

Position : Research Assistant – Mumbai & Maharashtra History
Location : Mumbai, India
Fee : ₹25000/- pm
Duration : Project Based
Start Date : With immediate effect

Gateway House: Indian Council on Global Relations is a not-for-profit, non-partisan, independent, membership-based, foreign policy think-tank established in 2009, to engage India's leading corporations and individuals in debate and scholarship on India's foreign policy and its role in global affairs. Gateway House executes its mission through a comprehensive website (<http://www.gatewayhouse.in>), a robust membership and meetings programme, and the studies programme

Gateway House is seeking a passionate and detail-oriented History Research Assistant with 1–3 years of research experience specializing in the history of Mumbai & Maharashtra. The ideal candidate should have hands-on experience working with the Maharashtra State Archives (Mumbai) and National Archives and archival research processes and be skilled in locating, interpreting, and synthesizing historical records from both Indian and international sources.

This role requires a strong research mindset, the ability to work independently, and excellent documentation skills.

Preferred Skills

- Strong referencing and citation skills.
- High attention to detail and commitment to research integrity.
- Curious, Meticulous and organized.
- Self-motivated with the ability to work independently.
- Strong critical thinking and problem-solving abilities.
- Excellent analytical, writing, and documentation skills
- Ability to manage multiple research assignments and meet deadlines

Key Responsibilities

- Conduct in-depth historical research on Maharashtra across different periods, including political, social, cultural, economic, and administrative history.
- Work extensively with primary and secondary historical sources.
- Working knowledge of retrieving material from the Maharashtra State Archives (Mumbai) & National Archives (Delhi).
- Prepare well-referenced research reports, timelines, bibliographies, and historical notes.
- Verify facts through multiple credible sources and maintain high standards of academic accuracy.
- Coordinate with libraries, archives, universities, and research institutions whenever required.
- Support ongoing historical projects with independent research and documentation.

Preferred Qualifications

- Master's degree or Pre Doctoral(preferred) in History, Archaeology, or a related discipline.
- 1–3 years of professional research experience in history.
- Prior experience working in or conducting research at the Maharashtra State Archives (Mumbai) & National Archives (Delhi) is preferred.
- Strong understanding of Mumbai & Maharashtra's historical sources and archival systems.

- Access to overseas university libraries, digital archives, and subscription-based academic research platforms.
- Experience using academic research resources such as JSTOR, ProQuest, British Library collections, Internet Archive, WorldCat, or similar repositories.
- Familiarity with Persian, Portuguese, or colonial-era records is desirable.
- Experience with genealogy, land records, or historical cartography is a plus.
- Proficiency in Microsoft Office and research management tools.
- Only Mumbai Based candidates may apply.

Please submit a CV and cover letter indicating your interest in Gateway House to jobs@gatewayhouse.in. Please include the name of the position “**Research Assistant – Mumbai & Maharashtra History**” in the subject of your email.