



NATIONAL LAW UNIVERSITY OF MEGHALAYA

Mayurbhanj Complex, Nongthymmai, Shillong – 793014

(Established in 2022)

NO.NLUM/VB2024/2016/2024/1795

Dated 02.12.2024

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 deskwork as part of an ICSSR-Funded Research Project titled “**Inclusive Education for Divyangjan in Odisha and Assam: Strategies for Equitable Learning and Empowerment**”- under the special call for **Vision Viksit Bharat@2047 (VVB@2047)**; Joint Project of National Law University Meghalaya and National Law University Odisha.

PI- Dr. Yogesh Mishra (NLU Meg).

Co-PI- Prof. Paromita Chattoraj (NLUO), Dr. Umeshwari Dkhar (NLU Meg), Dr. Kaushiki Brahma (NLUO), Dr. Isha Bihari (NLU Meg).

1- Post: Field Investigators

Number of positions: Six (6) (Three for Assam and Three for Odisha)

Duration- 3 Months

Qualifications:

- Post Grad in any social science field with 55% aggregate.
- Proficiency (Reading/Writing/Speaking/Translation) in both Assam/ 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. 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 in diverse schools.
- 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.

2- Post: Research Assistant

Number of positions: Two (2) (One for Assam and one for Odisha)

Duration- 5 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 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, schools, and institutions 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.

3- Post: Research Associate

Number of positions: One (1)

Duration- 4 Months

Qualification

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

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 R.

- 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, including educational institutions and local authorities.
- 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:

- **Soft copies of the filled-up application forms, necessary documents also be sent by email to rkmc@nlumeg.ac.in.**
- **The application form will be accessible in the NLU Meghalaya and National Law University Odisha.**
- **Only Shortlisted candidates will be called for interview at NLU Meg/ NLUO.**
- **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 use <https://forms.office.com/r/rW07LvQdiu> on or before 20th December 2024.**
- **Time and Venue of interview will be intimated to shortlisted candidates through email.**


 Chairman, Research and Knowledge Management Cell,
 National Law University Meghalaya, Shillong