

# University School of Management

## Kurukshetra University, Kurukshetra

(Established by the State Legislature Act XII of 1956)  
("A++" Grade NAAC Accredited, Category-I University)

### **RECRUITMENT OF RESEARCH STAFF UNDER ICSSR- LONGITUDINAL STUDY RESEARCH PROJECT**

Applications are invited for following positions as Research Staff in University School of Management, Kurukshetra University, Kurukshetra (Haryana) for the Research Project titled ***"From Policy to Practice: A Longitudinal Study on Technical, Vocational Education and Training (TVET) Policy Transformations, Skill Gap Dynamics and Demographic Dividend Realisation in India's National Capital Region"*** sanctioned under 2<sup>nd</sup> Call for ICSSR Longitudinal Studies in Social and Human Sciences to the undersigned.

Post(s)	Essential Qualification	No. of Posts	Duration	Consolidated pay (per month)
<b>Research Associate</b>	Post Graduate in any Social Science Discipline (55% minimum) with NET/MPhil/PhD and 2 years research experience as a Research Assistant in any Project	1	6 months (extendable based on performance and need of the project)	Rs. 47,000/-
<b>Research Assistant</b>	Post Graduate in any social science discipline (55% minimum) with NET/MPhil/PhD	1	Initially 6 months (extendable to 18 months based on performance and need of the project)	Rs. 37,000/-
<b>Field Investigator</b>	Post Graduate in any social science discipline with minimum 55% marks)	4	4 months	Rs. 20,000/-

\*All the above-mentioned positions are purely temporary and co-terminus with the project.

#### **Desirable Qualifications (in terms of Experience and Responsibilities)**

##### ***For Research Associate:***

Experience	Responsibilities
<ul style="list-style-type: none"><li>At least 2 years of experience in academic research, data collection, and analysis.</li><li>Proven ability to work with primary and secondary datasets, including quantitative and qualitative data.</li><li>Proficiency in quantitative data analysis software such as SPSS/SmartPLS and qualitative data analysis such as NVIVO/ATLAS.ti/MAXQDA</li><li>Strong analytical and writing skills with demonstrated capability in drafting research reports.</li><li>Excellent proficiency in Microsoft Office applications (Word, Excel, and PowerPoint)</li><li>Strong communication and interpersonal skills.</li><li>Ability to work independently and as part of a team in a multicultural setting.</li><li>Proficiency in both Hindi and English languages.</li></ul>	<ul style="list-style-type: none"><li>Develop and pilot field survey instruments such as questionnaires and interview schedules.</li><li>Draft research reports, executive summaries, and policy briefs based on project findings.</li><li>Maintain detailed records of collected data, including ethical considerations and informed consent protocols.</li><li>Coordinate field activities and liaison with stakeholders to facilitate the research processes.</li><li>Work closely with Field Investigators, Project Coordinator, and other team members to ensure seamless execution of the project.</li><li>Assist in organizing project-related seminars, workshops, and conferences.</li><li>Ensure timely submission of progress reports to funding agencies.</li><li>Assist in budget management and project documentation. Perform any other duties assigned by the Project Director/Principal Investigator.</li></ul>

##### ***For Research Assistant***

Experience	Responsibilities
<ul style="list-style-type: none"><li>Experience in academic research, especially in fieldwork and data collection, is desirable</li><li>Familiarity with survey tools and data handling techniques is preferred.</li><li>Proficiency in quantitative data analysis software such as SPSS/SmartPLS and qualitative data analysis such as NVIVO/ATLAS.ti/MAXQDA</li><li>Effective communication skills for interacting with diverse stakeholders.</li></ul>	<ul style="list-style-type: none"><li>Assist in administering surveys, conducting interviews, and gathering qualitative and quantitative data.</li><li>Ensure the accurate and timely collection of data, including geotagged and electronically stored formats.</li><li>Perform data entry and preliminary analysis under the guidance of the Research Associate and Project Coordinator.</li><li>Maintain data integrity and confidentiality while managing large datasets.</li><li>Assist in drafting field reports, case studies, and summaries of data findings.</li></ul>

- Proficiency in both English and Hindi languages is desirable.
- 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.
- Liaison with local stakeholders to facilitate the 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.

