



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/PROJECT/PRAYAS/ NOV/2025

March 27, 2025

Vacancy for the post of Research and Documentation Officer at Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai

Prayas is a field action project of the Centre for Criminology and Justice, School of Social Work, initiated in 1990. It is a response to the needs of disadvantaged groups being processed by the Criminal Justice System. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

This position involves documentation of the socio-legal interventions being undertaken as part of the access to legal aid and bail project with undertrial prisoners in Mumbai, Thane, Raigad and Latur districts in Maharashtra; overseeing timely submission of MIS by the legal and social work fellows; submission of 6 monthly and annual progress reports to the funder; documentation of cases and undertaking minor research projects; or any other research or documentation related work assigned by Prayas.

Candidates may apply for the post of **Research and Documentation Officer** (On contract for 1 year to be renewed on annual basis upto 3 years, based on performance and requirements of the project).

Post: Research and Documentation Officer (on contract)

Contract Period: 1 Year (renewable on annual basis upto 3 years, based on performance appraisal and project requirements)

No. of Vacancy: 01 Post

Consolidated salary: Rs. 45,000/- per month (including TA for field work).

Preferable age: Preferably under 40 years as on 01 December, 2024.

Nature of appointment: Contract basis from April 15, 2025 to April 14, 2026 (1 Year).

Location: Mumbai

The last date for receipt of online application: 7th April, 2025.

This is a full-time position. Candidates residing within **municipal limits of MMR (Mumbai Metropolitan Region) / Thane / Navi Mumbai** or those able to travel to Mumbai for daily work are invited to apply. When required, the selected candidate will also be required to travel to other districts.

Essential and desirable qualifications and Experience:

- MA in Social Work (preferably), Sociology, or Social Sciences
- Preferably with 2-3 years of relevant experience in the field of criminal justice / social work

- Excellent writing skills in English
- Working knowledge of Hindi and Marathi
- Good communication and team building skills
- Ability to work effectively in teams as well as independently
- Willingness to travel outside Mumbai, when required.

The job requirements include:

- Documentation of ongoing work of the project
- Writing and timely submission of reports to funding agencies
- Coordinating with the field team to collate data and maintaining the data on monthly basis
- Case documentation
- Writing concept notes and proposals to funding agencies
- Writing and posting developments on social media handles of Prayas
- Preparing Prayas Newsletter and writing reports of research studies conducted by Prayas
- Willingness to travel outside Mumbai, when required.

Other conditions:

- The Institute reserves the right to relax qualification and working conditions of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.
- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview.
- The post is unreserved, but candidates belonging to reserved category can apply No queries or correspondence regarding issue of call letter for interview/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
- No TA/DA is payable for appearing for the interview
- **In case of any inadvertent error in the advertisement and in the process of recruitment, which may be detected at any stage, even after issue of appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).**

Application process and interview:

1. Interested candidates are requested to fill the google form with their resume and certificates of education and experience to:
https://docs.google.com/forms/d/e/1FAIpQLSdV9SRC3S5GJeWXP04TfqZK_bjkto4Hhvv8XN-6TDRv9yK-sQ/viewform?vc=0&c=0&w=1&flr=0
2. Candidates will be informed over e-mail and/or phone to appear for the Written Test/ Interview (offline / online) during second week of April, 2025

Note: The selected candidate has to join within 15 days of intimation of selection.

Project Leader, Prayas