



भारतीय प्रबंध संस्थान शिलॉंग

Indian Institute of Management Shillong

(Dr. APJ Abdul Kalam Centre for Policy Research and Analysis)

ADVERTISEMENT FOR THE POST OF RESEARCH ASSOCIATES & RESEARCH ASSISTANTS (ON CONTRACT)

About Dr Kalam Centre:

Dr. APJ Abdul Kalam Centre for Policy Research & Analysis is envisioned as a proactive embodiment of the philosophy of Late President Dr. APJ Abdul Kalam, of leveraging knowledge, technology and humanism to achieve Sustainable Development while also ensuring the goals of a just and equitable Social Order. The Centre was the outcome of a tripartite agreement between Indian Institute of Management, Shillong and Ministry of Development of North Eastern Region (DoNER) and North Eastern Council (NEC) signed on 15th October 2016.

The Centre aims to emerge as a state of the art resource centre to assist the states of North East India and the implementing agencies to plan and execute projects properly, promote innovations and functions as a repository of the best practices in the region. It also aims to be the catalyst for development through action research and analysis. It would strive to emerge as an innovation and knowledge hub that will help achieve Sustainable Development through a blend of Science and Humanism through the cultivation of techno-economic excellence along with inculcation of universal human values, the awakening of indigenous sensitivity and celebration of natural as well as cultural diversity. Further, the Centre will also network with various institutes throughout North-East India and establish an institutional network to provide the knowledge breakup.

Career

The Centre is looking for young, talented, innovative and dynamic researchers who aspires to be working towards the development of North Eastern Region. The RAs are desired to work under different and multiple dimensions of research and any projects of the Centre. The assignment is purely on contract basis which may be considered as a learning and a gateway for the academic excellence.

Details of the same are given below:

Project	Ongoing & any projects assigned by the Centre	
Name of the Post	Research Associates (on Contract)	Research Assistants (on Contract)
No. of Posts	3 (three)	3 (three)
Job Type	Full time (On Contract)	Full time (On Contract)
Tenure	1+1 year	1+1 year
Age	40 Years as on the last date of application, i.e., 25 th November, 2021.	40 Years as on the last date of application, i.e., 25 th November, 2021.
Remuneration	Rs. 45000/- per month consolidated	Rs. 35000/- per month consolidated
Qualification	Ph.D. in Management, Engineering, and Social Science	Postgraduate in Management, Engineering and Social Science
Experience	1 year or more of research experience is desirable	Freshers can apply
Desired skills	<ul style="list-style-type: none"> • To have language proficiency in English & Hindi (<i>Proficiency in local vernacular of North East is desired</i>) • Adeptness in computer software & its various tools • Proficiency in MS office & bibliographic software • Exceptional writing and communication skills with the ability to contribute to presentations, proposals and manuscripts • Ability to work independently and as a part of team • Strong interpersonal & organizational skills 	<ul style="list-style-type: none"> • To have language proficiency in English & Hindi (<i>Proficiency in local vernacular of North East is desired</i>) • Adeptness in computer software & its various tools • Proficiency in MS office & bibliographic software • Ability to work independently and as a part of team • Strong interpersonal & organizational skills • Willingness to do field work & travel as required

<p>Job Roles & Responsibilities</p>	<ul style="list-style-type: none"> • Willingness to do field work & travel as required • Conduct policy studies and analysis with the ability to produce high quality literature, write-ups & reports • Prepare project proposals & represent Centre at international or national meetings/ seminars/ conferences related to projects or any other knowledge dissemination programs • Play an active role in preparing, maintaining & updating Centre’s website • Explore and evaluate various development schemes, conduct social impact studies & social audits, etc. • Take a lead role in organizing activities related to knowledge dissemination & manage overall logistics of seminars/ workshops organized by the Centre • Provide support in developing revision documents, business/ project proposals • Perform individual & collaborative research projects and project management • Explore and identify new projects & their funding 	<ul style="list-style-type: none"> • Conduct literature reviews & surveys • Assist and coordinate in adopting research designs • Support and perform quantitative research analysis • Draft & document reports/ articles/ presentations for the Centre • Be actively engaged in conducting field interviews, data collection & analysis • Provide support to data repository & maintain records • Provide statistical & analytical support to the team • Prepare monthly infographics & quarterly newsletters of the Centre • Perform any other relevant duties assigned by the Centre Coordinator from time to time
---	---	---

	<ul style="list-style-type: none"> • Disseminate research findings at scientific meetings & conferences, and also to develop reports based on these findings • Help coordinating closely with internal and external stakeholders • Perform any other relevant duties assigned by the Centre Coordinator from time to time 	
Job location	Shillong, Meghalaya	Shillong, Meghalaya

Procedure and conditions for Applicants

1. Interested and eligible candidates may email their CV alongwith a forwarding letter expressing their interest to work as a Research Associate / Research Assistant, as the case may be, addressed to the Centre Coordinator at apjcentre@iimshillong.ac.in. The name of the post may be clearly indicated in the Subject column of the email.
2. The last date for submission of the application is till 1700 Hrs. of 25th November, 2021. Applications received after the due date and time will not be entertained and liable to be rejected.
3. Applicants must specify their area of interest and willingness to take up any tasks during the Contract period.
4. Crucial date for determination of essential qualification and age limit will be the date of closure of application.
5. Candidates are requested kindly to go through the advertisement carefully, before applying.

6. If the number of applications received in response to the advertisement is large, IIM, Shillong may short list the candidates to a reasonable limit based on the essential and desirable qualifications / record of academic performance / relevant experience for the post or any other benchmarks as decided by a committee constituted to screen the applications.
7. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for Interview.
8. Candidates will have to produce the proof of details furnished in their applications, in original, during the Interview.
9. Candidates should have a valid email-id and mobile number which should be kept active till the declaration of the final result. All communications relating to this advertisement shall be sent to the email-id / mobile SMS mentioned by the candidates in the application.
10. Director, IIM, Shillong reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
11. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
12. The number of vacancies mentioned in the advertisement may vary depending upon the requirements.

Note: The prescribed essential qualifications are the minimum and mere possession of the same does not entitle candidates for selection.

Terms and Conditions:

1. The Contract Employee, i.e., Research Associates/Research Assistants will be paid a Fixed Monthly Remuneration of Rs. 45,000/- and Rs. 35,000/- respectively and no other allied benefits are admissible. Contract Employee will be entitled to TA/DA, if required to proceed on Official Tour and will be entitled for emoluments etc. at the same rate as applicable to the regular officials at the minimum of the Pay Scale (as per Level 6 of 7th CPC).
2. The position is temporary and, therefore, will not confer any right on the incumbent to any claim, implicit or explicit on any post in IIM, Shillong. The appointment is liable to be terminated in case the Performance/Conduct of the Contract Employee is not found satisfactory.
3. The crucial date for determining the age limit of the Candidates will be the last date of receipt of applications i.e., 25th November, 2021.
4. Since the post of Research Associates/Research Assistants do not have status of regular employees they are not entitled for any regular leave. However, they will be allowed to avail 08 (eight) days Casual Leave (CL) and 02 (Two) days Restricted Holidays (RH) in a Calender Year as applicable to the regular employees of the Institute.

Indian Institute of Management Shillong

Dr APJ Abdul Kalam Centre for Policy Research and Analysis

Umsawli, Shillong-793018, Meghalaya

E- apjcentre@iimshillong.ac.in W- www.iimshillong.ac.in/apjcentre

Ph - 0364-2308098