

Advertisement for Project Staff Vacancy

The Project team is looking for young, talented, and dynamic researchers for the position of Research Officer, Research Associate, and Post-doctoral Fellow. The candidates are desired to work under different and multiple dimensions of research under the project. The assignment is purely on contract basis which may be considered as a source of learning and a gateway for academic excellence. The details of the positions are as follows:

Project	CSR Monitoring and Evaluation	
Name of the Post	Research Associate	Research Officer
No. of Posts	1 (One)	1 (One)
Job Type	Full time (On Contract)	Full time (On Contract)
Tenure	1 year (may be extended based on performance)	1 year (may be extended based on performance)
Age	Upto 35 Years as on the last date of application.	Upto 35 Years as on the last date of application.
Remuneration	Upto Rs. 35000/- per month consolidated	Upto Rs. 25000/- per month consolidated
Qualification	Postgraduate in Management/Social Science	Graduate/postgraduate in Management/Social Science
Experience	1 year or more of research experience is desirable	Freshers can apply
Desired skills	<ul style="list-style-type: none"> • 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 & statistical softwares. • Exceptional writing and communication skills with the 	<ul style="list-style-type: none"> • Language proficiency in English & Khasi (<i>Proficiency in local vernacular of North East is desired</i>). • Adeptness in computer software & its various tools. • Proficiency in MS office & statistical softwares. • Ability to work independently and as a part of team.

	<p>ability to contribute to presentations, proposals and manuscripts.</p> <ul style="list-style-type: none"> • Ability to work independently and as a part of team. • Strong interpersonal & organizational skills. • Willingness to do field work & travel as required. 	<ul style="list-style-type: none"> • Strong interpersonal & organizational skills. • Willingness to do field work & travel as required.
Job Roles & Responsibilities	<ul style="list-style-type: none"> • Conduct surveys and monitor field activities under the Project. • Analyze field data and produce high quality write-ups & reports. • Assist in the evaluation of CSR programmes. • Support in knowledge dissemination & manage overall logistical support for the survey. • Contribute effectively to the overall project management. • Disseminate research findings at project meetings & conferences. • Coordinate closely with internal and external stakeholders • Perform any other relevant duties assigned by the Project Team 	<ul style="list-style-type: none"> • Conduct surveys. • Assist and coordinate in adopting research designs. • Support and perform quantitative analysis. • Draft & document reports/ articles/ presentations for the Project • Engage actively in conducting field interviews, data collection & analysis, monitoring and evaluation • Provide support to data repository & maintain records • Provide statistical & analytical support to the team • Perform any other relevant duties assigned by the Project Team
Job location	Shillong, Meghalaya	Shillong, Meghalaya

Project	CSR Monitoring and Evaluation
Name of the Post	Post-doctoral Fellow
No. of Posts	1 (One)
Job Type	Full time (On Contract)
Tenure	1 year (may be extended based on Performance)
Age	Upto 40 Years as on the last date of application.
Remuneration	Upto Rs. 45000/- per month consolidated
Qualification	Ph.D. in Management/Social Science
Experience	2 years or more of research experience is desirable
Desired skills	<ul style="list-style-type: none"> • Language proficiency in English & Hindi (<i>Proficiency in local vernacular of North East is desired</i>). • Strong project management skills with ability to handle projects independently. • Proficiency in MS office & statistical softwares. • Exceptional writing and communication skills with the ability to contribute to presentations, proposals, reports and manuscripts. • Ability to work independently and as a part of team. • Strong interpersonal & organizational skills. <p>Willingness to do field work & travel as required</p>
Job Roles & Responsibilities	<ul style="list-style-type: none"> • Ability to conduct monitoring and evaluation independently. • Manage data collection and field work effectively. • Excellent writing skills to produce high-quality policy briefs, write-ups & reports & represent Project team at meetings/ seminars/ conferences related to projects or any other knowledge dissemination programs • Take a lead role in organizing activities related to knowledge dissemination & manage overall logistics of surveys and data collection. • Coordinate closely with internal and external stakeholders <p>Perform any other relevant duties assigned by the Project Team</p>
Job location	Shillong, Meghalaya

Application Procedure

1. Interested and eligible candidates may email their updated CV along with a cover/forwarding letter expressing their interest to work as a Post-doctoral Fellow/Research Associate/Research Officer, as the case may be, addressed to **mdp@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 4th June 2022. Applications received after the due date and time will not be entertained and liable to be rejected.
3. Applicants must provide their willingness to take up any tasks during the Contract period.
4. Candidates are requested kindly to go through the advertisement carefully, before applying.
5. If the number of applications received in response to the advertisement is large, IIM Shillong may shortlist 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 the project team.
6. The prescribed essential qualifications are minimum and mere possession of the same does not entitle candidates to be called for Interview.
7. Candidates will have to produce the proof of details furnished in their applications, in original, during the Interview.
8. 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.

9. IIM Shillong reserves the right to cancel the recruitment process without assigning any reason thereof or modify the number of vacancies to be filled.
10. Canvassing in any form and /or bringing any influence, political or otherwise will be treated as disqualification. No interim correspondence/inquiry will be entertained.
11. 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 Contractual Employee, i.e., Post-doctoral fellow/Research Associate/Research Officer will be paid a Fixed Monthly Remuneration of Upto Rs. 45,000/-, Rs. 35,000/- and Rs. 25,000/respectively and no other allied benefits are admissible. Contractual Employee will be entitled to TA/DA, if required to proceed on official project tour and will be entitled for emoluments etc. as per the norms.
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 Contractual 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., 4th June, 2022.
4. No TA/DA will be paid for attending the interview.
5. Since the post of Post-doctoral Fellow/Research Associate/Research Officer 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 Calendar Year as per the norms of the Institute.

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Applications are invited for the post of Research Officer, Research Associate, and Post-doctoral Fellow for the project titled “CSR Monitoring and Evaluation”.

For further information, interested and eligible candidates may login to the website: **www.iimshillong.ac.in** and may email their updated CV along with a cover letter mentioning the post applied for at **mdp@iimshillong.ac.in**.

Last date for applying via email is 4th June 2022 (5 PM).