



TATA INSTITUTE OF SOCIAL SCIENCES DEONAR, MUMBAI 400 088

Advt. No. TISS/CECSR/2025

06th March, 2025

Vacancies for Project Officer and Field Investigators at the Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS)

Applications are invited for the below post to be appointed on Contractual basis for a period of 1 month initially and may extend based on performance of the candidate and requirement of the Institute. The last date of receiving application will be **13/03/2025**.

Location: Jamui, Bihar

Designation	No. of posts	Consolidated Salary	Essential Qualification
Project Officer	01	INR 45,000/- per month	Master's degree in Social Sciences / Law / Commerce / Science / Management OR Bachelor's degree with 2 years relevant work experience.
Field Investigators	20	INR 700 per day	Completed graduation or are currently pursuing graduation in any stream

Job Description: CECNR, TISS are looking for dedicated and detail-oriented Project Officer and Field Investigators to assist in data collection for an impact assessment study on an immediate basis. The role involves conducting surveys, interviews, and field visits in Jamui, Bihar, covering multiple domains such as education, health, agriculture, and sports

a) Project Officer

Key Responsibilities:

- 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 (health, education, agriculture, and sports) and remain flexible to learning new areas.
- Maintain confidentiality and follow ethical research guidelines.

Eligibility Criteria:

Essential Criteria:

- Postgraduate degree with at least 55% of the marks (or an equivalent grade in institutions with a grading system)
- Proficiency in Hindi and familiarity and familiarity with the local dialect spoken in Jamui, Bihar.

Desirable Criteria:

- 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: Immediately

Engagement period: 1 (one) month and may extend based on work performance of the candidate and the requirement of the project

Remuneration: Monthly Consolidated INR 45,000/-

b) Field Investigator

Key Responsibilities:

- Travel to field locations along with team.
- Conduct face-to-face interviews using structured questionnaires (via mobile devices*).
- Ensure accurate data collection and timely submission.
- Travel with the team to different field locations as required.
- Build rapport with respondents and demonstrate strong communication skills to facilitate effective data collection.
- Work across multiple domains, as the study involves different projects.
- Coordinate with the research team and provide regular updates.
- Maintain confidentiality and follow ethical research guidelines.

Eligibility Criteria:

- **Minimum Qualification:** Candidates who have completed graduation or are currently pursuing their graduation in any stream.
- Candidates with prior experience in field surveys or data collection are preferred.
- **Skills Required:** Good communication skills in Hindi (knowledge of local dialect preferred), ability to work in rural areas, and knowledge of data entry.
- **Travel:** Candidates should be willing to travel and stay in field locations as required.

Compensation & Logistics:

- **Remuneration:** INR 700 per day
- Local travel, food and accommodation will be provided during fieldwork.
- To-and-fro travel expenses between the candidate's residence and the field location will be reimbursed*.

Joining Date: 20/03/2025 (subject to change if necessary)

Duration: Up to 30 days (may be less depending on project requirements)

Other Conditions for the position

- (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) The position is unreserved, but candidates belonging to reserved category and women are strongly encouraged to apply.
- (d) 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.
- (e) 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.
- (f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (g) The Institute reserves the right to relax age of the candidate based on the work experience.
- (h) 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).
- (i) 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 – Jamui, Bihar or Application for Field Investigator" by 13/03/2025 till 23:59 pm.
- (b) Only shortlisted candidates will be contacted for an online interview on 14th & 15th 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 **13 March 2025**.

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