

Date: 19.11.2025

Application for Research Assistant at the Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS), Mumbai.

Applications are invited for the post of Research Assistant to be appointed on a contractual basis for an initial period of 4 months, which may be extended based on the performance of the candidate and the requirements of the project. The last date for receiving applications is 28/11/2025.

Designation	No. of posts	Consolidated Salary	Essential Qualification
Research Assistant	01	INR 25,000/- per month	Bachelor's degree in Social Sciences, Commerce, Science and/or related fields with at least 55 % marks.

Job Description:

CECSR, TISS is conducting an impact assessment study across domains like education, health, and infrastructure. The Research Assistant will support the research team in data collection, analysis, documentation, and report preparation for ongoing field studies. The role will involve travel, primarily across Mumbai, for data gathering and stakeholder interactions.

Key Responsibilities:

- Assist in data collection through surveys, interviews, and field visits.
- Support data entry, cleaning, and analysis — both quantitative and qualitative.
- Contribute to data visualization, interpretation, and preparation of analytical reports.
- Assist in drafting field reports, case studies, and research summaries.
- Coordinate with beneficiaries, partners, and field teams for smooth execution of research activities.
- Maintain proper documentation of datasets, field notes, and project records.
- Support translation and communication in Hindi, Marathi, and English as required.
- Undertake any other tasks assigned by the Project Leader to support the research team.

Eligibility Criteria:

- Bachelor's or Master's degree in Social Sciences, Commerce, Science, or related disciplines with at least 55% marks or equivalent grade.

- Proficiency in data analysis tools such as MS Office (Excel, Word, PowerPoint), SPSS, STATA, or similar software.
- Strong communication, interpersonal, and organizational skills.
- Proficiency in Hindi, Marathi, and English (spoken and written).
- Ability and willingness to travel for fieldwork across Mumbai and other areas.

Joining Month: December 2025

Engagement Period: 4 months (extendable as per project requirement)

Remuneration: INR 25,000/- per month

Application Process:

(a) Interested candidates may send their CV to cecsr.internship@tiss.ac.in with the subject line: **"Application for Research Assistant "** by **28/11/2025** till 5:00 PM.

(b) Only shortlisted candidates will be contacted for an online/offline interview on 01/12/2025. No email or correspondence will be entertained from non-shortlisted candidates. No inquiries over phone or email.

Last date to apply for the positions will be **28 November 2025, till 5:00 PM.**

Sd/-

Chairperson

Centre for Excellence in CSR