

## VACANCY FOR RESEARCH ASSISTANT POST



Centre for Economy Development and Law

Centre for Economy, Development and Law (CED&L) is an inter-disciplinary centre established under Government Law College, Thrissur, Kerala. The

proposed centre envisages being a platform for academic discussion and as a creative think-tank for studying, analysing and interpreting various socio-economic and legal issues. This forum intends to generate perceptual framework to explore and understand social issues and events, thereby enabling the people and institutions to create best possible models in policy making and legal practices.

**Job Title:** Research Assistant

**Location:** Thrissur, Kerala, although there may be assignments which may require travel to other places both in and out of Kerala.

**Reports to:** CED&L Director

**Job assignments from:** Director, and from Fellows, based on the directions from the Director.

**Compensation:** 25,000 per month

**Term:** Till March 2019. The Centre, though, reserves the right to renew or cancel the contract unilaterally based on the regular performance appraisal and review which would be conducted on a 6 months basis.

### **Key responsibilities:**

1. To pursue the research proposal submitted to the Centre on application to the post and which is accepted or modified by the Centre.
2. To plan and carry out academic and research-based activities on a regular basis.
3. Identify relevant socio-political, economic, legal and developmental issues for academic discussions and research undertakings.
4. Interpret public policy issues, governance processes and legal criterions, and write research reports, prepare presentations, and publish in a variety of forms but not limited to blogs, and monographs.
5. Maintain regular consultation and communications with relevant academicians, policy makers, governmental institutions, the other partner institutions for designing, developing and executing academic and research activities. Also must prepare reports of such consultations.
6. Solicit and edit write-ups and presentations from the partnering institutions and peoples for the publishing through the centre.
7. Reviewing current affairs on a day-day to basis and to design and discuss what role and policy the centre could take on such issues.
8. Updating the website, and other medium of centre's public relations on a day to day basis.

9. Editorial role in the Centre's all publishing endeavours.
10. And such other responsibilities the Centre may receive from time to time.

**Additional Administrative responsibilities:**

- Be a good ambassador of the Centre, by receiving and attending the phone calls, and email requests to the Centre in a professional and courteous manner.
- Receiving guests and visitors to the Centre in professional and utmost hospitable manner.
- Provide Board-support by preparing for meetings, distribution of necessary materials for meetings, and other logistics support.
- Creation of action list for other members associated with the Centre, and follow-up.
- Assist the Director on Financial management of the Centre.
- Proper coding and recording of communications inclusive of letters, emails, fax etc. and actions taken in reply.
- Preparing updated back-ups of all electronic data of the centre.

**Minimum Eligibility requirements:**

1. Post graduates in the field of law, economics, or political science, with good research track record. (must bring the master's dissertation for the interview)
2. Exemplary proficiency in English both spoken and written.
3. Computer skills inclusive of basics such as typing, proper and prompt management of desktop, folders and files to more extensive usage of Ms Office high end operations, file format conversions, internet and browsing knowledge, website management. (Must show such skills based on previous knowledge, experience, certificates and if necessary must provide demonstration on the date of interview).

**Preferences shall be given to those who demonstrate through CV (not more than 4 pages Statement of Purpose (of not more than 300-450 words), Research Proposal (of not more than 2000 words) Academic Writing Sample (of not more than 3000 words) and a reference letter from persons having close observations of your work culture:**

1. Commitment to research methodology, and structured learning.
2. Desire to learn and grow, both individually and as a part of a team and institution.
3. Openness and respect to all schools of thought and new ideas.
4. Pro-activeness as to research and academic initiatives.
5. Knowledge of statistics and data interpretation and empirical skills.
6. Knowledge of Centre's academic interests, and vision statement.
7. Consistent academic and research interests and working culture.
8. Multi-tasking readiness and interests.
9. Readiness and happy willingness to hard work.
10. Active virtual presence through social networking websites and social media writings, which includes blogging and other web posting.

**How to apply:** Send email to [cedl.kerala@gmail.com](mailto:cedl.kerala@gmail.com) on or before 17<sup>th</sup> January 2019, 2 PM, attaching your CV, statement of purpose, research proposal, an academic writing sample of publishable quality, and a reference letter from any one person addressing Director of Centre for Economy Development and Law, who have got real opportunity to assess you as a person, your working culture and habits. **Please note that no hard copy applications shall be entertained.**

**INTERVIEW DATE:** 18<sup>th</sup> January 2019, **TIME:** 10:00 AM,

**LAST DATE FOR APPLICATION:** 17<sup>th</sup> January 2019 (Application Emails should reach the inbox before 2:00 PM.)

**Kindly Note:**

1. Last Date for application – 17<sup>th</sup> January 2019. Application Emails should reach the inbox before 2:00 PM.
2. Must bring all relevant documents in original substantiating your curriculum vitae, educational qualification, work experience, date of birth, identity and address.
3. Any published works must be brought in original. Paper presentations without publications shall not be considered seriously.
4. If the number of applicants is more than 5, we will short list the candidates by analyzing the submissions and shall publish the list on the website. For this purpose, a telephonic interview may be conducted, so kindly provide an accessible phone number.
5. The centre reserves right not to appoint anybody from the shortlisted candidates if the Centre finds that none of the shortlisted candidates are up to the satisfaction of selection committee.