



College of Social Work (Autonomous)

Nirmala Niketan Institute

Affiliated to the University of Mumbai

N.A.A.C. Re-accredited with CGPA
of 3.53 on four point scale at
Grade 'A' 3rd Cycle (2015)

CSW/NN/25-26/163

Date: 24th April 2026

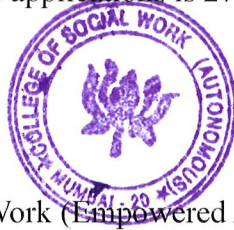
Advertisement for the Post of Research Assistant under Research Project

College of Social Work (Empowered Autonomous) Nirmala Niketan, Mumbai is inviting applications from suitable candidates for the post of Research Assistant for the research project titled "**Status of Police Welfare Programs and Schemes in Maharashtra**" for a period of six months.

The detailed Job Description (JD) is enclosed herewith.

Last date to receive applications is 27th April 2026 till 5.00 pm.

Dr. Lidwin Dias
Principal
College of Social Work (Empowered Autonomous)
Nirmala Niketan



Dr. Renu Shah
Project Convenor

Job Description – Research Assistant

Status of Police Welfare Programs and Schemes in Maharashtra

1. Project Overview

The College of Social Work (Empowered Autonomous Institution, Nirmala Niketan) has undertaken a research study, in collaboration with and funded by the Maharashtra State Police, to examine the status of police welfare programs and schemes in Maharashtra.

Police personnel in India work under demanding conditions, often performing round-the-clock duties to maintain law and order and ensure public safety. To support their well-being, the Government of Maharashtra has implemented various welfare schemes through the Maharashtra Police Welfare Fund (PWF), focusing on services, education, health, and family welfare.

The objectives of the study are:

- Examine the level of awareness of police constabulary about existing police welfare schemes in ten districts of Maharashtra.
- Elicit their opinion about specific schemes as used by them and about the administrative procedure (both facilitating and restraining factors) of availing those schemes.
- Study the impact of these schemes towards the well-being of police constabulary and their families;
Seek their suggestions towards effective implementation of existing police welfare schemes and identify new avenues to be included within the ambit of the Police Welfare Fund.
- Recommend suitable modifications in the existing schemes.

The study will be conducted across selected ten districts of Maharashtra and aims to generate insights for improving implementation and strengthening police welfare policies.

2. Position Details

Position Title: Research Assistant

Project Title: Status of Police Welfare Programs and Schemes in Maharashtra

Duration: 6 months (extendable)

Location: 10 districts across Maharashtra

3. Roles and Responsibilities

Research Planning and Preparation

- Assist in review of literature and compilation of secondary data relevant to police welfare schemes

- Support development, refinement, and finalization of research tools (questionnaires, interview schedules, etc.)
- Participate in tool pretesting and incorporate feedback for improving reliability and validity
- Ensure adherence to institutional research policies and ethical guidelines of the College
- Prepare and manage informed consent forms and ensure ethical compliance protocols are in place.

Coordination and Stakeholder Engagement

- Liaise with district police authorities to secure necessary permissions and ensure the smooth execution of data collection activities
- Coordinate with district police units for scheduling field visits and organizing data collection processes
- Act as a point of contact between the central research team, field investigators, and police departments
- Ensure continuous communication and effective coordination among all stakeholders

Field Data Collection and Team Management

- Coordinate and supervise field investigators/data collectors in conducting structured surveys and interviews with police personnel
- Provide orientation and guidance on research tools, protocols, and field procedures
- Monitor the day-to-day functioning and performance of the data collection team
- Ensure adherence to study design, sampling strategy, and timelines
- Provide supervision and undertake field visits, where required, to maintain quality and consistency of data collection
- Ensure strict compliance with ethical standards, including informed consent and confidentiality, throughout the data collection process

Data Management and Quality Assurance

- Review and verify data collected by field investigators for completeness and accuracy
- Identify inconsistencies or gaps in data and coordinate with field teams for necessary corrections
- Ensure proper documentation, storage, and secure transfer of data as per project protocols
- Maintain confidentiality and data security at all stages of the research process

Documentation, Reporting, and Communication

- Compile field updates and prepare regular progress reports for the central research team at the institute
- Document field-level challenges, observations, and best practices
- Maintain systematic records of field activities and coordination efforts

- Support transcription and translation processes.

Data Analysis and Research Support

- Assist in data cleaning, coding, and preliminary analysis
- Contribute to interpretation of findings in line with research objectives
- Support preparation of reports, presentations, and dissemination outputs

4. Eligibility Criteria

Essential

Master's degree in Social Sciences or Social work

Desirable

- Prior experience in field research
- Familiarity with qualitative and quantitative research methods
- Proficiency in Marathi, Hindi, and English

Other Requirements

Willingness to travel extensively across 10 districts in Maharashtra and ability to work with government stakeholders.

5. Key Skills

- Strong communication, interpersonal, and documentation skills
- Attention to detail and commitment to ethical research practices
- Good time management, adaptability, and ability to work in structured environments
- Ability to work effectively in field-based settings

6. Remuneration

Remuneration will be commensurate with the candidate's qualifications and professional experience, aligned as per the NGOs and research institutes' standards

7. Application Process

Interested candidates must submit the following:

- Updated CV
- Statement of Purpose (300–500 words)
- Supporting documents (if any)

Submission Mode: Email

Email ID: nrdrdc@cswnn.edu.in and CC to:- Renusharma@cswnn.edu.in

Subject Line: Application for Research Assistant – Police Welfare Study

Deadline: 27 April 2026, 4:00 PM

8. Selection Process

- Shortlisting based on qualifications and experience
- Interview (online/offline)
- Final selection based on suitability for field research

Note:

Candidates should be prepared to work in disciplined environments and interact with police personnel across various departments and ranks.