

## Job Description

The Administrative Staff College of India (ASCI) was setup by the Government of India in partnership with industry in 1956. It is the oldest management institution in the country. The College is involved in 3 primary activities

1. training for civil servants, executives in industry and professionals,
2. conducting research and consultancy assignments
3. Teaching PG programmes

The Centre for Management Studies is one of the key Centres of the College. The Centre spearheads many of the prestigious training programmes, and research/consultancy assignments of the College. It collaborates with many international agencies and Universities.

The flagship PGDM programme of the College is conducted by the Centre.

Some of the assignments conducted by the Centre have resulted in the development of policies of the Govt. of India and others have shaped the transformation and strategies of major PSUs.

Some of the prominent clients of the Centre are Steel Authority of India Ltd. (SAIL), Indian Oil Corporation Ltd. (IOCL), Gas Authority of India Ltd. (GAIL), Govt. of Kerala, Asian Development Bank (ADB), World Bank, Bill and Melinda Gates Foundation, Dept. of Science and Technology, the Indian Space Research Organisation, ONGC, Capacity Building Commission (CBC) etc.

### Position details

We invite applications from motivated individuals with good academic background to work as a Research & Consultancy Interns at the Centre for Management Studies, ASCI for **four (4)** positions. The duration of work will initially be for a period of one year, extendable depending upon performance. Research and consultancy focus areas will be

1. Strategic management
2. Innovation and R&D management
3. Impact evaluation studies
4. Procurement

**Work Description:**

1. Support the research and consultancy team in various tasks including data collection, data-cleaning, literature review, data analysis, market research and report writing.
2. Proposal writing
3. Case study writing
4. The applicants must be willing to travel and undertake field study for data collection.

**Required qualifications and skills:**

- This position is a good fit for a candidate who is inclined towards research and consultancy.
- Master's degree in Economics, Management, Commerce, Statistics, Engineering with a minimum 55% marks.
- Knowledge of MS Excel, PowerPoint and Word.
- Strong background in Report/Research Paper writing.

**Location:** Hyderabad

Salary: **4-5 Lakh** per annum

**How to Apply:** Interested Candidates may email their resume to [karnak.roy@asci.org.in](mailto:karnak.roy@asci.org.in). The subject of the email – *“Application for the position of Research Intern under Centre for Management Studies.”*

**Selection Process:** Shortlisted candidates will be called for interview. The interview date will be communicated to the shortlisted candidate via e-mail.

Last Date of application: **09<sup>th</sup> February, 2024**