

Project Assistant Recruitment WAHEI Project (University of Calicut)

Project Title and Background

This work is part of an international project by NIEPA, New Delhi with the collaboration of University of Warwick, UK. The project titled “Widening Access to Higher Education in India: Institutional Approaches (WAHEI)” is based at CPRHE/NIEPA (Centre for Policy Research on Higher Education/National Institute for Educational Planning and Administration) and the University of Warwick, and it is funded by the Fair Chance Foundation. This project investigates how institutions approach widening access to higher education in India. The research involves data collection at various universities and colleges, including interviews, focus group discussions, surveys, and administrative data analysis. This notification pertains to the temporary appointment of 5 project assistants, to assist the project team at the University of Calicut.

Number of Positions : 5 Project Assistants

Fellowship: Wages not exceeding Rs. 10,000/- per month @ Rs..../day for each day of work

Responsibilities of Project Assistants

- Assisting with fieldwork logistics: scheduling appointments, travel arrangements
- Translating/transcribing research instruments (interview guides, focus group discussion guides, surveys) based on the Fieldwork Manual
- Administering surveys (electronic or paper-based) to participants
- Conducting interviews and focus group discussions with participants following the Fieldwork Manual
- Ensuring informed consent is obtained from all participants
- Maintaining accurate and detailed field notes during data collection
- Collecting and organizing administrative data from institutions
- Transcribing audio recordings of interviews and focus group discussions following established guidelines
- Data entry and data cleaning
- Assisting with data analysis tasks as required
- Maintaining project records and documentation
- Assisting with report writing

Desired Qualifications

- Bachelor's degree (B. Ed /Master's degree preferred)
- Excellent communication, interpersonal, and organizational skills
- Strong attention to details and accuracy
- Experience in qualitative and/or quantitative research methods (desirable)
- Experience with data collection techniques (interviews, surveys, focus groups) (desirable)
- Experience with data transcription software (desirable)
- Proficiency in MS Office Suite (Word, Excel, PowerPoint)
- Ability to work independently and as part of a team
- Ability to meet deadlines and manage multiple tasks effectively
- Strong work ethic and commitment to research ethics

- Fluency in English .

Work Terms and Conditions

- This is a temporary position for a maximum of six months. The term may be further subject to the directions from the WAHEI project team at National and International levels and the performance of the selected candidate(s).
- Project assistants will be expected to work flexible hours, including evenings and weekends, to meet fieldwork deadlines.
- Unsatisfactory performance on assigned tasks may result in termination of the contract before the end of the initial six-month period.
- Selected candidates will sign a contract outlining the terms and conditions of employment.
- A short training on research methods and data collection tools will be provided to selected candidates.

How to Apply

Interested candidates can register through a Google form. They may appear for a walk-in interview with a one-page resume and relevant certificates to prove their qualifications, skills and experience at the Department of Education, University of Calicut on 29.04.2024.(for further information : 9447247627, 9446645939).

Final Selection

As per relevant University rules applicable to the appointment of staff for short-term projects, Final selection will be based on the interview score as well as the performance in a short test conducted. The short test will be based on the ability of n comprehension of WAHEI project. Further the selection will be subject to verification of qualifications. The decision of the duly constituted selection committee will be final.

Candidates shall attend a walk-in interview after completing the GOOGLE FORM for registration. The interview to assess their suitability for the role will focus on the candidate's experience, skills, and knowledge in research methods, data collection techniques, and project management.

Interview

The candidates may appear for a walk-in interview. The interview committee will consist of:

- Project Team Leader (Convenor)
- Project Team Members (2 members)
- Nominee of the Vice Chancellor (1 representative)
- External Expert (Associate Professor or above) specializing in Education, Sociology, or Psychology from Calicut University teaching departments or affiliated colleges.

Quorum: 3/5 members.

Interview Process

The interview will assess the candidate's suitability for the role based on the following criteria:

- A short-test based on a half an hour presentation
- Experience in research methods and data collection techniques
- Skills in communication, interpersonal relations, and organization

- Knowledge of the Indian higher education landscape
- Knowledge of Kerala's educational landscape and government initiatives related to higher education access will be considered a plus.
- Work ethic and commitment to research ethics
- Ability to work independently and as part of a team

Candidates will be asked about their experience, skills, and knowledge. They may also be presented with a hypothetical scenario related to the project and will be asked how they would handle it.

** Communal reservation will be followed in accordance with the provisions of KS and SSR and the Kerala Public Service Commission manual.

Category for the selection - 1 vacancy for SC Candidate

2 Vacancy for Open Category

1 Vacancy for Muslim Candidate

1 Vacancy for LC (Latin Catholic)

"If candidates from a community for which the post is reserved are not available, candidates from other reserved communities in the order of rotation will be considered. In the absence of candidates from reserved communities, the post shall be treated as an open competition turn."

Short-listed candidates will be intimated through email, and they will have to attend the interview at their own cost. No TA/DA shall be paid to the candidates for attending the interview and the selected candidate has to join immediately.