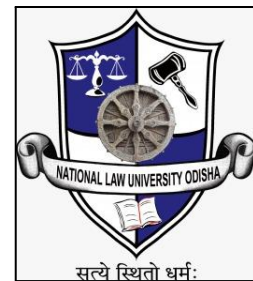




NATIONAL LAW UNIVERSITY ODISHA
Naraj Road, Sector – 13, CDA, Cuttack - 753015



ADVERTISEMENT FOR THE RESEARCH STAFF AS PART OF THE ICSSR PROJECT

Applications are invited from meritorious and interested candidates who will be involved in full-time fieldwork and desk work as part of an ICSSR-Funded Research Project titled “Childcare Institutions and Wellbeing of Children in Need of Care and Protection (CNCP): An Empirical Study in Odisha” at National Law University Odisha under the supervision of Principal Investigator Prof. (Dr.) Ved Kumari, Vice-Chancellor & Patron-in-Chief, Centre for Child Rights, National Law University Odisha.

1. Post: Field Investigators

Number of positions: Six (6)

Duration- 2 Months

Qualifications:

- Post graduate in any social science field with 55% aggregate.
- Proficiency (Reading/Writing/Speaking/Translation) in both Odia and English languages.
- Must be willing to travel for fieldwork, including in rural/interior areas.
- Strong command over Microsoft Office applications, including Forms and Excel.
- Comfortable in using electronic devices, particularly iPads, for data collection.
- Excellent communication and translation skills.
- Commitment to a one-month duration with the potential for extension based on performance.

Remuneration: 20,000/- per month, TA/DA, applicable conditions and satisfactory performance.

Responsibilities:

- Conduct comprehensive field research in children's homes.
- Administer bilingual surveys and questionnaires.
- Data collected from the field should be entered electronically (preferably Geo-tagged) in the desired/prescribed format(s) / platform(s).
- Ensure precise and timely data entry using Microsoft Office tools, including MS-Forms and Excel, as well as Google Forms.

- Utilize electronic devices, particularly tablets and mobile devices, for efficient and accurate data collection and ensure that the equipment is not damaged.
- Collaborate effectively with the research team to provide valuable insights and contribute to the project's success.
- Generating reports of progress and field experiences, if required.

2. Post: Research Assistant

Number of positions: One (1)

Duration: 2 Months

Qualification:

- A postgraduate degree in Social Sciences disciplines with at least 55% marks, having NET/M.Phil./Ph.D.
- Experience in academic research, especially in fieldwork and data collection, is desirable.
- Familiarity with survey tools and data handling techniques is preferred.
- Proficiency in Microsoft Office tools (Word, Excel, PowerPoint) and Google Workspace applications.
- Basic understanding of data analysis software such as SPSS or Excel for descriptive analysis.
- Effective communication skills for interacting with diverse stakeholders.
- Proficiency (Reading/Writing/Speaking/Translation) in both Odia and English languages is desirable.

Remuneration: 37,000/- per month, and TA/DA, applicable conditions and satisfactory performance.

Responsibilities

- Assist in administering surveys, conducting interviews, and gathering qualitative and quantitative data.
- Ensure the accurate and timely collection of data, including geotagged and electronically stored formats.
- Perform data entry and preliminary analysis under the guidance of the Research Associate and Project Coordinator.
- Maintain data integrity and confidentiality while managing large datasets.
- Assist in drafting field reports, case studies, and summaries of data findings.

- Maintain organized records of all research activities, including field notes and participant consent forms.
- Collaborate with Field Investigators and Research Associates to ensure the smooth implementation of project activities.
- Liaise with local stakeholders such as children homes, CWCs and DCPUs to facilitate the research processes.
- Assist in preparing materials for workshops, conferences, and stakeholder meetings.
- Provide support in literature reviews and compiling secondary data relevant to the project.

3. Post: Research Associate

Number of positions: One (1)

Duration: 3 Months

Qualification:

- A postgraduate degree in Social Sciences disciplines with at least 55% marks and having NET/M.Phil./Ph.D.

Experience:

- At least 2 years of experience in academic research, data collection, and analysis.
- Proven ability to work with primary and secondary datasets, including quantitative and qualitative data.
- Proficiency in data analysis software such as SPSS
- Strong analytical and writing skills with demonstrated capability in drafting research reports.
- Excellent proficiency in Microsoft Office applications (Word, Excel, and PowerPoint) and Google Workspace tools.
- Strong communication and interpersonal skills.
- Ability to work independently and as part of a team in a multicultural setting.
- Proficiency (Reading/Writing/Speaking/Translation) in both Odia and English languages.

Remuneration: 47,000/- per month, TA/DA, applicable conditions and satisfactory performance.

Responsibilities:

- Develop and pilot field survey instruments such as questionnaires and interview schedules.

- Clean primary data through interviews and surveys in designated project areas.
- Perform quantitative and qualitative data analysis, ensuring accuracy and reliability.
- Draft research reports, executive summaries, and policy briefs based on project findings.
- Maintain detailed records of collected data, including ethical considerations and informed consent protocols.
- Coordinate field activities and liaise with stakeholders, such as children homes, CWCs and DCPUs to facilitate the research processes.
- Work closely with Field Investigators, Project Coordinator, and other team members to ensure seamless execution of the project.
- Assist in organizing project-related seminars, workshops, and conferences.
- Ensure timely submission of progress reports to funding agencies.
- Assist in budget management and project documentation.
- Perform any other duties assigned by the Project Director/Principal Investigator.

How to apply:

- The interested eligible candidates are requested to apply by sending hard copies of their of their - 1) CV, 2) the duly filled in [online application form](#) (by **21.07.2025**) and 3) Payment receipt of 300/- made to the SBI account number 33807919875 (Account name: Registrar, National Law University, Odisha | IFSC code: SBIN0017678) by speed/registered post to the address: The Registrar 'National Law University Odisha, Naraj Road, CDA Sector 13, Cuttack -753015, **latest by 28.07.2025 by 5 P.M.** All other details about the project and other desirable skills are available at www.nluo.ac.in
- Only Shortlisted candidates will be called for an interview at National Law University Odisha.
- No TA/DA will be given for attending the Interview.
- For any update please visit the University website regularly, no separate communication will be made to the candidates.
- Interested candidates meeting the criteria are invited to apply online on or before 21.07.2025.
- Time and Venue of interview will be intimated to shortlisted candidates through email.

National Law University Odisha