Position Title: Research Assistant (Short‑Term, On‑site – National Archives India)
Project: Public Politics & Decolonisation in India's Princely States
Location: National Archives India and other libraries
Duration: 1–2 months (full‑time)
Remuneration: ₹ 40,000 – ₹ 50,000 monthly (based on experience)
Reporting to: Prof. Tripurdhaman Singh

About the Project

I am seeking an archival research assistant to work on the project 'Public Politics & Decolonisation in India's Princely States,' under the aegis of the Albert Hirschman Centre for Democracy at the Graduate Institute. The Research Assistant will support archival work and data collation.

Key Responsibilities

- Conduct systematic archival research at the National Archives of India and other relevant repositories: locate, retrieve, catalogue relevant documents (administrative records, correspondence, reports) related to princely states and decolonisation.

- Develop and maintain a document‑tracking log (metadata capture: document title, date, archive reference, summary) and store digital/photographic records in an organised folder/ database.

- Assist in preliminary qualitative coding of sources (e.g., themes, actors, institutional processes) and work with the project staff on synthesising findings.

- Prepare summary memos of key archival collections (e.g., 1‑2 page periodic briefings highlighting salient findings).

- Work collaboratively in a small research team; attend regular project meetings, provide progress updates, raise issues/queries about archival materials or methodological issues.

- Ensure rigorous documentation, accuracy of citations, timely completion of tasks and maintain confidentiality and professional archival handling standards.

Qualifications & Skills

Essential:

- Master's degree (or near completion) in History, Archival Studies, South Asian Studies or related social science/humanities field.

- Prior experience or demonstrated interest in archival research (in India) and working with historical/administrative records.

- Strong organisational, time‑management and attention‑to‑detail skills; ability to work full‑time onsite for 1–2 months.

- Excellent written and verbal communication in English; ability to produce clear summaries/memos and collaborate with a senior researcher.

- Proficiency in Microsoft Office (Word, Excel); comfortable managing folders, metadata, document logs.

Desirable:

- Familiarity with qualitative coding/analysis (Excel/Word‑based thematic coding).

- Familiarity with Indian colonial/post‑colonial administrative structures, princely state history, decolonisation scholarship.

- Experience in digitising archival documents/photos, managing digital file naming, bibliographic practices.

- Ability to handle multiple tasks and work under deadlines; team‑player attitude.

Application Process

To apply, please send a cover letter (max 1 page) indicating your interest in the topic and archival experience, a CV, to tripurdhaman.singh@graduateinstitute.ch, anshul.verma@graduateinstitute.ch and balasubramanyam.pattath@graduateinstitute.ch by 5 December 2025. Please include "RA – Princely States Project" in the subject line.