

### Details of Requirements for Different Positions

- 1. Project Coordinator (02) :**
- (a) **Age Limit** : 55 years
- (b) **Qualifications** : Ph.D. or Post-Graduate Degree or equivalent full time Post-Graduate Diploma in Economics/Social Sciences/ Public Administration/Public Policy/ Business Management/ Entrepreneurship/Rural Management, from a recognized University/Institution.
- (c) **Experience** : Minimum 10 years of post-qualification relevant experience in leading and co-ordinating large or mid-size Quantitative Research/ Studies including quantitative and qualitative analysis **OR** having extensively worked on different facets of running units in Informal Sector of the economy. The proficiency in applying traditional and modern research tools, techniques and methods including using statistical software like SPSS, STATA etc. would be an added advantage.
- (d) **Maximum Monthly Remuneration** : Rs. 1,00,000/-
- (e) **Expected Job role** :
- ✓ Leading the Team of personnel for timely completion of the Study ensuring achievement of the expected Outcomes/Deliverables thereof.
  - ✓ Maintaining co-ordination with the MSDE and meeting the stipulated reporting requirements under the Study.
  - ✓ Representing the Institute and MSDE at different Forums etc., if required, as regards the Study.
  - ✓ Undertaking weekly review of progress of execution of different activities and advising the Team Members about rescheduling etc.
  - ✓ Implementing any mid-term course correction with a view to ensure timely completion of all the concerned activities under the Study.
  - ✓ Drafting the Report of the Study on the suggested lines.
  - ✓ Handing over the Data, Analysis, draft Reports etc. to the Institute upon conclusion of the Study.

- 2. Research Consultant (03) :**
- (a) Age Limit** : 50 years
- (b) Qualifications** : Ph.D. or Post-Graduate Degree or equivalent full time Post-Graduate Diploma in Economics/Social Sciences/ Public Administration/Public Policy/Business Management/Entrepreneurship/Rural Management, from a recognised University/Institution.
- (c) Experience** : Minimum 08 years of post-qualification relevant experience in conducting / organising Quantitative Research/ Studies including quantitative and qualitative analysis. The proficiency in applying traditional and modern research tools, techniques and methods including using statistical software like SPSS, STATA etc. would be an added advantage.
- (d) Maximum Monthly Remuneration** : Rs. 85,000/-
- (e) Expected Job Role** :
- Preparing detailed Action Plan for timely completion of the Study ensuring at the same time achievement of the expected Outcomes/ Deliverables.
  - Taking responsibility for achievement of the Outcomes/ Deliverables under the two Tasks comprised in the Study.
  - Assisting the Project Co-ordinator(s) in meeting stipulated reporting requirements under the Study.
  - Allocating and coordinating the work of Analysts and Investigators in consultation with the Project Co-ordinator(s) involving different activities comprised in the two Tasks under the Study.
  - Suggesting/Initiating any mid-course corrective measures for due and timely completion of the Study.
  - Presenting the Progress achieved, from time to time, to the Ministry, as and when required.
  - Making available base material (Data, Analysis etc.) and drafting the Reports etc. of the Study on the desired lines.
  - Bringing any administrative issue affecting the Work under the Study to notice of the Project Co-ordinator(s).
  - Any other work/job in relation to the Study, as may be assigned from time to time.

**3. Research Analyst (04) :**

- (a) **Age Limit** : 45 years
- (b) **Qualifications** : Ph.D. or Post-Graduate Degree or equivalent full time Post-Graduate Diploma in Economics/Statistics /Social Sciences/Public Administration/Public Policy/Business Management/Entrepreneurship/Rural Management, from a recognised University/Institution.
- (c) **Experience** : Minimum 05 years of post-qualification relevant experience of Strategy Consulting/ conducting quantitative and qualitative analysis and supporting similar Research/ Studies. The incumbent should be proficient in applying traditional and modern research tools, techniques and methods including statistical software like SPSS/STATA etc.
- (d) **Maximum Monthly Remuneration** : Rs. 60,000/-
- (e) **Expected Job Role** :
- Reviewing/Analysing/Mapping the Data, Literature, Policies, Case Studies etc. using the latest Statistical Tools, Techniques etc. in consonance with the Outcomes/Deliverables of the Study.
  - Advising the Investigators about quantitative and qualitative aspects of their Work for ensuring achievement of the Outcomes/ Deliverables.
  - Validating the data, plans etc. through the feedback received during Interviews of representatives of different stakeholders as may be required in terms of the Action Plan prepared for the Study.
  - Presenting the results and analysis of different activities in such a fashion so as to facilitate drawing of conclusions etc. therefrom and drafting the Reports etc. of the Study.
  - Working in close co-ordination with the Project Co-ordinator(s) and Consultants under the Study for due completion of different activities under it.
  - Any other work/job, in relation to the Study, as may be assigned from time to time.

