

## RECRUITMENT NOTICE 2025 for Research Supervisor and Research Assistant

Xavier Institute of Social Service (XISS), Ranchi, invites applications from interested and eligible candidates to the following positions:

<b>Job Title</b>	Research Supervisor (RS) and Research Assistant (RA)
<b>Nature and Duration</b>	Temporary for 6 months, extendable depending on the requirements and performance.
<b>Number of Positions</b>	Research Supervisor: 01 Research Assistant: 06
<b>Reporting</b>	Coordinator, Department of Research and Planning, XISS, Ranchi
<b>Location</b>	XISS, Ranchi, with frequent inter-district travel during fieldwork
<b>Monthly Remuneration</b>	Research Supervisor: Rs 42,000/- Research Assistant: Rs 36,000/- <b>Note:</b> Field allowance, accommodation and travel will be taken care by XISS during field visits.
<b>Joining</b>	15 July 2025 tentatively

### Overview

The Research and Planning department at XISS undertakes various research and consultancy projects. The RS/RA will work on one of the projects undertaken by the department at XISS. The candidate will support in designing, facilitating, and implementing the study in various locations across the Jharkhand state.

### Responsibilities

#### Research Supervisor

- Coordinate with the team at the field level and the state team of XISS.
- Field facilitation and stakeholder management at the district level.
- Conduct quantitative and qualitative data collection such as KIIs, FGDs and case studies.
- Monitoring and supervision of field data collection.
- Regular documentation and sharing of field progress reports.
- Participate in the design and piloting of tools and formats based on project goals and indicators.
- Assisting in the training and onboarding of data enumerators.
- Travel extensively to different assigned locations.
- Support in Data entry and cleaning.
- Report Writing and Presentation.
- Any other task assigned by the project team as and when required.



### Research Assistant

- Coordinate with the field team.
- Translate the tools into Hindi (if applicable).
- Participate in the piloting of tools and formats based on project goals and indicators.
- Conduct quantitative and qualitative data collection such as KIIs, FGDs and case studies.
- Monitoring and supervision of field data collection.  
Travel extensively to different assigned locations.
- Support in Data entry and cleaning.
- Any other task assigned by the project team as and when required.

### Required Qualifications and Experience

Research Supervisor	Research Assistant
2 years full-time degree in Post Graduate Diploma in Rural Development/Management or master's in social work, or master's in arts Sociology or allied.	2 years full-time degree in Post Graduate Diploma in Rural Development/Management or master's in social work or master's in arts Sociology or allied.
At least 3 years of experience is desirable	At least 2 years of experience is desirable. Fresher's may apply
Candidates must have some demonstrable experience in conducting primary research and team management.	Candidates must have some demonstrable experience in conducting primary research.
Maximum age limit: Upto 35 years	Maximum age limit: Upto 30 years

### Required Professional Skills

- Candidates must be proficient in MS Office (Excel, Word, PowerPoint).
- Proficiency in written and spoken English and Hindi is mandatory. Fluency in other regional languages will be an added advantage.
- Able to multi-task, handle work pressure and deliver under tight schedules.
- Comfortable working in a fast-changing work environment; comfortable and open to extensive field travel, often at short notice.
- Familiar with rural contexts and surveys.
- Open to work and learn.

### Application Process

- Details are available at <https://www.xiss.ac.in/careers>.
- Only shortlisted candidates will be contacted for further processes.
- **Deadline for applying: 18 June 2025.**

*Manoj K. J.*  
Director  
14/06/2025

