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|  | **Policy Research Institute**  Sano Gaucharan, Kathmandu  <http://pri.gov.np> |  |

**APPLICATION FORM**

Research Fellow (RF) / Associate Research Fellow (ARF)

Advertisement No.: (Ad. published on 2078-06-01)

**1. Applicant’s Personal Information:**

Name (in English): ………………………………………………..

Name (नेपालीमा): …………………………………………………

Permanent Address: District: …………………… Municipality: ………………….

Ward No.: ………….. Street/Home: …………………………

Mobile No.: ………………… Personal Email: ………………………………………….

Citizenship No. and District: ……………………………………………………………

Date of Birth: …………………………… (BS) ………………………… (AD)

Gender: ……………… Ethnicity: ………………. Disability: ………………

**2. I am applying for the following position(s).**

**Notes:**

* Please select the thematic cluster **appropriate to your area of expertise**.
* You can select two thematic clusters, ONLY if they match to your area of expertise. If you select two clusters, please indicate your priority by number (1, 2)
* If your subject/area of expertise did not match the area/subjects required for the position you have applied, it will be removed.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
|  | **Position** | **Center/Unit** | **Required subject (any)** | Select by (✓) |
| **1.** | **Research Fellow** | Foreign Policy and Strategic Affairs | International Relation, Security, Polictical Science |  |
| **2.** | **Associate Research Fellow** | Governance | Public Policy, Public Administration, Sociology, Political Science, Law |  |

**3. Your education (Masters and above, highest first)**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Degree | Subject | Year of completion | University | Grade |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
| 3 |  |  |  |  |  |

**4. Your Job Experience (latest job first):**

**Notes:**

* **‘Appointment Letter’** or ‘**Contract Paper’** or ‘**Acceptance Letter’** as evidences of your prior jobs are mandatory.
* If you did not submit Appointment Letter /Contract Paper /Acceptance Letter, we will not give you marks for the job.
* In addition to Appointment Letter / Contract Paper / Acceptance Letter, you can submit ‘Experience Letter’ too*.*

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Position | Period | | Organization | Major responsibility | Appointment letter/Contract attached?  Yes/No |
| From-To  (dates) | Total years and months |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |
| 4 | Add rows if needed |  |  |  |  |  |

**5. Author’s Research Impact:**

|  |  |  |
| --- | --- | --- |
| Bibliometric type | Value | Link to the author’s profile |
| Google H-Index |  |  |
| Please answer the following question.  ***QUESTION:*** *Have you checked the publications listed in your profile for accuracy and confirmed that all of them are accurately yours?*  **ANSWER:** YES/NO | | |

**6. List of Referees**

**[Note:** If you are selected for the position at the final round, we will contact all referees and inquire about your competence for the position before making the final decision. Serious objections from the majority of referees may disqualify you]

|  |  |  |  |
| --- | --- | --- | --- |
|  | **Referee 1** | **Referee 2** | **Referee 3** |
| Name |  |  |  |
| Position |  |  |  |
| Affiliation |  |  |  |
| Address |  |  |  |
| Email |  |  |  |
| Tel. No. |  |  |  |

**7. Statement of Relevance and Commitment**

**[Note:** Please write your statement regarding the relevance of your area of expertise (academic qualification, experience) to the thematic cluster you have applied, and, in case of applicants currently residing/working abroad, your commitment to join PRI, in 300-400 words. This statement may be used to decide the suitability of the candidate for the job.]

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|  |

**8. Publication List Form**

**[Note:** Please see the **Annex** to this application form (the page layout is in the landscape orientation), and provide all information specified.]

**9. Check list**

Please check the box with [√] to indicate that you have attached these documents with the application

|  |  |  |  |
| --- | --- | --- | --- |
|  | Certificate | Numbers | √ |
| 1 | Voucher of Fee\* |  |  |
| 2 | Certificates of citizenship |  |  |
| 3 | Certificate of academic degrees (Masters and above) |  |  |
| 4 | Certificate of ethnicity/disability (if any) |  |  |
| 5 | Letter of **job appointment/Contract** |  |  |
| 6 | Letter of job termination or job continuation |  |  |
| 7 | Letter of Commitment (from applicant from abroad) |  |  |

\* How to pay the fee (Rs. 1000/-)?

