



ICPS- RESEARCH ASSOCIATE PROGRAMME (ICPS-RAP)

GUIDELINES

Applications are invited for ICPS Research Associate Programme (ICPS – RAP) from Indian citizens initially for a period of two years. Applicants below 32 years of age as on the last date of making application and possessing minimum of post-graduation in any discipline such as Liberal Science, Social Science, Law, Journalism, Finance, Management, Science, Environmental Studies, Engineering etc. from recognized Institutes in India or abroad are eligible for the Programme.

Work Profile

Research Associates shall be required to undertake the following work:

- Assisting in devising new academic programmes including developing their course contents and planning their effective execution
- Assisting in planning of and conduct research projects and studies
- Organising research activities (seminars/ conferences/ workshops, etc.) including preparing their reports and summaries
- Data collection and data analysis
- Implementation of training programmes
- Editing articles for publication in journals
- Develop research papers/ technical notes
- Assist in discharge of administrative work relating to the above activities
- Additional responsibilities and duties as may be assigned

Eligibility Criteria and Essential Qualification

No.	Particulars	Details
1.	Essential Qualifications	<ul style="list-style-type: none">● Candidates must possess a minimum of a Master's degree in any discipline from recognized Institutes in India or abroad. Students of Liberal Sciences, Social Sciences, Law, Journalism, Finance, Management, Science, Environmental Studies, Engineering, etc. may apply.● 60% Marks in Bachelor's and 60% in Masters● UGC-NET/JRF/SRF Qualified Candidates● GATE/CLAT(PG)/CAT/GMAT/GRE-Test Scores**● Relevant Test Scores. The test score should be valid on the deadlines of the submission of the application form. Test scores of last two years will only be considered.

		<ul style="list-style-type: none"> • Computer Software Proficiency (Microsoft Office Package-Intermediate to Advance level), Google Suite or other relevant areas
2.	Desirable	<ul style="list-style-type: none"> • Preference will be given to candidates publishing Research Works in reputed Journals (Category A, B) – Rated by International Journals Credit Rating Agencies: (i) SCOPUS (ii) ABDC (iii) ABS (iv) Thomson • Research paper published in the areas of Social Sciences, Law and Management are preferred. • Candidate from Top Universities/Institutes as per the NIRF ranking 2022 (National Institutional Ranking Framework by Ministry of Education, Govt. of India) in the respective fields will be considered. • Proficiency in Data Visualization and Data Analysis Software like Prowess-IQ, Power BI, Python, Tableau etc. (Certificates if Available)
3.	Work Culture Desired	<ul style="list-style-type: none"> • Deliver in time-specific environment • Self-motivated and self-directed • Believe in team-work • Work in staggered office hours/ week days • Have commitment and passion for research
4.	Work-Experience	<ul style="list-style-type: none"> • Minimum one year of professional experience preferably as Research Associate. Experience of working with Legislative Bodies, Government Agencies & related agencies will be given extra weightage
5.	Age Criteria	<ul style="list-style-type: none"> • Not more than 32 years as on 8th January 2023
6.	Remuneration	<ul style="list-style-type: none"> • Rs. 55,000/- per month
7.	Tenure	<ul style="list-style-type: none"> • Period of 2 years but performance will be reviewed after one year and then can be extended further, based on performance
8.	How to Apply?	<p>Interested applicants need to submit the following online only:</p> <ol style="list-style-type: none"> 1. Curriculum vitae^[1] 2. A Reference Letter (with contact details and email ID) from academics who have taught the candidate or with whom the candidate has worked closely on scholarly work. However, the Supervisor at work could write a reference, if the candidate has been away from the University for a long period. 3. Grade sheet/Mark Sheet/Test Score (10th, 12th, Bachelors, Masters/ UGC-NET/ JRF/ SRF/ GATE/ CLAT(PG)/ CAT/ GMAT/ GRE) <p>Necessary documents to substantiate eligibility details as</p>

		referred in Application Form, including proof of Date of Birth, PG & Graduation Qualification, Final Mark Sheet of PG (Mentioning percentage or CGPA) and Experience Certificate(s)
9.	Application Timeline	Last Day of Application- 8th January 2023

**** Details of test scores which will be considered as essential qualification:**

- i) CAT Score: Greater than 75 percentile in each section and greater than or equal to 85 percentile overall.
- ii) GATE Score: Greater than or equal to 85 percentile.
- iii) GMAT Score: Greater than 60 percentile in each section and greater than or equal to 60 percentile overall.
- iv) GRE Score: 75 percentile or Per Cent in each section and greater than or equal to 75 percentile overall.
- v) CLAT (PG) Score: Greater than or equal to 75 percentile.

Logistics & Support

Research Associate shall be provided working space, desktop computer, internet facility, access to ICPS and Parliament Library for consultation of books/ reports/ debates and other publications available therein and also provided photocopy facility free of cost only in respect of documents specifically relating to the areas of study.

Terms and Conditions

The candidates selected for ICPS-RAP shall be required to sign the 'Terms and Conditions' document and abide by the same. The terms and conditions will *inter alia* include the following:

- (i) Research Associate shall not work in any organisation during the period of the Programme
- (ii) In case the Research Associate is applying for any job during the period of the Programme, she/ he shall take prior permission from ICPS.
- (iii) The Research Associate will observe office discipline, punctuality and follow regular office timing during the period of Programme
- (iv) The place of posting will be Delhi.
- (v) Leave of 12 days shall be allowed in a year on pro-rata basis.
- (vi) An Annual Performance Appraisal of the Research Associates would be undertaken through an Annual Performance Report (APR)
- (vii) ICPS will not provide any accommodation/ transport facilities to the Research Associate. She/ he will have to make her/ his own arrangement for accommodation/ transport during the term of the Programme.
- (viii) ICPS shall have all the right to cancel the Programme awarded to any Research Associate, without assigning any reason, during the Programme at any point of time.
- (ix) The decision of the Senior Vice-President of the Institute shall be final in all matters concerning the Programme.

- (x) The Research Associate shall not claim any employment in ICPS/ Lok Sabha Secretariat after completion of the Programme.
