Jobs

For the ICSSR Project, National Law University Odisha is seeking to hire research staff and field investigators.

Meritorious and interested individuals are encouraged to apply for full-time fieldwork and desk work at the National Law University Odisha (NLUO) as part of the ICSSR-Funded Research Project, "Childcare Institutions and Wellbeing of Children in Need of Care and Protection (CNCP): An Empirical Study in Odisha."

Principal Investigator Prof. (Dr.) Ved Kumari, NLUO's Vice-Chancellor and Patron-in-Chief of the Center for Child Rights, is overseeing the study.

Description of the Job

- Proficiency in Odia and English (reading, writing, speaking, and translating).
- Fieldwork requires the willingness to travel, even to remote or rural locations.
- strong proficiency with Microsoft Office programs, such as Excel and Forms.

- capable of gathering data with ease using electronic devices, especially iPads.
- Outstanding translation and communication abilities.
- commitment for a period of one month, with the possibility of an extension contingent on performance.

Duties

1. Perform in-depth fieldwork in children's homes.

2. Distribute questionnaires and surveys in two languages.

3. Field data should be electronically entered (ideally geotagged) in the format or platforms that are specified.

4. Use Google Forms and Microsoft Office products, such as Excel and MS-Forms, to ensure accurate and fast data submission.

5. Make use of technological gadgets, especially tablets and mobile devices, to collect data accurately and efficiently while making sure the equipment is not damaged.

6. Work well with the research team to offer insightful commentary and help the project succeed.

7. Producing progress and field experience reports as needed.

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A postgraduate degree in the social sciences with a minimum of 55% of the possible points and a NET, M.Phil., or Ph.D.

- It is preferable to have prior experience with academic research, particularly with fieldwork and data collection.
- It is ideal if you are familiar with survey instruments and data processing methods.
- proficiency with Google Workspace apps and Microsoft Office products (Word, Excel, and PowerPoint).
- fundamental knowledge of data analysis programs, such as Excel or SPSS, for descriptive analysis.
- Proficiency in communication is essential when engaging with a variety of stakeholders.
- It is preferred to be proficient in both Odia and English (reading, writing, speaking, and translating).

Duties

1. Help with interviewing, survey administration, and the collection of both qualitative and quantitative data.

2. Make sure that all data, including geotagged and electronically recorded formats, is gathered accurately and on time.

3. Under the direction of the Project Coordinator and Research Associate, enter data and conduct preliminary analysis.

4. When handling huge datasets, preserve data confidentiality and integrity.

5. Help write case studies, field reports, and summaries of data findings.

6. Keep thorough records of every research activity, including participant consent forms and field notes.

7. Work together with research associates and field investigators to make sure project activities are carried out smoothly.

8 Communicate with local stakeholders to support the research procedures, including DCPUs, CWCs, and children's shelters.

9. Help with the creation of materials for stakeholder meetings, conferences, and workshops.

10. Assist with literature reviews and gathering project-related secondary data.

Compensation includes TA/DA, applicable conditions, and good performance, and it is ? 37,000/-per month.

Research Associate There is just one (1) opportunity available.

Time frame: three months

- Qualifications: NET/M.Phil./Ph.D. and a postgraduate degree in a social science field with at least 55% of the possible points.
- Additional desirable credentials
- two years or more of experience gathering, analyzing, and conducting academic research.
- demonstrated aptitude at handling both primary and secondary data, including both qualitative and quantitative data.
- knowledge of data analysis programs like SPSS

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- Excellent writing and analytical abilities, as well as a track record of creating research reports.
- Outstanding competence with Google Workspace tools and Microsoft Office programs (Word, Excel, and PowerPoint).
- strong interpersonal and communication abilities.
- the capacity to function both individually and collaboratively in a multicultural environment.
- Proficiency in Odia and English (reading, writing, speaking, and translating).

Duties

1. Create and test field survey tools, including interview schedules and questionnaires.

2. Gather clean primary data in project locations by conducting surveys and interviews.

3. Analyze both quantitative and qualitative data while guaranteeing precision and dependability.

4. Based on project findings, draft executive summaries, policy briefs, and research reports.

5. Keep thorough records of all information gathered, including protocols for informed consent and ethical issues.

6. To support the research procedures, plan fieldwork and communicate with stakeholders, including children's homes, CWCs, and DCPUs.

7. To guarantee a smooth project execution, collaborate closely with the project coordinator, field investigators, and other team members.

8. Help plan conferences, workshops, and seminars pertaining to the project.

9. Ensure that progress reports are sent to funding agencies on schedule.

10. Help with project documentation and budget management.

11. Complete any additional tasks that the principal investigator or project director assigns you.

Compensation includes TA/DA, applicable conditions, and a monthly salary of ?47,000/-.

How to use it:

Interested and qualified individuals are asked to submit hard copies of:

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1) their resume;

2) a completed online application (by July 21, 2025); and

3) The SBI account number 33807919875 (Account name: Registrar, National Law University, Odisha | IFSC code: SBIN0017678) has been credited with ?300.

- This must be delivered by registered mail or speed mail to the following address by 5 p.m. on July 28, 2025, at the latest.
- The National Law University of Odisha's Registrar, Naraj Road, CDA Sector 13, Cuttack -753015, is the address.
- Additional information regarding the project and other desired competencies may be found at www.nluo.ac.in.
- Only those who have been shortlisted will be invited to National Law University Odisha for an interview.
- Attending the interview will not result in any TA or DA.
- Please check the university website frequently for updates; candidates will not receive any separate correspondence.
- Candidates who fit the requirements are encouraged to apply online by July 21, 2025, at the latest.
- Shortlisted candidates will receive an email informing them of the interview time and location.

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