

Advertisement for the ICMR sponsored project titled “Predictors/Determinants of Psycho-Social Health among Children of Incarcerated Parents: A Study of NCT of Delhi”

S. No.	Position	Number of vacancies	Duration of contract	Date of Joining
1.	Research Associate (full time)	1	1 year (extendable for next year based on review/performance)	Immediately
2.	Research Assistant (full time)	1	1 year (extendable for next year based on review/performance)	Immediately
3.	Field Investigator (full time)	1	8 months	15 June 2017
4.	Data Entry Operator (full time)	1	1 year (extendable for next year based on review/performance)	Immediately

1. Research Associate

Key Roles and Responsibilities

1. Day-to-day management of the project.
2. Coordination and supervision of the fieldwork.
3. Compilation of annotated bibliography on the project theme.
4. Overall responsibility for the documentation and preparing reports.

Job Location and requirements

- Located: Delhi/NCR
- Extensive travel required in Delhi/NCR to fulfill roles and responsibilities.

Essential Qualification and Experience

Ph.D. or an equivalent degree from a recognized University in Social Work or allied subjects such as Sociology, Psychology, Child Rights, and others.

Or

3 years of research, teaching and development experience after completing MA in Social Work or allied subjects such as Sociology, Psychology, Child Rights and Others, along with at least 1 research paper published in a refereed journal.

Desirable Qualification and Experience

- Experience in qualitative research.
- Experience of using Atlas.ti.
- Work experience with children and other vulnerable groups.

Nature and Period of Engagement

Contract engagement for an initial period of one year and extendable up to one year based on the performance of the candidate

Remuneration: Rs.40,000 per month + Rs 12,000 HRA

2. Research Assistant

Key Roles and Responsibilities

1. Collecting government policy documents, tender documents, and list of service delivery organizations.
2. Supporting the Research Associate in preparing annotated bibliography, data analysis, and report writing.
3. Conducting fieldwork, including interviews and their transcription.
4. Preparing case studies for research report.

Job Location and requirements

- Location: Delhi/NCR
- Extensive travel required in Delhi/NCR to fulfill roles and responsibilities.

Essential Qualification and Experience

MA or an equivalent degree from a recognized University in Social Work or allied subjects such as Psychology, Sociology, Child Rights, and others.

Or

Graduate in Social Work or allied subjects with 3 years work experience from a recognized organization/institution.

Desirable Qualification and Experience

- Experience of qualitative research.
- Work experience with children and other vulnerable groups.

Nature and Period of Engagement

Contract engagement for an initial period of one year and extendable up to one year

based on the performance of the candidate

Remuneration: Rs. 31,000 per month

3. Field Investigator

Key Roles and Responsibilities

1. Assistance in preparation of database for sample selection.
2. Conducting fieldwork and transcription of interviews.
3. Compiling case studies

Job Location and requirements

- Located: Delhi/NCR
- Extensive travel required in Delhi/NCR to fulfill roles and responsibilities.

Essential Qualification and Experience

MA or an equivalent degree from a recognized University in Social Work or allied subjects such as Psychology, Sociology, Child Rights, and others.

Or

Graduate in Social Work or allied subjects with 3 years work experience from a recognized organization/institution.

Desirable Qualification and Experience

- Experience of qualitative research.
- Work experience with children and other vulnerable groups.

Nature and Period of Engagement

Contract engagement for a period of 8 months.

Remuneration: Rs. 31,000 per month

4. Data Entry Operator

Key Roles and Responsibilities

1. Providing secretarial support to the team, e.g. in terms of typing, computing and other administrative support
2. Providing support through transcription of interviews
3. Managing logistics including day-to-day accounts.

Job Location: Department of Social Work, Jamia Millia Islamia, Delhi

Essential Qualification and Experience

Speed of not less than 15000 depressions per hour through speed test on computer

Intermediate or 12th pass in science stream from a recognized board with DOEACC 'A' level from a recognized institute

Or

2 years experience in EDP work in Government, Autonomous, PSU, or any other recognized institution

Desirable Qualification and Experience

- Ability to translate from Hindi to English
- Knowledge of basic accounts
- Experience in managing accounts

Nature and Period of Engagement

Contract engagement for an initial period of one year and extendable up to one year based on the performance of the candidate

Remuneration: Rs. 18,000 per month

Applications on a plain paper along with updated Curriculum Vitae for the above positions should be sent to Prof. Neelam Sukhramani, by post or email latest by April 26, 2017:

Address for application sent by post or by Hand:

Prof. Neelam Sukhramani (Principal Investigator)
Room No. 114
Department of Social Work, Jamia Millia Islamia,
New Delhi-110025,
India

Address for application sent by Email: icmrdsjmi@gmail.com

On the application/email subject, please write: Application for the position of.....
(ICMR project)

No TA/DA shall be paid by the University for appearing in interview.

Neelam Sukhramani

**Prof. Neelam Sukhramani
Principal Investigator
Department of Social Work, Jamia Millia Islamia**