

**Tata Institute of Social Sciences
V.N Purav Marg, Deonar
Mumbai-400088**

Advertisement for a temporary position as a Research Associate

Date: 10.07.2023

Name of the Post: Research Associate

No. of Post: 01

Last date of applications: 20/07/2023

Scope of work:

The Research Associate is responsible for composing, editing, and formatting research articles for publication. Responsibilities include conducting literature reviews, collaborating with researchers, organising content, ensuring clarity and coherence, and adhering to publication guidelines. Excellent writing skills, strong research background, attention to detail, and knowledge of ethical guidelines are required.

Area of Responsibility:

- Conduct literature reviews, reading and writing the content on the given topic of research.
- Adhering to ethical and journal guidelines.
- Knowledge of relevant (SPSS/STATA) software and data analysis techniques.
- Edit and organise written content professionally and credibly.
- Must be a self-starter and possess self-discipline for timely and regularly creating research content.

Expected Outcomes:

- Conceptualize manuscript themes on discussion with the project leader/coordinators.
- Do in-depth literature reviews.
- Analyze data and write the manuscript required.

Eligibility Criteria:

- Post-graduation degree in social sciences or related degree program with excellent English – language skills.

- Experienced candidates with 2-3 years of manuscript writing, published papers in reputed journals and editing peer-reviewed journals.
- Strong research and analytical skills and can work to tight deadlines.
- Good working knowledge of MS Office or Google Docs.
- Excellent oral and written communication skills.

Remuneration:

Remuneration shall be 40,000/- to 60,000/- on each of the 4 to 6 deliverables tentatively. The number of deliverables may change as per the project requirements.

Application Procedure:

The application should be sent with the following documents via email shssprojects.tiss@gmail.com with the Subject Line: “**Application for the post of Research Associate**” with the **updated curriculum vitae** attached.

Other Conditions:

- Only shortlisted candidates will be informed and invited for the interview.
- Preference will be given to candidates with experience. The Institute reserves the right to relax the qualification of the candidate based on experience.
- The Institute reserves the right to cancel the recruitment without assigning any reason.
- The institute reserves the right to invite persons for interview who may not have applied as per the above procedure and not fill up the vacancy advertised.
- Applications received will be short-listed; therefore, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for the interview.

Project Leader