



India Centre for Migration (ICM)
(A Regd. Society of the Ministry of External Affairs)

Term of Reference for the post of Research Assistant

File No. F.2-82/2019-ICM

Dated : 26.07.2019

1. The India Centre for Migration (ICM) is a 'not for profit' society established by the Government of India in July, 2008 to serve as a think tank on all matters relating to International Migration. The Centre undertakes empirical, analytical and policy related research, implements pilot projects to document good practices and assists in capacity building of stakeholders at the sub-national level. **ICM is inviting applications for one post of Research Assistant.**

2. Essential Eligibility Conditions:-

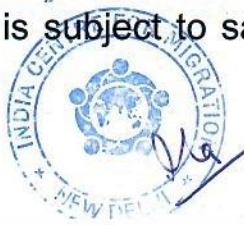
(i) Nationality: The applicant must be citizen of India.

(ii) Educational Qualification: The applicant must hold a **Master's degree** from any of the Universities incorporated by an Act of the Central or State Legislature in India or other educational institutions established by an Act of Parliament or declared to be deemed as a University, or possess an equivalent qualification. Applicants with higher educational qualifications and/or experience in the field of international migration and diasporas will be preferred.

(iii) Age limit: The applicant must not have attained the age of 40 years as on August 1, 2019.

(iv) Work Experience: The applicant must have a minimum experience of 1 year in the field of International Migration or related matters.

3. **Duration and Termination Clause:** Two years initially, thereafter to be extended yearly upto a maximum of two years on the basis of performance. The offer of job is subject to satisfactory performance of





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the individual and can be terminated on a 15-days notice by ICM without specifying any reason. The research assistant is required to submit a 2 months prior notice period for any discontinuation.

4. Remuneration Clause: The post of Research Assistant carries compensation amounting to Rs. 45,000 per month (all inclusive, TDS to be deducted).

5. Duties of Research Assistant:

(i) Research Assistant will work under the guidance of CEO, ICM or officers as nominated by the competent authority.

(ii) Research Assistant is expected to be full-time with ICM during his/her tenure as Research Assistant.

(iii) Research Assistant will be required to work on the activities/research work assigned to him, as and when required by the CEO, or officers as nominated by the competent authority, and will be required to submit a written report of minimum 2000 words, in the requested format.

(iv) Research Assistant will play an active role in organizing of conferences, lectures, seminars, panel discussions & other academic events, to be organized by ICM.

(v) Research Assistant will coordinate all matters concerning organization of Awareness Generation Workshop or Training of Trainers Workshop for promoting safe, orderly and regular migration in coordination with UN bodies, State Government Agencies etc.

(vi) Research Assistant will carry out and coordinate work related to preparation /updating of Pre-Departure Orientation (PDO) Training manuals, handbooks, booklets, related resource material etc.



(vii) Research Assistant will be required to undertake any other activities, not indicated above, as assigned by CEO, ICM and officers as nominated by the competent authority, in the interest of the organization or larger public interest.

6. Leave Condition: Research Assistant will be entitled to a maximum of 1 leave per month during the tenure with prior approval of CEO, ICM. The leave, however, shall not be en-cashable.

7. Rights on Research Work: All intellectual property arising out of the research study shall be owned by ICM. However, the research assistant will be permitted to use the output for intellectual pursuit, educational and teaching purposes. He/she will be permitted to publish only after prior approval of CEO, ICM. Commercialization of research outcomes funded by ICM shall be subject to express permission and terms agreed to by ICM.

8. Mode of Application:

(i) The applicants can send their application form as per the attached format at '**Annex-I**'. All pages of the application form has to be signed by the applicant with date. Scanned copy of the application form (in colour) shall be send by email to icm@mea.gov.in. **Please mention in the Subject Line of the e-mail, "Application for the post of Research Assistant, ICM"**.

(ii) Application form received in any format, other than the format indicated at 'Annex-I' will be straight-away rejected.

(iii) Application form, received, without signature of the applicant along with date, will be straight-away rejected.

9. Mode of Selection:

(i) Candidates will be shortlisted by a committee duly constituted for this purpose by ICM, on the basis of fulfilment of the essential eligibility conditions as indicated in this TOR.



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(ii) Only the shortlisted candidates will be called for interview by the aforementioned committee for final selection.

(iii) The date and venue of interview will be conveyed to the shortlisted candidates by email on the same email id from which the scanned copy of the application has been received.

(iv) Applicant **must** bring his/her application form, in original, at the time of interview. The application form **must** be same as the one, of which scanned copy was emailed at icm@mea.gov.in. Non-compliance of the aforesaid condition, will lead to disqualification.

10. Application deadline:

(i) Scanned copy of the application form (in colour) shall be sent by email to icm@mea.gov.in, latest by **30.08.2019 (till 5:30 PM)**. Any application form, received after **30.08.2019 (5:30 PM)** will not be considered.

(ii) **Please mention in the Subject Line of the e-mail, "Application for the post of Research Assistant, ICM"**

11. Verification of character and other credentials of the Selected Candidate:

ICM, will, carry out verification of the details filled in the application form of the selected candidate. Furnishing of false and misleading information will make the applicant liable for the appropriate legal prosecution, within the jurisdiction of New Delhi.





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ANNEX-I

APPLICATION FORM FORMAT

1. Basic Information:

Candidate's Name	Date of Birth	Gender	Father's Name and Occupation Detail	Mother's Name and Occupation Detail

2. Education Details: (Starting from Xth/Matriculation to Post-Graduation)

Degree	Subject	Name of the University	Duration (from – to)	Percentage/ Class

3. Work experience: (Only in the field of International Migration and Related Areas)

Organization	Designation	From	To	Responsibilities handled	Total years (per org)
Grand total no. of years of work experience					

4. Publication Details:

S. No	Name of the Journal/Book	Title of the work/article published by applicant	Year of publication	Name of the publisher





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5. Book reviews/articles:

S. No	Name of the Journal/Newspaper/Magazine	Title of article	Year of publication	Name of the publisher

6. Detail of Internship/Fellowship Done Before

S. No	Details of fellowship	Organization	Year

7. Any pending Criminal Case (If yes, details thereof)

8. Declaration:

I.....hereby declare that the information furnished above is true, complete and correct to the best of my knowledge and belief. I understand that in the event of my information being found false or incorrect at any stage, my candidature/appointment shall be liable to cancellation/termination without notice/compensation in lieu thereof and will also be liable for legal prosecution.

(Signature)

Date:

Permanent Address:

Local Address (In case local address and permanent address is not same)

Email Id:

Mobile Number:





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Note:

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2. Application form received in any format, other than this format as indicated here at 'Annex-I' will be straight-away rejected.
3. Scanned copy of the application form (in colour) shall be send by email to icm@mea.gov.in , latest by **30.08.2019 (till 5:30 PM)**. Any application form, received after **30.08.2019 (5:30 PM)** will not be considered.
4. This application form, in original, will be brought by the applicant at the time of interview. Non-compliance of the same, will lead to disqualification of the candidature.

