

POST: RESEARCH ASSISTANT – 01 (One)

Job Description for the Post of Research Assistant

POST: RESEARCH ASSISTANT

Reports to: Consultant/ Project Coordinator

Responsibility: All the work assigned

Main Function: He or She will be responsible for survey in selected states, data analysis, paper writing, report writing and preparing presentation for client Ministry.

WORK LOCATION: IIMC, NEW DELHI

1) KEY RESPONSIBILITY:

- Conduct field-work in selected States for data collection
- Manage and conduct timely completion of the process of data coding, entry, cleaning and Analysis on SPSS/Excel.
- Data interpretation, research paper writing and Report writing
- Work with other team members and submitting reports on timely (weekly/fortnightly) basis as required for internal and external use
- Assist in managing any relevant internal or external communication related to the project as instructed by the Project Director/Co Project Director.

2) EDUCATIONAL QUALIFICATION:

Essential: Masters' degree in any discipline of Social Sciences, preferably in Mass Communication/ Sociology/ Demography/ Development studies/Women Studies.

Desirable: M. Phil / Ph. D in the relevant area (as indicated above) from a UGC recognized University /National-level Institution

3) WORK EXPERIENCE:

Candidate with Masters' Degree: A minimum work experience of 2 years in the relevant field is essential.

Candidate with M.Phil/Ph.D: Experience in the relevant field will be given preference

4) ESSENTIAL SKILL-SETS REQUIRED:

- Comprehensive knowledge of research methodology in the relevant subject.
- Evidence of use of Qualitative and Quantitative Research Methods & Tools.
- Computer software proficiency with high level of familiarity in use of statistical packages like Excel, SPSS etc. with proficiency in statistical analysis.
- Excellent oral and written communication and presentation skills
- Analytical and Interpersonal Communication Skills

5) PERIOD OF ENGAGEMENT (DURATION)

The selected candidate will be hired for a period of ten months (10 months only) which can be extended

further for two months depending on the performance of the candidate reviewed quarterly by the Project Coordinator/HoD, Communication Research.

6) REMUNERATION

Total emoluments for the post would be a consolidated amount of Rs.25,000/- per month, with no other perks or facilities. The consolidated remuneration paid per month will be subject to deduction of Income/Tax/Service Tax as per rules and regulations of the Government of India.

7) APPLICATION PROCEDURE

- 1) Publication:** Candidates must send their published papers/articles (if any) in peer- reviewed Journals/Articles/Web Blogs links along with the application as specimen of their research/ analytical writing caliber.
- 2) References:** Candidates should provide names of two supervisors as references with whom they have worked.
- 3)** The CV should mention the Educational Qualification and Work Experience in the order of the most recent first and the earliest record and subsequent details later.
- 4)** Recruitment process will include written/practical test and interview.

9) TA/DA

No TA/DA shall be admissible for interview, for joining the assignment or on its completion
