

## **ADVERTISEMENT FOR THE POST OF 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 deskwork as part of an ICSSR-Funded Research Project titled **“Exploring Eco-Entrepreneurship among Tribal Women of Assam and Meghalaya: A Sustainable Model for Forest-based Livelihood”**, under the Research Project **“Punyashloka Devi Ahilyabai Holkar Special Call for Women-Led Research on Women-Led Development”**,

1. PI- Dr. Tanwi Shams Assistant Professor of Law, National Law University, Odisha
2. Co-PI- Dr. Arjyalopa Mishra, Associate Professor of Management, National Law University Odisha
3. Co-PI- Dr. Itishree Mishra, Associate Professor of Law, National Law University, Odisha
4. Co-PI- Dr. Gitanjali Ghosh, Associate Professor & Head of the Department of Law, Tezpur University, Assam

### **1. Post: Research Associate**

**Number of positions:** One (1)

**Duration-** 3 Months

#### **Qualification**

- A postgraduate degree in Social Sciences or Law discipline , or any related discipline with atleast 55% marks.
- NET/M.Phil./Ph.D. preferred or equivalent experience in research methodology and data analysis with experience in publication in reputed journals .

#### **Experience:**

- At least 2 years of experience in academic research, data collection, and analysis.
- Proven ability to work with primary and secondary datasets, including qualitative and quantitative data.
- Proficiency in data analysis software such as SPSS, STATA, or any other research tool with 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.

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

#### **Responsibilities:**

- Develop and pilot field survey instruments such as questionnaires, interview schedules, and focus group discussion guides.
- Clean primary data through interviews, surveys, and focus groups in designated project areas.
- Perform qualitative and quantitative 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.
- Work closely with Field Investigators, Project Directors, Project Officer 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/Project Co-Director.

## **2- Post: Research Assistant**

**Number of positions:** Two (One for Assam, one for Meghalaya)

**Research Location:** Assam and Meghalaya

**Duration-** 10 Months

### **Qualification:**

- A postgraduate degree in Social Sciences, Education, Law, or related fields with at least 55% marks.
- Candidates with an M.Phil. or Ph.D. in progress will be given preference.
- 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.

**Remuneration:** 37,000/- per month, 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 Project Coordinator.
- Maintain data integrity and confidentiality while managing large datasets.
- Maintain organized records of all research activities, including field notes and participant consent forms.
- Collaborate with Field Investigators to ensure the smooth implementation of project activities.
- Liaise with local stakeholders to facilitate 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
- Draft research reports, executive summaries, and policy briefs based on project findings.

### **3- Post: Field Investigators**

**Research Location:** Assam and Meghalaya

**Number of positions:** Two ( One for Assam and one for Meghalaya)

**Duration-** 3 Months

**Qualifications:**

- Post Grad in any social science field with 55% aggregate.
- Proficiency (Reading/Writing/Speaking/Translation) in both regional language 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. 6.Excellent communication and translation skills.
- Commitment to a one-month duration with the potential for extension based on performance.

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

**Responsibilities:**

- Conduct comprehensive field research.
- Administer bilingual surveys and questionnaires.
- Data collected from the field should be entered electronically (preferably Geo-tagged) in the desired/prescribed format(s)/proforma(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.

**How to Apply?**

- Soft copies of the filled-up application forms, necessary documents also be sent by email to [icssrproject@nluo.ac.in](mailto:icssrproject@nluo.ac.in)
- The application form is available in the website of National Law University Odisha.
- Only Shortlisted candidates will be called for interview at NLUO or Via Online Mode.
- No TA/DA will be given for attending the Interview.
- Interested candidates meeting the criteria are invited to apply for the said post on **or before 02.10.2025 positively**
- Time and Venue of interview will be intimated to shortlisted candidates through email.

- For any update please visit the University website regularly, no separate communication will be made to the candidates.