

## **CRISP KARNATAKA**

### **Job Description: Research Assistant / Research Associate**

**March 25, 2025**

#### **Background:**

Centre for Research in Schemes and Policies (CRISP) is an organisation set up by a group of civil servants and those in public service with more than three decades of experience. CRISP aims to give back to society by helping governments design, redesign, and implement better schemes and policies. The organisation works with central and state governments, CSR funds, and large NGOs with sizable impact. Currently, CRISP has teams working in 12 states of India in various sectors including rural development, local governance, school education and, higher education. You can find more information about CRISP at [www.crispindia.net](http://www.crispindia.net)

In Karnataka, the CRISP team is working with the Panchayat Raj Commissionerate (Rural Development and Panchayat Raj, Karnataka). Through an MoU with the department, CRISP Karnataka is engaged in studying and conducting action research projects on various flagship programs launched by the department in Grama Panchayats (GPs) of Karnataka.

**Research Assistant / Associate:** CRISP is looking to hire a Research Assistant (Research Associate if PhD holder) for its Karnataka team, to assist with tasks related to its various projects in the upcoming months. Description of roles, responsibilities and desirable qualifications is given below.

#### **Roles and Responsibilities:**

The purpose of this assignment is to support the CRISP Karnataka team with research assistance. Indicative tasks and responsibilities are:

- Visits to Gram Panchayats in different districts of Karnataka for data collection, supervising surveys, gathering qualitative data
- Data cleaning, analysis and writing of reports
- Take part in various studies and action research projects related to RDPR's flagship projects in rural Karnataka

**Location:** Bangalore, with travel to districts / Grama Panchayats across Karnataka.

#### **Eligibility Criteria:**

- A Master's degree or higher from a renowned educational institution in policy relevant subjects including Public Policy, Development studies, Sociology, Economics, Political Science and similar disciplines.

- 1-2 years of relevant work experience after Post – Graduation will be an added advantage.
- **Proficiency in English and Kannada (both verbal and written) is a must.**

**Desirable Criteria (Preferred Competencies):**

- Proficiency in MS Office (MS Word, Excel, and PowerPoint) and ability to do data analysis. Experience in data analytical software like SPSS will be an advantage.
- Ability to write professional reports after due analysis of data.
- Prior exposure to policy and development sector, policy analysis/research and formulation desired.
- Ability to establish and maintain strong working relationships with various stakeholders.
- High-calibre interpersonal communication (documentation and presentation skills), advocacy and negotiation skills and the ability to work collaboratively with teams
- Willingness and ability to work in a team, demonstrate a productive and engaged work ethic.

**Travel:** The assignment will involve at least 5-10 days of travel to District and GPs every month; and will include work and co-ordination with the Gram Panchayats. The Research Assistant will be required to travel extensively to districts and Gram Panchayats within the state of Karnataka.

**Duration of Contract:** The position is expected to start on **May 5, 2025**, and is for a duration of 4-6 months (subject to availability of funding and mutual interest).

**Remuneration:** A monthly salary will be determined based on the qualifications and experience of the candidate and will be in the range of 30,000 - 40,000 INR per month. Experience, education and skill set will determine the salary for the chosen candidate.

Travel reimbursements will be against actuals, and in compliance with CRISP's travel reimbursement rules outlined in their HR policy.

**Selection Process:** Duly received CVs, along with cover letters, will be reviewed by a hiring committee at CRISP and, a shortlist of candidates will be prepared after a technical evaluation of qualifications, experience and suitability for the positions advertised. Shortlisted candidates will be invited for a short-written assignment and oral interview with the hiring committee. Only selected candidates will be informed of the final decision by the Committee.

**How to apply:**

1. **A Cover letter** explaining the motivation for applying and also explaining how the qualifications and skill-set of the candidate are suitable for this position (Not more than 1 page).
2. **A CV** that outlines the qualifications and experience related to the advertised position.



[Mention Availability date in the cover letter (preferable start date: May 5<sup>th</sup>, 2025)]

**Email both as attachments to: [crispkarnataka@gmail.com](mailto:crispkarnataka@gmail.com) with the subject Line: "Research Assistant – Karnataka" by April 5<sup>th</sup>, 2025.**

[The attachments should contain the candidate's name. For example: First Name\_Last Name\_CV and First Name\_Last Name\_Cover Letter].