* Deposit the fee at Everest Bank, Singha Durbar Branch (**Revenue code:** 14224, **Office code**: 301003502, **Account No**.: 00100106200000)
* e-Payment: Only if you are registered at [ConnectIPS](https://www.connectips.com/). You can make e-payment from your connected Bank account. For more information: <https://www.connectips.com> .
* You can also pay (through anybody) the fee at the office of PRI at Sano Gaucharan, Kathmandu, before the deadline.

**10. Calculate your score for SHORTLISTING**

**10.1 Research Fellow** (if you are aapplying for this position)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Research Fellow** | | | | | | |
| Part 1: Evalaution of Qualification | | | | | | |
|  | Qualification | Indicators | Scoring | | Maximum score | Your score |
| 1 | Social Inclusion | Janajati, Madhesi, Dalit, Disability | 2.5 | | 5 |  |
| Woman | 2.5 | |
| 2 | Education degree | PhD | 15 | | 15 |  |
| 3 | Job experience | (Academic, research or relevant administrative job) | 0-2 years= 0  3 or more years: 2.5 marks per year | | 10 |  |
| 4 | Research publication impact | Google H-Index | Science: multiply by factor 2.0 | | 25 |  |
| Social science and humanities: multiply by factor 3.0 | |
| 5 | All research publications | Article (SCImago Q1-Q2 journal) | 0.5 mark/article | Max 10 | 10 |  |
| Article (SCImago Q3-Q4 journal) | 0.4 marks/article |
| Article (JPPS star-rated journal) | 0.3 marks/article |
| Article at other peer-reviewed journals | 0.2 marks/article | Max  5 |
| Books (research based, research methodology) | 0.4 marks/book |
| Book chapter | 0.1 marks/chapter |
| 6 | First author publications | Articles in ranked journals, books | 1.25 mark/article, book | Max 15 | 15 |  |
| Articles in non-ranked journals | 0.63 marks/article | Max 7.5 |
| Book chapter | 0.32 marks/chapter |
| 7 | Policy research publications | Public policy related article or research report or book  (*Scoring: 100% marks for items highly related to public policy, 50% marks for moderately related; 25% marks for partly related*) | First author: 2.5 marks/article, report, book | Max 15 | 15 |  |
| Co-author: 1.25 marks/article, report, book | Max 7.5 |
| 8 | Proficiency in statistics | Elementary | 0 | | 5 |  |
| Moderate | 2.5 | |
| Advanced | 5 | |
| TOTAL (for shortlisting) | | | | | 100 |  |
| Part 2: Presentation and Evaluation | | | | | | |
| Presentation and Interview  (See Table 2 and notes below for detailed scheme) | | | | | 50 | |
| GRAND TOTAL (for Final Selection) | | | | | 150 | |

**10.2 Associate Research Fellow** (if you are aapplying for this position)

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Associate Research Fellow** | | | | | | |
| Part 1: Evalaution of Qualification | | | | | | |
|  | Qualification | Indicators | Scoring | | Maximum score | Your score |
| 1 | Social Inclusion | Janajati, Madhesi, Dalit, Disability | 2.5 | | 5 |  |
| Woman | 2.5 | |
| 2 | Education degree | PhD | 15 | | 15 |  |
| 3 | Job experience | (Academic, research or relevant administrative job) | 2.0 marks per year | | 10 |  |
| 4 | Research publication impact | Google H-Index | Science: multiply by factor 3.0 | | 25 |  |
| Social science and humanities: multiply by factor 4.0 | |
| 5 | All research publications | Article (SCImago Q1-Q2 journal) | 0.8 mark/article | Max 10 | 10 |  |
| Article (SCImago Q3-Q4 journal) | 0.65 marks/article |
| Article (JPPS star-rated journal) | 0.5 marks/article |
| Article at other peer-reviewed journals | 0.35 marks/article | Max  5 |
| Books (research based, research methodology) | 0.7 marks/book |
| Book chapter | 0.17 marks/chapter |
| 6 | First author publications | Articles in ranked journals, books | 2.0 mark/article, book | Max 15 | 15 |  |
| Articles in non-ranked journals | 1.0 marks/article | Max 7.5 |
| Book chapter | 0.5 marks/chapter |  |
| 7 | Policy research publications | Public policy related article or research report or book  (*Scoring: 100% marks for items highly related to public policy, 50% marks for moderately related; 25% marks for partly related*) | First author: 4.0 marks/article, report, book | Max 15 | 15 |  |
| Co-author: 2.0 marks/article, report, book | Max 7.5 |
| 8 | Proficiency in statistics | Elementary | 0 | | 5 |  |
| Moderate | 2.5 | |
| Advanced | 5 | |
| TOTAL (for shortlisting) | | | | | 100 |  |
| Part 2: Presentation and Evaluation | | | | | |  |
| Presentation and Interview  (See Table 2 and notes below for detailed scheme) | | | | | 50 |  |
| GRAND TOTAL (for Final Selection) | | | | | 150 |  |

