

TATA INSTITUTE OF SOCIAL SCIENCES

Advertisement Notice

TISS-G/Project/August 2025

Date: 13 August 2025

Tata Institute of Social Sciences (TISS), Guwahati Campus, has been contracted to evaluate and conduct the Impact Assessment of Oil India Limited's (OIL) CSR Projects based on the Social Return on Investment (SROI) Framework.

For this purpose, a **project report designing expert** is required whose job descriptions are mentioned as follows -

1. Develop a comprehensive report outline adhering to the reporting guidelines of TISS and OIL.
2. Transform quantitative and qualitative data into clear and engaging charts, graphs, infographics, tables, etc.
3. Incorporate selected case stories, stakeholder quotes and project success examples in visually appealing formats.
4. Provide draft versions of the report as per the agreed milestones for review and approval.
5. Deliver the final designed and print-ready version in editable and PDF formats.

Qualifications & Experience

1. Master's degree in Communication Design, Development Studies, Social Sciences or related field.
2. Proven and demonstrable experience in designing reports, brochures, etc.
3. Strong skills in MS Office, Illustrator/Canva, or equivalent design application.
4. Excellent command over English

The remuneration for the job is up to Rs. 1,00,000/- (One lakh only) based on the final quality of the work and approved by the competent authority. The final designed report is expected to be delivered **on or before 31st August, 2025**.

Important:

- **Immediate hiring** after the selection.
- **The interview shall be conducted online.**

HOW TO APPLY

1. Interested candidates should email their CV along with a cover letter and relevant certificates to tissoilproject@gmail.com by the application deadline **17th August 2025 (before 5.30 pm)**.
2. Mention the subject line of the mail – "Your first & last name – Eg. Ayush Kumar – Project Report Designing Expert."

Selection Process:

Shortlisted candidates shall be informed via email and/or WhatsApp to appear for the personal interaction (online). The tentative date for the interview is **18th August 2025 (Monday)**. The meeting link shall be shared with the shortlisted candidates.

General Conditions:

- (i) The Institute reserves the right not to fill the vacancy advertised. The Institute reserves the right to invite persons for an interview who may not have applied for the vacancy as per the procedure.
- (ii) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and experience would not entitle a person to be called for an interview in case of a high response.

(iii)The position is unreserved, but candidates belonging to reserved categories are encouraged to apply.

(iv)No queries or correspondence regarding the issue of the call letter for the selection of candidates for the post will be entertained at any stage, and canvassing in any form is strictly prohibited and will lead to the candidate being debarred from consideration for the post.

(v) Selected candidates should keep ready their scanned copy of the highest degree and documents supporting relevant work experience for verification to be uploaded as and when instructed.

(vi)Selected candidates are expected to join duty immediately after selection.

(Project Director)