- 4. Investigator (15) :**
- (a) **Age Limit** : 40 years
- (b) **Qualifications** : Post-Graduate Degree or equivalent full time Post-Graduate Diploma in Economics/Statistics /Social Sciences/Public Administration/Public Policy/Business Management/Entrepreneurship/Rural Management from a recognised University/Institution.
- (c) **Experience** : Minimum 03 years of post-qualification relevant experience with that in conducting desk research : Databases; Reports; Case Studies and other Literature with adequate experience of collecting primary data/ conducting field studies.
- (d) **Maximum Monthly Remuneration** : Rs. 50,000/-
- (e) **Expected Job Role** :
  - Sourcing / Mapping Data, Reports, Case Studies, Policies, Literature etc. relevant to the Scope of Work of the Study
  - Presenting the Results etc. in a manner conducive to achievement of Outcomes/Deliverables of the Study.
  - Holding Interviews etc. with different identified Stakeholders with a view to validate the Results, Roadmap etc.
  - Any other work/job, in relation to the Study, as may be assigned from time to time.

**N.B.:**

1. In case of Phd. Holders (*full-time*) from Central Universities only and IIMs/IITs/NITs, the period spent on completing Phd. will be counted towards calculating minimum period of relevant experience provided acceptable documentary evidence for enrolment and completion, are enclosed.
2. The period/duration spent on completing relevant research assignments/projects as a Free Lancer, will also be counted towards calculating minimum period of relevant experience provided acceptable documentary evidence to this effect are enclosed.
3. The proficiency in Office Automation packages and Written/Spoken English is a must for all the four Positions.

## **General**

1. The Applicants who applied for the Positions in response to Advertisement during December, 2018 need not apply again.
2. The prescribed qualifications and experience are the minimum for different Positions and mere possession of the same would not entitle necessarily calling for the Interview. Only shortlisted candidates will be called for Interview.
3. The Institute reserves the right to suitably relax the age limits in otherwise well deserving cases.
4. The indicated monthly remuneration is the maximum for the respective Positions and the Institute reserves the right to engage the individual at lower remuneration.
5. The **online** Applications only for different Positions are to be submitted at **URL** <http://www.niesbud.nic.in/careers.htm>. The Applications received in any other manner, shall not be accepted.
6. The candidates will have to appear for Interview at NOIDA Office of the Institute at their own cost and no expenses shall be reimbursed on this account.
7. The selected candidates shall have to join the respective Positions latest within one month of receipt of Offer of Engagement from the Institute.
8. The Positions are strictly for a maximum duration of 3-4 months only and will not bestow any right of further continuation/ absorption. Besides, the engaged incumbents shall not be regarded as employees of the Institute/Ministry of Skill Development and Entrepreneurship/Government of India.
9. Other things remaining equal, preference will be given to the candidates having exposure to the Informal Sector and/or Government initiatives towards promotion of entrepreneurship in the country.
10. The prescribed Age-Limit(s) shall be reckoned as on the prescribed last day of receipt of Applications.
11. The engaged Incumbents may be required to travel to different outside locations within the country for different activities for which TA/DA at the prescribed rates shall be separately admissible.
12. The place of work shall be Sector-62, NOIDA with six days working in a week: 10:00 A.M to 6:00 P.M.
13. The engagement shall be governed by other relevant rules and regulations as may be framed in this regard.