INDIAN INSTITUTE OF PUBLIC ADMINISTRATION
I.P. ESTATE, RING ROAD,
NEW DELHI-110002

File No: A-51/16/2023-ADMIN   22.02.2024

Vacancy Circular

Indian Institute of Public Administration desires to engage suitable persons of the following posts on contractual basis in project of **"Impact Assessment of National Supercomputing Mission"**, as per details stated below:

S. No.	Post	Qualifications and Experience

1.	Consultant (one post)	**Qualifications:**
		• M. Tech and any other academic exposure to administration/degrees.
		• Proven experience as a consultant in impact studies or related projects.
		• Excellent analytical and problem-solving skills.
		• Strong communication and stakeholder engagement skills.
		Responsibilities:
		
		1. **Study Design and Planning:**
		  • Work closely with the client to design a study that meets their specific needs and objectives.
		  • Help develop a detailed project plan, including timelines and milestones.
		  • Make Proposals for new projects and draft them, design new programs agenda as required.
		2. **Strategic Guidance:**
		  • Offer strategic guidance to the client based on a deep understanding of the study's implications.
		3. **Stakeholder Engagement:**
		  • Engage with stakeholders effectively, communicating findings and recommendations clearly.
		4. **Quality Assurance:**
		  • Ensure the research officer follows best practices and maintains high-quality standards.
		5. **Report Writing:**
		  • Take a lead role in drafting and finalizing the impact study report to meet professional standards.
		  • To make infographics for the report and make the

		report attractive.
		• Make and design Presentations with infographics for the project.

6. **Client Communication:**
   - Maintain open and effective communication with the client, providing regular updates and addressing concerns or feedback.
7. **Problem-solving:**
   - Proactively identify and address challenges that may arise during the project.
8. **Knowledge Transfer:**
   - Facilitate knowledge transfer to the client, ensuring a clear understanding of study implications.

Consolidated Remuneration : Rs.45,000 per month (all inclusive).

Duration: Three months.

Research Assistant (two posts)

Qualifications:
- Bachelor's or Master's degree in a relevant field (Cyber Law and Technical degrees Preferred)
- At least one (01) years of experience
- Proven experience in research, data collection, and analysis.
- Strong organizational and communication skills.
- Familiarity with ethical considerations in research.

Responsibilities:
1. **Data Collection and Analysis:**
   a. Conduct thorough and accurate data collection using approved methodologies and tools.
   b. Analyze data to ensure reliability and validity.
2. **Literature Review:**
   a. Conduct a comprehensive review of relevant literature to inform the study.
3. **Methodology Development:**
   a. Collaborate with the client to develop a robust research methodology, including research questions, sampling methods, and data collection techniques.
4. **Fieldwork:**
   a. Coordinate and oversee fieldwork activities, ensuring adherence to the established methodology.
5. **Quality Control:**
   a. Implement quality control measures to ensure the accuracy and consistency of collected data.
6. **Documentation:**

		a. Document the research process, methodology, and any deviations encountered during the study.
		7. **Collaboration:**
		a. Collaborate with the client and stakeholders to align the research with project goals.
		8. **Ethics and Confidentiality:**
		a. Adhere to ethical standards, ensuring participant confidentiality and obtaining necessary approvals.
		9. **Knowledge of cyber security:**
		a. Must know about Cyber Security, including Information Security Compliances, Data Privacy, and Technical and Legal Knowledge.
		b. Shall help in conducting and designing training programs related to technology including CISO Training Program.
		Consolidated Remuneration : Rs.25,000 per month (all inclusive). **Duration:** Three months.

Interested candidates, who fulfill the above criteria, **may walk in for the interview** in Room No.20 at Indian Institute of Public Administration, I.P. Estate, Ring Road, New Delhi along with the original educational and experience documents and updated CVs by **10:00 A.M. sharp on Wednesday, the 28th February, 2024**. Candidates reaching the venue after the scheduled time **shall not** be entertained under any condition. No T.A/D.A. will be paid for attending the interview.

(O.P.Chawla)
Dy. Registrar (F&A)