



Gender Resource Centre
Chanakya National Law University, Patna

Adv. No: 02/2025-26 (GRC, CNLU)

Date:- 08/04/2025

CALL FOR APPLICATIONS FOR THE POSITION OF RESEARCH OFFICER

AT THE GENDER RESOURCE CENTRE, CNLU, PATNA

Gender Resource Centre (GRC) is a collaborative initiative between the United Nations Population Fund (UNFPA) and Chanakya National Law University (CNLU), Patna.

Name of the Post: Research Officer (One)

Nature of Engagement: On contractual basis till December 31, 2025

Essential Qualifications: Master's degree (with at least 55% marks) in social work, gender studies, women's studies, development studies, sociology, or any other related field.

Desirable Qualifications: Two years of relevant research experience in gender-related issues; excellent written, verbal, and presentation skills; fluency in English; working proficiency in MS Office package; and strong expertise in collecting, analyzing, and interpreting both qualitative and quantitative data.

Responsibilities of Research Officer

The Research Officer will report to the Head of the Gender Resource Centre, ensuring a close coordination with leadership and a targeted approach to advancing the Centre's goals. In accordance with the requirements set forth by CNLU and UNFPA, and following the directives of the Head, the Research Officer will execute the following responsibilities in close association with the Centre Coordinator. The Research Officer shall:

1. Prepare research proposals aligned with the Centre's strategic aims, priorities, and key areas of research to secure funding;
2. Coordinate with the Centre Coordinator to ensure accurate and comprehensive budgetary components are included in research proposals;
3. Create Information, Education and Communication (IEC) materials for dissemination workshops, legal awareness programmes, and outreach programmes;

4. Formulate outlines and modules for various capacity-building programmes conducted by the Centre;
5. Prepare detailed minutes of meetings; maintain thorough documentation of the events conducted by the Centre and produce post-event reports;
6. Craft press releases;
7. Implement targeted dissemination strategies to effectively communicate the Centre's activities through diverse channels;
8. Disseminate research findings through publication in reputed, peer-reviewed, Scopus-indexed journals, contributing to the academic discourse on gender-related issues;
9. Disseminate research findings in the form of engaging popular articles for publication in newspapers, online platforms, and other public forums to facilitate community engagement, making research actionable.
10. Any other duty related to the functioning of the Centre assigned by the competent authorities.

Age: Maximum age limit of 40 years

Salary: Rs. 50,000/- per month (Consolidated)

Interested candidates should send their CVs to head.genderresource@cnlu.ac.in and genderresourcecentre@cnlu.ac.in by 5 PM on April 18, 2025. Shortlisted candidates will be notified via email and on the website by April 19, 2025. Interviews will be conducted on April 24, 2025 during the morning shift from 10:30 AM onwards. Please bring all relevant original certificates along with one set of self-attested photocopies for document verification.

General Instructions

1. Candidates furnishing incorrect or false information will be disqualified;
2. Original documents must be produced at the time of the interview or after selection when required;
3. The University reserves the right to fill, or not to fill, any or all of the advertised posts without providing any reasons;
4. Bihar Reservation Rules and Regulations will apply to the candidate selection process;
5. This position is purely contractual and is subject to renewal as needed by GRC;
6. No Travel Allowance or Dearness Allowance will be provided to attend the selection process.



Prof. (Dr.) S. P. Singh
Registrar