



**Guru Gobind Singh Indraprastha University**  
“A State University established by the Govt. Of NCT Delhi”  
Sector 16-C, Dwarka, New Delhi – 110078



F. No.: GGSIPU/CCGPC/2023/ 820

15<sup>th</sup> December 2023

**Sub. Placement opportunity for BBA, BA and B.Com students of GGSIP University of the batch passed out in year 2023 in the company “Federation of Indian Women Entrepreneurs (FIWE)”.**

Dear Placement Officer,

Greetings from CCGPC, GGSIPU!!!

Please find below details of Placement opportunity for BBA, BA and B.Com students of GGSIP University of the batch passed out in year 2023 in the company “Federation of Indian Women Entrepreneurs (FIWE)” for your reference and circulation to students to apply on given link by **17<sup>th</sup> December 2023:**

**Registration Link – <https://forms.gle/p4ZRnF5RLmopFRXg7>**

**Name of Company – Federation of Indian Women Entrepreneurs (FIWE)**

**Positions – JD attached**

1. Operations In charge/ Executive
2. Administration Executive
3. HR Executive

**Job Location - New Delhi**

**CTC – INR 1,75,000 – 4,00,000 p.a., CTC offered to the candidate will depend upon the interview**

**LAST DATE FOR REGISTRATION IS 17<sup>th</sup> December 2023.**

**(Dr. Nisha Singh)**  
Training and Placement Officer,  
CCGPC, GGSIP University

## About Company:

Federation of Indian Women Entrepreneurs (FIWE), a National-level organization, founded in 1993 and registered under the Society Act of India in May, 1999, is today, one of India's Premier Institution for Women thoroughly devoted towards Entrepreneurship Development in the country. The organization educates and trains young aspirant, start-up women entrepreneurs for their right initiation into business and does awareness programs and business counselling to aspirant women. Besides, it provides hand-holding and networking opportunities to them as well as women interested in growing their business further and creates a launching pad to empower women in the regional economic framework and graduated from small to medium enterprises.

FIWE regularly organizes Enterprise Development Programs and Skill Development Programs in various Trades such as IT, Garment Stitching and Cutting, Retail, Spinning, Weaving & other multiple trades in various cities / Towns across the country for Below Poverty Line (BPL) youth. Training of Trainers' Programs are conducted in different regions of India, for the same.

Federation of Indian Women Entrepreneurs (FIWE) is actively working as an Assessing Body & has been empanelled under various Govt./ State Govt. Organization like:

- Ø Directorate General of Employment and Training (DGE&T)
- Ø Sector Skill Councils (SSC),
- Ø Ministry of Textiles (MOT)
- Ø Ministry of Urban Development, Telanagana
- Ø Chhattisgarh State Skill Development Authority (CSSDA)

To assess the competencies of persons trained under **PMKVY (Pradhan Mantri Kaushal Vikas Yojna)/ SSC (Sector Skill Council)/ NSQF (National Skill Qualification Framework)** Courses as well as Direct Candidates who have acquired Skill informally in various trades like Garments, textile, Retail, Computer applications, Healthcare, Beauty etc.

As per our Company's policy, we induct fresh candidates through campus recruitment, provide them training, and absorb them in the permanent cadre of the company on completion of the training depending upon availability of vacancy and groom them for senior position.

The Company has 25 numbers of employees and nearly 700 plus examiner PAN India, including good number of Managers from the various Management Colleges & B- Schools.

**Federation of Indian Women Entrepreneurs** is an equal employment opportunity employer, offering equal employment opportunities to all individuals regardless of race, color, religion, sex, age, national origin, disability status, sexual orientation, protected veteran status, marital status and any other characteristic protected by law.

## **CURRENT JOB PROFILES IN FIWE**

### **1. Job Title: -Operations In charge/ Executive**

Job Responsibilities:

- Responsible for business coordination, operations & monitoring
- Use analytical skills, generate reports in MS Excel, administration, supervise team, multitasking.
- Data Analysis & Reporting.
- Ensure SLA adherence, accordingly plan tasks & business activities and supervise personnel.
- Market Research
- Monitor assessors Pan India, ensure adherence to protocol and guidelines.
- Communications and with Government officials, departments and agencies
- MS office- Excel, word, outlook, PDF
- Professional development, on the job learning and self-up gradation.
- Ensure personnel files are up to date and secure.
- Data Analysis & Reporting.
- Back Office /Coordination/ Operations
- Ensure SLA adherence
- Monitor assessments and assessors Pan India, ensure adherence to protocol and guidelines.
- Batch processing/ fulfillment, Logistics control, payment monitoring, payment documentation etc.
- HR related matters for operations and for evaluating assessors for conducting assessments pan India
- MS office- Excel, word, outlook; PDF
- Professional development, on the job learning and self-up gradation

**Skills Required: Fluent English, Advance Ms. Excel, Multi-Tasking, Team Work, Time Management, Be able to work under deadlines.**

**Minimum eligibility:** Graduate / Post Graduate (Any Stream)

**Experience:** 0-2 years

**No. of vacancies:** 4

**Place of work:** Delhi

**Pay package:** 1,75,000 - 4,00,000 p.a.

### **2. Job Title: - Administration Executive**

#### **Description:**

- Managing the day-to-day operations of the office
- In charge of inventory control of stationery, paper (check and stock), sundries (check and stock) and issuing of purchase requisitions
- Organizing and maintaining files and records
- To prepare reports & MIS (Includes, Complete Financial year, Traveling Expense, Stationary Expense, Housekeeping & Pantry Maintenance, Office Maintenance, Dispatch, Office Assets, etc).
- Planning and scheduling meetings and appointments, Making travel and guest arrangements
- Managing projects and conducting research
- Preparing and editing correspondence, reports, and presentations
- Security & Housekeeping management

**Skills Required: Fluent English, Advance Ms. Excel, Multi-Tasking, Team Work, Time Management, Be able to work under deadlines.**

**Minimum eligibility:** Graduate / Post Graduate (HR Stream)

**Experience:** 0-2 years

**No. of vacancies:** 2

**Place of work:** Delhi

**Pay package:** 1,75,000 - 4,00,000 p.a.

**3. Job Title:- HR Executive**

**Description:**

- Do Recruitments, HR functions, Short list resumes as per parameters
- Hire examiners/Assessor across trades
- Use Excel, make reports
- Shortlisting resumes, screening, sourcing, hiring

**Skills Required: Fluent English, Advance Ms. Excel, Multi-Tasking, Team Work, Time Management, Be able to work under deadlines.**

**Minimum eligibility:** Graduate – BA/B.com/ Post Graduate

**Experience:** 0-2 years

**No. of vacancies:** 2

**Place of work:** Delhi

**Pay package:** 1,75,000 - 4,00,000 p.a.