



दिल्ली कौशल एवं उद्यमिता विश्वविद्यालय

DELHI SKILL AND ENTREPRENEURSHIP UNIVERSITY

(A State University Established under Govt. of NCT of Delhi Act 04 of 2020)

Head Office: DSEU Dwarka Campus (formerly known as Integrated Institute of Technology)
Sector 9, Dwarka, New Delhi – 110077

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Advertisement for the Post of FELLOWS

FELLOWS

The WomenWorks Programme (WW) will recruit **50 WOMEN Fellows** who will be responsible to provide on-ground and handholding support to the aspiring women micro-entrepreneurs at/around Anganwadi Hub Centres in Delhi. The Fellows will be responsible for mobilizing women, introducing them to viable business ideas, and supporting them at various stages of setting up their respective enterprises. The Fellows will be ambassadors of the Programme and promote women entrepreneurship at grassroots level.

ROLES AND RESPONSIBILITIES OF A FELLOW

- The Fellows will be allocated multiple Anganwadi Hub Centers (AHC); the Fellows have to visit one AHC every day and have regular interactions with women at/around the AHCs.
- The Fellow shall be responsible for mobilizing women to join the programme by building acceptance within the community
- The Fellows will work with Anganwadi workers to identify women in their hub area who will receive regular training and support; and also track their participation
- The Fellows will act as first level point of contact to support and resolve concerns faced by women during their entrepreneurial journey
- Will be responsible for introducing women to the templated business ideas prepared for the programme
- Based on individual needs of the women, the fellow will work with them to curate personalized business plan, provide them research and information, arrange learning sessions with the support of the Consultants and Associate Consultants
- Track, record and maintain on ground data from their hubs; identify community influencers who will help the programme
- The Fellows will receive active support from the Project Head, Consultants, DSEU and WCD in fulfilling their duties

- The Fellow will be responsible for documentation and periodic reporting of progress and preparation of case studies, fact sheets, status reports, etc.
- The Fellows have to undergo regular and rigorous training themselves to support women entrepreneurs
- Manage ad hoc tasks if any, assigned by the competent authority.

QUALIFICATIONS

Essential: Bachelor degree in any discipline with minimum 50% (or equivalent CGPA)

Desirable: Specialization in Business Administration/Studies or related programmes.

EXPERIENCE

Essential: Graduate with 2 years of full-time relevant work experience

Desirable: Experience of working with low-income communities and on community development projects- especially those around entrepreneurship. Additionally, any experience of setting up own enterprises or working in the start-up space will be seen favorably.

LANGUAGE REQUIREMENT: Working knowledge of English and Hindi is essential.

AGE LIMIT: The candidate should be younger than 35 years of age on 1 January, 2022.

CORE COMPETENCIES

- Excellent people and team skills
- Commitment to do regular fieldwork
- Good communication and presentation skills
- continuously seeks to learn, share knowledge and innovate
- Takes ownership of the project.

REMUNERATION: Fellows will receive a monthly remuneration of ₹60,000/- (Consolidated)

TERMS OF ENGAGEMENT: The Fellows will be on probation for the first three months, and only after successful review of the activities in the period, will they be allowed to continue for the full length of their contract. The initial term of engagement shall be of two years with a subsequent extension of another one year. The salary shall remain fixed for the entire period of contract (as mentioned above).

HIRING PROCESS

- A two-step hiring process will be followed. In the first step, all applicants will have to submit an online application form before midnight on the last date of submission. Late entries will not be considered
- Shortlisted applicants will receive an email confirmation within first week of August
- In the second stage, selected applicants will have an interview round

- Final list of successful applicants will be uploaded on the website and a confirmation email with the next steps will be sent within 10 days.

GENERAL INSTRUCTIONS

- All eligible Nationals of India are encouraged to apply
- Before applying, candidates should ensure that they fulfill all the eligibility criteria.
- No correspondence whatsoever will be entertained from applicants regarding any delays, conduct, and the result of the selection process.
- The decision of DSEU in all matters relating to eligibility, acceptance, or rejection of the application, the penalty for false information, mode of selection will be final and binding on the candidates and no inquiry or correspondence will be entertained by DSEU in this connection.
- DSEU reserves the right to cancel the candidature of the candidate at any stage of the recruitment process and even after the selection/appointment of the candidate if he/she does not fulfil the conditions specified in the notification.
- Incomplete applications and those received after the closing date or without relevant documents shall be rejected.
- Original documents will be required to be presented for verification as and when asked by the University.
- The extended date for applying for the post of Fellows is **15th of August, 2022.**
- Please fill in the form for your application on <https://forms.gle/zBjQhDz7GrXS96rY6>
- Queries pertaining to the positions may also be mailed to womenworks@dseu.ac.in