

Policy on Inducting Research Assistants (RA)

A. Introduction

This document details the general principles and policy for inducting Research Assistants (RAs) for students studying at Pakistan Institute of Development Economics (PIDE).

2. PIDE, being a leading think tank, aspires for its students to learn how to conduct research and understand public/financial/development & social policy issues. The best way to reach this aim is students' engagement through experiential learning. PIDE therefore offers a unique and conducive environment for research and the opportunity for students to work with leading researchers in the field.

3. RA here refers to the PIDE's student employed, on a temporary contract for the purpose of assisting or conducting professional research.

4. Policy and procedures relating to induction of RAs are the responsibility of the Dean, Registrar and the Committee for Selection of RAs, in consultation with appropriate sections and academic departments.

B. Job Description

5. RA can be recruited/engaged under two streams:

5a. RA-ship to conduct innovative and applied research for thesis: The supervisor can recommend a student working on his/her thesis as RA to support innovative and applied research. In this case, the maximum duration of RA for the thesis support will be six months for M.Phil thesis and one year for PhD thesis. The student shall submit a report to PIDE, apart from thesis through Supervisor, for publication. The Supervisor will ensure the quality of report.

5b. PIDE's Researcher can demand the RA for research support. The research assistant is expected to contribute in research by carrying out literature review, data management and analysis, questionnaire development, and report drafting. The RA can be given main/co-authorship subject to his/her level of effort as decided by the concerned Researchers/Faculty.

6. The RA must demonstrate an interest in research work in economics and its related fields. He/she must have good writing skills and willingness to perform all types of research-related tasks assigned to him/her by the supervisor.

C. Skills & Proficiencies

7. RA is required to have good communication skills, critical thinking and analytical skills, technical skills for statistical and graphical analysis of data, planning and scheduling, interviewing and an ability to maintain quality.

D. Responsibilities

8. Following are some of the responsibilities of the RA:
- i. Satisfactory performance of tasks assigned by the supervisor;
 - ii. Conduct literature reviews;
 - iii. Develop questionnaires;
 - iv. Collect and analyse data;
 - v. Draft initial reports;
 - vi. Supervise other students working on the same research area;
 - vii. Assist and actively participate in organizing events for research dissemination;
 - viii. It would preferable that RA will choose his/her supervisor from the research unit but it is not mandatory.

E. Criteria for Appointment

9. Criteria for inducting a Research/Teaching Assistant are as follows:
- i. For a PhD scholar, he/she must have completed the course work and comprehensive examination.
 - ii. For M.Phil student, he/she must register in thesis.
 - iii. Candidates who are already serving as Teacher Assistance (TA) are not eligible for RA.
 - iv. Those who are at the course work stage can also be considered.
 - v. The students who have completed their degrees are not eligible for RA.

F. Terms & Conditions for Appointment and Remunerations

10. The RA's initial appointment will be for six months. However, an extension shall be granted for a specific period on the recommendations of concerned Researcher/Faculty, which will be duly approved by the Committee.

11. Each RA shall submit bi-monthly progress to supervisor based on agreed ToRs at the start of assistantship.

12. The supervisor can recommended termination of RA-ship based on unsatisfactory performance.

13. RA will be paid at the rate of PKR 20,000 per month (subject to successful evaluation each after two months). The Competent Authority can enhance the amount subject to the quality of work

14. PIDE students availing any other scholarship/financial assistance shall not be eligible for RA; however, it will be mandatory for them to serve as RA without monetary benefit at least 6 months for a MPhil student and 1 year for PhD student.

15. The Account Office will optimally decide from which fund the RA ship will be paid.

G. Selection Procedure; SOPs and Rules

16. The selection committee will supervise the complete process from the call for application to the final selection of Research. The committee constitutes the following members:

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| i. | Dean | Convenor |
| ii. | Concerned Researcher/Faculty | Member |

17. RA ship will be need based. The selection process of the Research is as below:

- i. Receipt of Application.
- ii. Short-listing of candidates by the Selection Committee.
- iii. Interview of short-listed candidates.
- iv. Recommendation of the Selection Committee.
- v. Selection Decision and contract finalization

H. Performance Evaluation

18. RA will be hired against a tangible assignment.

- i. If a student will use the RA ship for his/her thesis, s/he will submit a good quality report duly approved by the supervisor within stipulated time as agreed in the contract. Supervisor will ensure the quality of report where Supervisor may act as the co-author of report.
- ii. If a Researcher/Faculty will hire the services of RA, s/he will submit a good quality report within stipulated time as agreed in the contract.

19. The report will be reviewed by a Senior Committee and will be published after fulfilling necessary formalities.

Note: The policy will be reviewed as and when required