Indian Institute of Technology Indore
Khandwa Road, Simrol, Indore 453552

Research Project Positions Recruitment

**Advertisement for Positions of Technical Assistant , Data Entry operator
Secretarial Assistant and Field Investigators**

Applications are invited from highly motivated and eligible candidates for the following positions under the research project on "Process Documentation of Samagra Portal".
The main objective of the research project is to undertake a comprehensive assessment and to identify the gaps and challenges in the launching and implementation of the Samagra Portal in terms of its efficacy in delivering the benefits to various stakeholders. The project is a collaboration between IIT Indore and UNICEF.

(i) Technical Assistant:

Essential: PhD or M.Tech. in Computer Science or Engineering from a reputed institution/university or B.Tech in Computer Science from any of the IITs. The candidates having experience in the area of web development and networking algorithms analysis, visualization techniques, software development, database management. The candidates must have understanding of quantitative and statistical research methods.

Desirable: Drafting of reports and presentation skills.
The candidates should have excellent command over English and Hindi.

(iii) Administrative Assistant:

Essential: Bachelors or Masters degree in any discipline with excellent communication and coordination skills. The candidates having experience in management of research projects or working in academic institutions will be preferred. The candidates must be proficient in MS-Office applications and be skilled in office management.

Desirable: Drafting and formatting of reports, email and telephonic correspondence.
The candidates should have excellent command over English and Hindi.

(iii) Field Investigators:
Essential: Bachelors or Masters degree in any discipline with preference for Economics/Education/Sociology/Social Work/English/Computer Science. The candidates must have understanding of quantitative and qualitative research methodologies and survey techniques. The enthusiasm and ability to interact with diverse stakeholders is essential.

The candidates should have excellent command over English and Hindi.

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(iv) Data Entry Operators:

Essential: Bachelor's or Masters degree in any discipline with preference for Economics/Education/Sociology/Social Work/English/Computer Science. Should have excellent grasp on MS Word and Excel templates and report formatting and setting. Compilation of reports and attention to detail is a must. The candidate should have an excellent command over English.

Desirable: Writing Research reports and understanding research processes will be an additional asset.

Salaries:
 (i) Technical Assistant: Rs. 40,000/- per month as consolidated emoluments.
(ii) Administrative Assistant: Rs. 30,000/- per month as consolidated emoluments.
(iii) Field Investigators: Rs. 1,000/- per day as consolidated emoluments.
(iv) Data Entry Operators: Rs 1000/- per day as consolidated emoluments.

The above emoluments can be negotiated for exceptionally qualified/experienced candidates.

Service Conditions:

(i) The positions are **not** eligible for any kind of Dearness Allowance (DA), House Rent Allowance (HRA), Medical Allowance, Travel Allowance, etc. However, the candidates will have be eligible for OPD at the institute Medical Clinic.

(ii) Travel related to the project will be reimbursed as per institute rules.

Duration: The appointment is for a period of 8 months. The appointment is on purely temporary for the duration of the project.

Interested candidates are requested to submit their detailed CV to Dr. Pritee Sharma via email **psharma@iiti.ac.in. Last date for application submission is** Feb 20th, 2018.
The interviews will be held on in the first week of March, 2018.

Only shortlisted candidates will be intimated by email for an interview. No TA/DA will be paid for appearing in the interview.