordination. Proficiency in Microsoft Excel is a must. Post graduate will be preferred.
HOW TO APPLY :	Applicants can send their updated resume along with a cover letter in (Word Format only) at uaswal@gmail.com latest by 4th October, 2018.