



TATA INSTITUTE OF SOCIAL SCIENCES DEONAR, MUMBAI 400 088

Advt. No. TISS/CECSR/2025

08th March 2025

The Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS) is looking for applications for its impact assessment and CSR project studies.

Applications are invited for the below post to be appointed on Contractual basis for a period of 3 months initially and may extend based on performance of the candidate and requirement of the Institute. The last date of receiving application will be **15/03/2025**.

Location: Maharashtra, Gujarat, Bihar, Madhya Pradesh and All India

Designation	No. of posts	Consolidated Salary	Essential Qualification
Project Officer/ Research Officer/ Research Associate	05	Between INR 50,000 to 65,000 per month	Master's degree in Social Sciences / Science, Law, Commerce / Science / Management

Key Responsibilities

- To design project proposals, design assessment study framework, design data collection tools, analyse and write reports, coordinate project studies, coordinate fieldworks in different parts of the country
- Responsible for monitoring fieldwork and ensuring smooth execution.
- Supervise and support field investigators, ensuring adherence to data collection protocols.
- Travel with the team to various field locations as required.
- Ensure data accuracy and timely submission.
- Build rapport with respondents and demonstrate strong communication skills for effective data collection.
- Manage research, logistics, and coordination of field activities.
- Report to the Research Associate at Field and provide regular updates.
- Work across multiple domains (social, environmental, health, education, agriculture, and and remain flexible to work in new areas.

Eligibility Criteria:

Postgraduate degree in master's degree in social sciences / science, Law, Commerce / Science / Management

Proficiency in English and Hindi, Excellent written and oral communication skills with the ability to both lead and collaborate within a team.

Experience in organizing and coordinating programs while providing strategic guidance.

Ability to coordinate with diverse stakeholders and manage administrative aspects of the project.

Maintain comprehensive documentation for data intake, processing, analysis, and reporting.

A strong understanding of social, political, and governance aspects.

Ability to multi-task across different activities in a time-bound manner.

Joining: On or before 1st April 2025

Engagement period: 3 Months and may extend based on work performance of the candidate and the requirement of the project

Remuneration: Monthly Consolidated Between INR 50,000-65,000/-

Other Conditions for the Advertised Positions

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.

(b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.

(c) No queries or correspondence regarding issue of call letter for 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.

(d) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of factual information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.

(e) 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).

(f) And the institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

Application Process:

(a) Candidates are requested to send their CV and an application to recruitment.cecsr@tiss.ac.in with the subject line “Application for Project Officer/Research Officer/Research Associate by 15/03/2025 till 23:59 pm.

(b) Only shortlisted candidates will be contacted for an online interview on 18th & 19th March. No email or correspondence will be entertained from non-shortlisted candidates. No inquiry over phone or email.

Last date to apply for all positions will be **15 March 2025**.

**Sd/-
Chairperson
Centre for Excellence in CSR**