



NATIONAL LAW UNIVERSITY MEGHALAYA

Mayurbhanj Complex, Nongthymmai, Shillong - 793014
(Established in 2022)

Advertisement no. No.NLUM/RP-ICSSR/106/2023/893 Dated 20 December, 2023

ADVERTISEMENT FOR THE PROJECT 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 "**Analysing the Status of Inclusive Education under the PM Development Initiative for North East in Selected Districts of Meghalaya.**" Remuneration will be released after assessing the delivery of the collected data and other assigned work. In necessity, the advance payment may be made depending on specific circumstances.

Position (and number of positions)

(a) Research Associate (01)

(b) Research Assistant (01)

Qualifications:

1. Research Associate Qualification — Post graduate in any social science discipline with minimum 55% marks and NET/SLET/M.Phil/Ph.D)
2. Research Assistant Qualification — Ph.D/M.Phil./Post graduate in social science discipline with minimum 55% marks)
- 3.Proficiency in communication skills.
- 4.Must be willing to coordinate/participate in fieldwork, including in rural/interior areas of the Khasi, Jaintia and Garo Hills region.
- 5.Strong command over Microsoft Office applications, including Forms and Excel, and proficiency in Google Forms.
- 6.Comfortable in using electronic devices, particularly iPads, for data collection and workstations for data analysis.
- 7.Excellent communication and translation skills.
- 8.Commitment to a one-month duration with the potential for extension based on performance.
9. The selection of the candidate shall be made based on the selection criteria specified by ICSSR and the suitability of the applicant. In case no suitable candidate is found, the position may be left unfilled.
10. The Selection Committee reserves the right to relax the criteria and the decision of the Committee will be final.

Remuneration: Rs. 40,000/- per month for Research Associate and 32,000/- per month for Research Assistant) subject to applicable conditions and satisfactory performance. The Research Associate and/or Research Assistant, if any, shall be appointed for a period of one month. This is extendable till the completion of the project based on fulfilment of responsibilities and overall performance.

Responsibilities:

- Conduct comprehensive field research in diverse schools across the Khasi, Jaintia and Garo Hills districts.
- Administer bilingual surveys and questionnaires in both English and Garo/Khasi.
- Translate forms from English to Garo/Khasi on-site to facilitate the completion of questionnaires.
- Data collected from the field should be entered electronically (preferably Geo-tagged) in the desired/prescribed format(s)/proforma(s)/platform(s).
- Run analytics of the collected data using quantitative and qualitative tools and methods.
- 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.
- Coordinating and organising a workshop/workshops on the Project findings.
- Preparing the project-related documentation, including financial documentation in the form of collation of receipts and maintenance of stock registers and other registers. reporting, and mandatory declarations, including preparing a detailed monthly presentation, if needed, on the project-related activities.
- Preparing and collaborating on field reports, annexures, and working papers.
- Liaisoning with institutional and non-governmental bodies to achieve the project objectives.

How to apply:

Interested candidates meeting the criteria are invited to use [this Google Forms link](#) on or before 4 January, 2023. Time, mode and venue of interview will be intimated to shortlisted candidates through email.