



TERMS OF REFERENCE

Position: Assistant Research Officer

Organization: The INCLen Trust International

Location: SOMAARTH DDESS, Palwal, Haryana.

About Us: INCLen is an international health research organisation dedicated to improve the health of disadvantaged populations by promoting equitable health care based on the best evidence of effectiveness and the efficient use of resources. INCLen undertakes collaborative, inter-disciplinary research on high priority national and global health problems.

INCLen has setup a demographic and environmental surveillance site (SOMAARTH) in District Palwal, Haryana. It works in 51 villages in the district of Palwal. It has an established office with research, administrative and support staffs at the field office.

INCLen is seeking applications from young competent, enthusiastic, academic career oriented individuals for the positions as “Assistant Research Officer” to participate in several ongoing and new research.

Job Responsibilities: The research studies focus on child health, maternal health, and quality of care, vaccine safety, mental health, chronic diseases, and demographic surveillance.

The incumbent is expected to perform the following tasks:

- To participate in the implementation of ongoing research programs which includes: study protocol development, study tool development, training research staffs, data collection, quality assurance, and monitoring of staff.
- To coordinate the research network and communicate with the network partners.
- To prepare project reports, scientific papers, publications and represent INCLen at different forums.
- To execute other project related tasks as assigned from time to time.
- The position requires hard-core field travel (within SOMAARTH site and out station) depending on the project requirement.

Qualification:

- BAMS/BHMS/BDS/BUMS with Masters/Diploma in health research/ public health
- Masters/PhD in Anthropology/Sociology/Rural Development/ Demography with exposure to public health/MSW
- Minimum 3-4 years’ experience holder(Preferably field experience)

Remuneration: The incumbent will be compensated in terms of salary and designation comparable to industry standards.

Application procedure: Please email your CV mandatorily in the format attached herewith by **30th September 2021** at career@inclentrust.org with subject “**CV for Assistant Research Officer Census - Palwal.**” Application should be accompanied with Cover letter. Candidates who do not fulfill the essential requirements need not apply.

Please note that CVs in any other format shall not be considered.

For further details about INCLen, please visit: www.inclentrust.org or call at **+91-11-47730000**.

**THE INCLEN TRUST INTERNATIONAL
FORMAT FOR CURRICULUM VITAE**

Post applied for:

Date:

- 1) **Name**
- 2) **Father's Name**
- 3) **Gender**
- 4) **DOB**
- 5) **Marital Status**
- 6) **Contact/Mobile No.**
- 7) **Email ID**
- 8) **Sype ID**

9) **Academic/Technical/Professional Qualification (Latest first)**

Name of University/College	Degree	Year of completion	Division/ Percentage (%)
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10) **Employment history (starting from the most recent one)**

Institution

Position/Location

Tenure (Date)

Key Job responsibilities (list not more than 5)

11) **Publications (Numbers only)**

- Books:
- Articles in book/Updates:
- Research Papers, Reports:
- General articles:
- Patents:
- Others (Please specify):

12) **List of 5 key publications with a brief description (In case of no publications describe key projects/poster presentations/conference presentations/thesis that you have been part of)**

13) **Relevant training course apart from professional qualification**

14) **Mother tongue**

15) **Language proficiency**

Language	Read	Write	Conversation
English			
Hindi			
Khasi			
<i>Any other (add rows as required)</i>			

16) **Technical skills**

Software	Beginner	Intermediate	Advanced
SPSS			
STATA			
R			
Arc GIS/Q GIS			
Use of Literature search engines			
<i>Any other (add rows as required)</i>			

17) **Current CTC (Annual)**

18) **Expected CTC (if negotiable)**

19) **Notice Period (if negotiable)**

20) **Reason for change (Brief description)**

21) **Current Location**

22) **Hail From (Location)**

23) **Ready to relocate to**

a. **Palwal (Yes/No)**

24) **Any other relevant details**