

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 a good academic background to work as **Senior Research Fellow, Senior Research Associates, Senior Analysts/Analysts or Research Associates** at the Centre for Management Studies, ASCI. The appointment will be initially for one year, but it can be extended depending on satisfactory performance.

Total Number of Positions Across Different Roles: **Ten (10)**

1. Roles: Senior Research Fellow

- **Location:** Hyderabad

Position Details:

Position	Number of Positions	Minimum Qualification	Salary
Senior Research Fellow	2	PhD or submitted thesis in Economics/Public Policy/Management/Foreign Trade with 2-3 years of research experience	₹6.5 Lakh p.a.

Job Descriptions:

Senior Research Fellow:

- Conduct research on public policy, focusing on policy implementation, institutional development, and governance structures.
- Coordinate with various state entities to enhance data gathering and analyse the effectiveness of state-level policy interventions.
- Lead quantitative and qualitative analysis for comprehensive project reports, publish findings in journals, and present results at conferences.
- Organize workshops to build local capacity and promote research collaborations with state government representatives.
- Proposal submission, data collection and analysis, report writing
- Any other responsibilities assigned by the project leader

2. Roles: Senior Analyst and Analysts

These roles will be part of a project funded by a key ministry, with a dedicated Project Management Unit (PMU) established to enhance the efficiency and responsiveness of the project.

Location: Delhi

Position Details:

Position	Number of Positions	Minimum Qualification	Salary
Senior Analyst	1	MBA/PG Degree or Diploma in Management (AICTE approved) with 2-5 years in Project Management/Marketing	₹9 Lakh p.a.

Job Descriptions:

Senior Analyst:

- Oversee PMU activities focused on project management, monitoring and evaluation of the programmes conducted under the project
- Develop and implement frameworks for real-time tracking of training/projects effectiveness across multiple states, managing data on participant engagement, learning objectives, and program feedback.
- Coordinate with state Administrative Training Institutes (ATIs) to align training modules with standardized curricula, identifying areas for improvement using feedback and analytics.
- Generating reports on training outcomes, identifying trends, and providing actionable insights for program improvement.
- Lead quality control initiatives using various methodologies to enhance training impact and ensure continuous development of trainers and administrators.

Position Details:

Position	Number of Positions	Minimum Qualification	Salary
Analyst	2	MBA/PG Degree or Diploma (AICTE approved) in Analytics/Public Policy	₹6 Lakh p.a.

Analyst:

- Assist in gathering data on training program performance, processing participant feedback, and tracking training metrics.
- Support the Senior Analyst in generating reports on training outcomes, identifying trends, and providing actionable insights for program improvement.
- Coordinate with ATIs to collect and validate program data, helping to streamline training processes and improve participant experiences.
- Contribute to training quality improvements by implementing insights from evaluation frameworks and supporting the development of e-learning content as part of the i-GOT platform.
- Develop visual aids and presentations with good infographics to communicate research insights effectively.

3. Roles: Senior Research Associates

- **Location:** Hyderabad

Position Details:

Position	Number of Positions	Minimum Qualification	Salary
Senior Research Associate	2	Pursuing PhD in Economics/Public Policy/Management with 2-3 years of research experience	₹6.2 Lakh p.a.

Job Descriptions:

Senior Research Associate:

- Contributing to research, data analysis and survey design for large-scale research studies.
- Proposal submission, data collection and analysis, report writing
- Coordinating field research activities, working closely with stakeholders.
- Prepare case studies and presentations, writing research papers
- Mentor junior researchers, conduct regular analysis meetings, and maintain data quality standards across studies.
- Any other responsibilities assigned by the project leader

4. Roles: Research Associates

- **Location:** Hyderabad

Position Details:

Position	Number of Positions	Minimum Qualification	Salary
Research Associate	3	B.Tech./MBA/PGDM with 1-2 years of research experience	₹4-5 Lakh p.a.

Job Descriptions:

Research Associate:

- Perform data gathering, preliminary analysis, and assist in drafting research documents.
- Support literature reviews, draft research proposals, and contribute to project presentations.
- Assist in coordinating field research activities, working closely with stakeholders.

- Develop data cleaning, analysis, visual aids and presentations with good infographics to communicate research insights effectively.
- Any other responsibilities assigned by the project leader

Ideal Profile:

- Strong in data analysis, report writing, and communication.
- Proactive, detail-oriented, and adaptable to changing project needs.
- Ready for fieldwork and dedicated to ASCI's mission to shape impactful policies.

Required skills other than qualifications:

- Knowledge of MS Excel, PowerPoint and Word.
- Strong background in Report/Research Paper writing.

How to Apply: Interested Candidates may email their resume to ascicmsresearch@gmail.com The subject of the email – *“Application for the position of SRF/SRA/SA/RA under Centre for Management Studies.”*

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

Last Date of application: **20th December, 2024**