

Vacancy Notice

School Education department has established an independent research unit REAP (Research and Evaluation for Action and Policy) at SCERT Gurgaon to undertake research and evaluation of various interventions made by Government of Haryana through RMSA, SSA, Mid-day-Meal and various other schemes by the Directorates and/or Board of School Education Haryana. The unit comprises of a multi-disciplinary team and works in collaboration with independent international and national research groups working in social sectors, including J-PAL(MIT) NIOS, NCERT, NUEPA and University departments. It conducts research and evaluation projects for the school education department and also takes up independent projects by funded by other organisations.

Applications are invited from professionals (on deputation or contract basis) for the following positions:-

1 Block Resource Manager (2 posts) – for Rajaund (Kaithal) and Babain (KKR)

These positions offer an opportunity to gain first-hand field management and research experience in undertaking cutting-edge development research in the education sector. Block Resource Managers will work closely with academic researchers and other field staff to perform a variety tasks including, but not limited to, the following:

Communication activities

- Maintaining regular communication between academic researchers and field-based teams.
- Maintaining regular communication with partner organisation and technical research partners.
- Preparing monthly, quarterly and annual reports on project status.
- Disseminating evaluation findings for use by staff and management to share with communities and donors.
- Conducting meetings with local and state government officials, community leaders and other stakeholders.

Management of data collection

- Designing and modifying questionnaires according to the guidelines set out by academic investigators.
- Joining field teams during pre-testing of questionnaires and other pilot activities.
- Participating in training of field enumerators.
- Coordinating the progress of data collection in conjunction with the project manager and monitoring its quality.
- Liaising with the intervention implementation team and technical research partner to ensure coordination in activities.

Training

- Regular training of staff members in data analysis procedures and quality controls.
- Assisting in the orientation of new staff members and training them in conducting surveys.

Data

- Performing basic data analysis as suggested by the principal investigators.
- Generating quarterly tabulations of the data collected.

Eligibility Criteria: Block Resource Managers

- First Class Master degree in Economics, Business Administration, Public Policy, Statistics, Psychology, Mathematics or Bachelors degree (in earlier mentioned subjects) with two years of project work experience. Fluency in Hindi and English (spoken and written). Candidate must have excellent computer skills particularly in Microsoft applications.
- Excellent management and organizational skills
- Fluency and excellent communication skills in English
- Flexible, self-motivating, able to manage multiple tasks efficiently, and team player
- Demonstrated ability to manage high-level relationships with partner organizations
- Knowledge of Stata or other data analysis software is preferred but not essential.
- Familiarity with randomized controlled trials preferred but not essential.
- Prior experience in India preferred.
- Fluency in Hindi desirable
- The work involves a variety of tasks viz. designing survey questionnaires, managing survey teams, checking and analyzing data at block level, coordinating with local partners running the programs on the field and a significant amount of field work.
- Two references from persons who are competent to comment on skills and aptitude of the applicant.

General Conditions for posts:

1. Canvassing in any form and/or bringing in any influence, political or otherwise will automatically disqualify the candidate for the post.
2. Age limits shall be reckoned as on the closing date for receipt of application.
3. Incomplete applications, applications without the required documents / certificates, applications without the prescribed application form and/or the applications received after the last date will be summarily rejected and no interim enquiries will be attended to.
4. The Department shall not be liable for any delay or loss in postal transit for any reasons whatsoever.

5. The Department reserves the right to shortlist candidates depending upon the number of vacancies and application received, etc., and also to decide the modalities for recruitment whether through Interview or Written Test or both and the venue/schedule thereof.
6. Two references from persons who are competent to comment on skills and aptitude of the applicant.
7. Max. Age limit for posts: 40 years

Selected candidate will be paid a consolidated remuneration commensurate with skills and experience. Aspiring candidates can send their applications through email to scert_edusat@rediffmail.com, with the title "Block Resource Manager" or mail a hard copy to the following address:

**Director,
SCERT, REAP Cell,
Opp. Panchayat Bhawan, Sohna Road, Near Rajiv Chowk,
Gurgaon-122001 (Haryana)**

The application form and job profile can be downloaded from or www.schooleducationharyana.gov.in or www.scertharyana.in

Last date for receipt of applications in the prescribed application form is **Friday, March 22nd 2013**. Only short listed candidates will be called for test /interview.

Sarva Shiksha Abhiyan, Haryana

(Haryana Prathmik Shiksha Pariyojna Parishad)

3rd Floor, Shiksha Sadan, Sector 5, Panchkula (Hr.)

Paste your
recent
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Application for the post of Block Resource Manager

Applicant Name: Sh./Smt. _____

NOTES FOR GUIDANCE:

- 1.1. Please complete the form below in BLOCK CAPITALS using either a pen or type into the boxes provided/space assigned in front of the question.
- 1.2. Please attach TWO references from persons who are competent to comment on skills and aptitude, along with their full name, address, designation, contact number and email
- 1.3. Please feel free to add annexure to provide any additional information required/desired by you.
- 1.4. The form can be either sent by mail or by post. If sending by mail, please scan and attach a passport size photograph separately by mail (or insert a picture into the box)
- 1.5. The last date for receipt of the application is March 22, 2013. Late applications will not be entertained

Personal details.

1.Surname	<input type="text"/>	First given name(s)	<input type="text"/>
2.Date of birth	<input type="text"/>	3.Sex/male	<input type="checkbox"/>
		Female	<input type="checkbox"/>
4.Correspondence address			
<input type="text"/>			
<input type="text"/>			
Postal code <input type="text"/>			
Country	<input type="text"/>	Email ID	<input type="text"/>
		Phone	<input type="text"/>
5.Are you a domicile of Haryana yes <input type="checkbox"/> no <input type="checkbox"/>			
6.Marital status/ Married <input type="checkbox"/> Unmarried <input type="checkbox"/>			

7. Educational Qualifications (Self attested copies of certificates to be attached):

Sr. No.	Education Qualification / Degree Awarded	Name of Board / Univ. / Institution	Year of Passing	Marks Obtained	Total Marks	% age	Division / Grade

8. Awards (Give full details of academic awards received (if any))

9. Technical skills IT skills including experience with statistical software such as STATA, SAS, SPSS etc

10. Work experience (start from latest employment, including the previous three full employments.)

Sl.no	Institution /Organization employed with	Designation		Total period employed			Whether still employed (yes/no)
				Days	months	years	
1.							
2.							
3.							

13. Declaration:

I hereby declare that all the statements made in this application from are true, complete and correct to the best my knowledge and belief. In the event of any information being found false or incorrect being detected before or after the interview / appointment/ selection my candidature may be cancelled and action can be taken against me.

Date:_____

Place:_____

Signature of the Candidate