



TERMS OF REFERENCE

- Title of the Position** : Research Assistant – Skills (**One Position**)
- Organization** : India Centre for Migration
- Place of Job** : New Delhi
- Reporting officer** : CEO, India Centre for Migration
- Duration** : Maximum **two years** subject to renewal every year based on performance and requirement
- Remuneration** : **Rs. 50,000 per month** consolidated
- Closing date** : **23rd October 2016**

Selection Process

The final selection will be on the basis of **due weightage given to CV, written test and an interview**. From the applications received, a maximum of 10 candidates will be shortlisted for written test, and maximum of five for the **interview stage**.

Government of India Rules regarding reservation shall apply. The present post under advertisement is under Unreserved Category.

About ICM

India Centre for Migration (ICM) is a registered not-for-profit society established by the Ministry of External Affairs (MEA), Government of India in July 2008 to serve as a think tank on all matters relating to international migration. The ICM undertakes empirical, analytical and policy related research, analysis and studies, documents good practices and submits policy recommendations to Ministry of External Affairs (MEA). It is presently located at Akbar Bhavan, Chanakyapuri, New Delhi.

ICM proposes to recruit one Research Assistant (RA) for its skills related programs.

Job responsibilities*

Under the overall supervision of the Chief Executive Officer of the India Centre of Migration, the successful candidate will be responsible for:

1. Overall coordination of all skills related projects & activities at ICM with the Ministry, and provide necessary inputs to implementation of such projects and activities
2. Carry out all desk research and conduct field research necessary for implementation of skills related activities at ICM
3. Coordinate with external agencies/partners on skills, labour market research and overseas job opportunities for Indians
4. Any other activities as advised by CEO, ICM.

The job profile may involve some travel within India

Eligibility Criteria

Essential qualifications:

- A post-graduate degree in Social Science (International Relations/Political Science/Economics/Sociology/Law) **with at least 60%** from a recognized University

Desirable Qualifications:

- Experience of working in skills related projects including skill training/upgradation programs, and familiarity with contemporary developments in skills space in India
- M. Phil degree or Ph. D in any social science discipline from a recognized university **with thesis on any aspect of international migration**
- One year of work experience with organizations in research/academic pertaining to international migration and diaspora studies
- Familiarity with MS – Office and statistical programs.

Application process:

All eligible candidates can send their application along with their latest resume by e-mail at **icm@mea.gov.in** by specifying the position at the top of the CV and subject of the mail, not later than **23rd October 2016**. Only a maximum of 10 shortlisted candidates per position shall be contacted by e-mail for the written test & subsequently a maximum of five for the interview.

The appointment will be made purely on a contract basis and the selected candidate (s) will have to follow the terms and conditions of the jobs defined by the India Centre for Migration and will have no claim on the terms and conditions of the services as defined by the Government of India.

All applications have to be submitted with the latest CV and details filled in the format as shown below:

Candidate's Name	DoB	Education			
	Degree	Subject	Name of the University	Duration (from – to)	Marks obtained

Work experience:

Organization	Designation	From	To	Responsibilities handled	Total years
Grand total no. of years of work experience					

For those who have completed M. Phil & Ph. D:

Name of the University	Year of enrollment in Ph. D	Subject	Expected date of completion

Note:

1. Candidates who do not submit the CV and details in the format as shown above, will not be considered.
2. If adequate number of candidates are not available for the written test, essential qualifications may be relaxed by the Competent Authority. As such, candidates not qualifying the essential qualifications may also apply at their discretion.
3. If adequate number of candidates are not available for interview, the criteria for the purpose can be relaxed by the Competent Authority.