**11. Your Research Publications and Proficiency in Statistics**

[Please Fill the form given in Annex 1 (Research Publications and Proficiency in Statistics) and attach with this application]

**12. Declaration**

I hereby affirm that I agree with all of the conditions for the job and that all information provided in this application and any attachments is true. I understand that any false information may disqualify me from further consideration for employment, or, if I am hired, may result in my dismissal from employment if discovered at a later date.

Signature: ………………………… (Not necessary, if submitted by email)

Name: ……………………………..

Date: ………………………………

|  |
| --- |
| Reminder:  You can submit the application package via Email or at our office  **Email to submit the application package:** applications@pri.gov.np  **Application deadline (via Email):** October 07, 2021, Midnight, Nepal time  **Application deadline (at our office):** October 07, 2021, 5:00 PM  Note: If it is a public holiday, deadline will be next working day. |

अनुसूची १

नीति अनुसन्धान प्रतिष्ठान

**अनुसन्धान प्रकाशन तथा तथ्याङ्कशास्त्र प्रविणता विवरण**

(अनुसन्धानकर्ता तथा सह-अनुसन्धानकर्ता पदहरूको लागि दिने दरखास्त फारामको साथ पेश गर्नुपर्ने विवरण)

Your research publications and proficiency in statistics

**1. Your research articles (include all peer-reviewed articles):**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Reference to your article  (in APA or any other style) | Link to **DOI** or article | First author/  Co-author | Public policy related?  (Highly/ Moderately/ Partly/ No) | Link to SCImago journal data | Marks as per PRI guidelines (leave blank) | Verification by PRI |
| 1 |  |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |  |
| 3 |  |  |  |  |  |  |  |
|  | Add rows if needed |  |  |  |  |  |  |

**2. Your full books (only research based or research methodology books):**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
|  | Reference to your book  (in APA or any other style) | Link to information about your book | First author/  Co-author | Public policy related?  (Highly/ Moderately/ Partly/ No) | Marks as per PRI guidelines (leave blank) | Verification by PRI |
| 1 |  |  |  |  |  |  |
| 2 |  |  |  |  |  |  |
|  | Add rows if needed |  |  |  |  |  |

**3. Your book chapters (research based only):**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
|  | Reference to your book chapter  (in APA or any other style) | Link to information about your book chapter | First author/  Co-author | Marks as per PRI guidelines (leave blank if unable to calculate) | Verification by PRI |
| 1 |  |  |  |  |  |
| 2 |  |  |  |  |  |
|  | Add rows if needed |  |  |  |  |

**4. Your proficiency in statistics:**

|  |  |  |
| --- | --- | --- |
| Your proficiency\* in statistics (choose one) | If you chose ‘Moderate’ or ‘Advanced’, please provide evidences (academic course, training course, your publications, etc.) | Marks |
| Elementary?  Moderate?  Advanced? |  |  |

\*Explanation:

* **Elementary** - Taken academic course in Bachelor or lower level program, or used descriptive statistics in research publications.
* **Moderate** - Used inferential statistics in research publications.
* **Advanced level** - Taken academic course in Masters or higher level program, or special training.