### ***For Field Investigator***

<b>Experience</b>	<b>Responsibilities</b>
<ul style="list-style-type: none"> <li>• Experience in academic research, especially in fieldwork and data collection, is desirable</li> <li>• Proficiency (Reading, Writing, Speaking &amp; Translation) in both Hindi and English languages.</li> <li>• Must be willing to travel for fieldwork, including in rural/interior areas in National Capital Region.</li> <li>• Strong command over Microsoft Office applications, including Forms and Excel.</li> <li>• Comfortable in using electronic devices &amp; Applications, particularly iPads/Tabs, for data collection.</li> <li>• Excellent communication and translation skills.</li> </ul>	<ul style="list-style-type: none"> <li>• Assist in administering surveys, conducting interviews, and gathering qualitative and quantitative data.</li> <li>• Conduct comprehensive field research in TVET institutions in NCR Region.</li> <li>• Administer bilingual surveys and questionnaires.</li> <li>• Data collected from the field should be entered electronically (preferably Geo-tagged) in the desired/prescribed format(s) / platform(s).</li> <li>• Ensure precise and timely data entry using Microsoft Office tools such as Excel, including Google Forms.</li> <li>• Utilize electronic devices, particularly tablets and mobile devices, for efficient and accurate data collection and ensure that the equipment is not damaged.</li> <li>• Collaborate effectively with the research team to provide valuable insights and contribute to the project's success.</li> <li>• Generating reports of progress and field experiences, if required</li> </ul>

### **Note:**

- *The right to alter (reduce or increase) the duration of engagement of research project staff at any time in accordance with the emerging requirements of research study with 15 days prior intimation to concerned research staff shall reserve with the Project Director (PI).*
- *The timely payment of monthly emoluments to research project staff shall depend upon the budget received from ICSSR.*
- *No TA/DA will be paid for attending the interview.*
- *The Appointment may be terminated at any time in case of any misconduct, unsatisfactory research work, or if fellow is found ineligible later.*
- *The rules and regulations of Kurukshetra University/ICSSR will be applicable on the selected candidates.*
- *The competent authority may cancel this advertisement without citing any reason if required at any stage.*

Interested candidates meeting the criteria are invited to apply for the position by sending their detailed Curriculum Vitae through email [asolkhe@kuk.ac.in](mailto:asolkhe@kuk.ac.in).

The Curriculum Vitae must be sufficiently detailed to include full name, date of birth, contact address, Email ID, mobile No., academic/essential/technical/professional qualifications, details of research experience and any other information that the candidate feels relevant in her/his selection for the said position. CV Should be supported with self-attested copies of all marksheets, certificates and relevant document as a single PDF file via email to [asolkhe@kuk.ac.in](mailto:asolkhe@kuk.ac.in).

***The applications should reach on or before 12 December 2025, (5 pm)*** mentioning the name of the project and post applied for on the subject of the email. Applications received shall be scrutinized and shortlisting of candidates will be done for personal interview. Only shortlisted candidates will be called for Interview. Date/Time, Venue/Mode of interview will be intimated to shortlisted candidates through email only.

### **For any further assistance Contact:**

#### **Dr. Ajay Solkhe**

Principal Investigator, ICSSR Collaborative Longitudinal Research Project

Associate Professor, University School of Management, Kurukshetra University Kurukshetra-136119 (Haryana)

E-mail: - [ajaysolkhe.kuk@gmail.com](mailto:ajaysolkhe.kuk@gmail.com) , [asolkhe@kuk.ac.in](mailto:asolkhe@kuk.ac.in)

Mobile: - 98965 44852