



Indian Institute of Technology Ropar

Department of Humanities & Social Sciences

Rupnagar, Punjab – 140001

Advertisement for a project staff position (Research Assistant)

Applications are invited for the position of Research Assistant from bright Economics or allied social science post-graduates to work on long term research project titled, "**Reducing Financial Vulnerability in Times of Flood Disaster**", funded by the Indian Council of Social Science Research (Ministry of Education, Government of India) under the supervision of Dr. Samaresh Bardhan (Project Coordinator), Dept of HSS, IIT Ropar and the project team.

Number of Positions: Research Assistant: ONE (01)

Duration: 3 years (renewable every year upon satisfactory performance)

Monthly Emoluments: ₹37,000 (consolidated)

Essential Qualifications:

Postgraduate in Economics or allied Social Science disciplines (minimum 55% marks) with NET/ MPhil/PhD no later than 2020.

About the Role

The primary role of the Research Assistant (RA) will be the implementation of data collection and data management of the projects. The RA will work closely with other research team members on designing survey questionnaires, conducting literature reviews, managing survey teams, monitoring data collection activities on field, conducting data checks and analyzing data, coordinating with the field teams of the partner organizations etc. The RA is also expected to mentor field investigators and guide them in completing their tasks effectively. Additionally, the RA should have some prior experience in data analysis, statistic and econometric modelling and impact assessments with good understanding of research methods.

Key Responsibilities of the Position:

- Assist in the design and development of research projects, including literature reviews, research methodology and implementation.
- Work with the entire project team to generate a data collection strategy to maximize the efficient collection of data and its implementation.
- Design survey questionnaires independently.
- Lead the hiring, training, and management of the field team in consultation with the project team.
- Conduct field monitoring exercises to ensure data quality and supervise field work whenever required.

- Conduct data cleaning and prepare data for analysis
- Conduct pilots for survey questionnaires as well as data collection methodologies
- Contribute to reports, blogs and other project deliverables to help dissemination of research findings in close coordination with the project directors
- Conduct secondary research where required.
- Develop and maintain a good relation with stakeholders.
- Mentor field investigators in completing their roles efficiently.

Desirable Qualifications and Experiences

- Master's degree in Economics, Statistics, Public Policy or other related disciplines.
- Basic knowledge of MS office and programming languages like STATA, R, or comparable statistical programming softwares required
- Comfortable working in a dynamic and fast-paced environment.
- The candidate should have previous experience (at least two years) after post-graduation in coordinating research projects and translating study results into knowledge outputs.
- A mature, self-directed individual having a capacity to maintain an organized and structured work style, ability to balance multiple tasks and prioritize effectively to meet deadlines in a fast-paced working environment
- Strong interpersonal skills and willingness to work in a team
- Problem-solving aptitude and a self-starter
- Excellent verbal and written communication and presentation skills.
- Good english and Hindi language skills

How to Apply? A summary sheet containing educational qualifications, percentage of marks, and expertise, along with a detailed CV should be sent in email to the Project Coordinator, Dr. Samaresh Bardhan (samaresh@iitrpr.ac.in), copying to Dr. Sagar Rohidas Chavan (sagar@iitrpr.ac.in) and Dr. Sabina Yasmin (sabina.yasmin@ifmr.ac.in) **on or before March 25, 2026** with the subject "Application for RA in ICSSR project" for Research Assistant position. Only shortlisted candidates will be informed via email. Please note that no TA/DA will be paid if called for the offline interview.