

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

File No: A-51/1/2026-ADMIN

03.07.2026

Vacancy Circular

Indian Institute of Public Administration (IIPA) invites applications for the following post on short term, temporary basis in the project of "**Assessing the Effectiveness of Prescribing Minimum Educational Qualifications and Two-Child Norms for Contesting Panchayat Elections**", as per details stated below:-

The position is required to support field surveys, data collection, documentation, literature review, stakeholder consultations, and research activities under the project.

S. No.	Post	Qualifications and Experience
1.	Research Assistant (Social Sciences) (01 Post)	Educational Qualification: Master's Degree in Public Administration, Political Science, Sociology, Rural Development, Development Studies, Anthropology, Economics, Statistics, Demography, Population Studies, Governance and Public Policy, or any other relevant Social Science discipline from a recognized University/Institution. Fresh candidates with excellent academic records or candidates having research experience may also apply. Essential Skills • Good report writing and analytical skills. • Knowledge of MS Office Suite (Word, Excel and PowerPoint). • Knowledge of data collection tools such as Survey CTO, Kobo Collect, CAPI, ODK, or similar platforms will be an advantage. • Good communication and interpersonal skills. • Ability to coordinate with field investigators, stakeholders, and government officials. • Ability to work effectively both independently and as a member of a multidisciplinary team. • Willingness to travel extensively for field surveys and project-related activities. Research Skills • Basic understanding of qualitative and quantitative research methodologies. • Experience in literature review, questionnaire administration, interviews, Focus Group Discussions (FGDs), and case studies. • Knowledge of data compilation, validation, and documentation. • Familiarity with statistical software such as SPSS, STATA, R, or Excel will be desirable. Preferred Experience • Experience in research projects, field surveys, rural development, Panchayati Raj Institutions, governance, public policy, or social sector studies will be preferred.



	• Candidates having internship or project experience with Government institutions, universities, research organizations, or NGOs will be given preference. Desirable • Familiarity with Panchayati Raj Institutions (PRIs), rural governance, and Government development programmes. • Good documentation, drafting, and presentation skills. • Ability to manage project records and maintain research documentation. Job Description • Assisting in conducting field surveys, interviews, and Focus Group Discussions (FGDs). • Assisting in literature review, policy review, and preparation of research tools. • Collecting, compiling, validating, and organizing quantitative and qualitative data. • Supporting data entry, documentation, report writing, and preparation of presentations. • Assisting the Project Director and Research Associates in project implementation, documentation, and dissemination activities. • Performing any other research-related assignments entrusted by the Project Director. Consolidated Remuneration: Rs. 35,000/-per month (all inclusive). Duration: Initially for 03 months, which may be extended depending upon project requirements and satisfactory performance.
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The Candidate for above position should not be hesitant to travel throughout India for Project related activities.

Interested candidates, who fulfill the above criteria, may apply along with an updated **Curriculum Vitae (CV)** and self-attested copies of educational qualifications, experience certificates (if any), and relevant testimonials. Application should be submitted by email to admniipa@gmail.com with a compulsory cc to nupur.tiwary@gmail.com. The completed application must reach on or before **July 10, 2026 by 5:30 P.M.** Application received after the prescribed date and time will not be considered.

Shortlisted candidates will be informed about the Date and time of the interview by email and phone.


 03.07.26
 (Ram Naresh)
 Deputy Secretary