



THE CRAFTS COUNCIL OF INDIA (Regd.)

AFFILIATED TO THE WORLD CRAFTS COUNCIL

Patron Founder

Smt. Kamaladevi Chattopadhyay

Hon. President

Smt. Kasturi Gupta Menon

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Dear Sivaranjani,

09-09-2021

We are happy to offer you the position of Executive officer in Crafts Council of India (CCI).

Job description:

1.Coordinating all the verticals:

Governance, research, social media, exhibitions,
fund raisers, projects, awards, artisan connect.

2.Write proposals

3.Write reports

Key areas of work:

- Ongoing projects- To coordinate, communicate and report to sub committees and stakeholders
- Write project proposals for organising exhibitions, Bazaars and workshops.
- Coordinate Kamala Awards and Award of Excellence- entries, collation, Citations, medals etc for Award ceremony
- Responding to general emails, enquiries, reporting these to the members concerned.
- Writing minutes of the EC committee Meetings
- Keeping track of all statutory requirements and time lines.
- Keep papers filed regularly
- Maintain individual folders for all events on google drive.
- Type out handwritten notes time to time.
- Maintain the Library
- Ensure the office is kept clean, everything in its place, cupboards occasionally cleaned
- Most importantly, talk to artisans politely, when they call in for information and help. Call and coordinate with artisans when participating in CCI events.

For all projects and Events:

- Coordinate with sub committees
- Coordinate all action relating to press and other social media posts, including coordinating with Mr. Vishal to update the website on a regular basis.
- Coordinate with accounts to ensure all information regarding accounts is shared.

Commencement of Employment: Your employment will be effective from 1st October, 2021. You will on probation for the first 6 months.

Salary: Your salary will be Rs.25,000/month for the duration of your probation. We will enhance it to Rs.30,000 after the probation period is over.

Timings: Office timings are 10.00am to 5.00pm, Monday thru Friday and 10.00am to 1.00pm on Saturdays. But this can vary from time to time in case of exhibitions and projects.