

**School of Human Ecology  
Tata Institute of Social Sciences, Mumbai**

**Date of advertisement: 20.02.2025**

**Advertisement no.: SHE-TISS/20.02.2025**

**About the Project:**

The School of Human Ecology, Tata Institute of Social Sciences, Mumbai, is recruiting for **01 post of Project Technical Support III** for a 3-year ICMR project on student mental health and well-being in schools and colleges.

**Name of the Post:** Project Technical Support Staff III (FULL TIME)

**Number of Posts:** 01

**Location:** Mumbai/Thane/Navi Mumbai (Job responsibilities include travel to Thane)

**Remuneration:** ₹28000 + HRA as applicable

**Duration:** 1 year

**Working days:** 6 days a week

**Job Profile:**

- Support day-to-day project operations, including data collection, documentation, and other research-related administrative tasks as needed.
- Perform data entry and assist in data collection and analysis.
- Assist in invoicing, verifying payments, and coordinating with the accounts, personnel, IT and purchase sections for project-related tasks.
- Maintain records, prepare reports, and ensure adherence to ICMR guidelines, ethical protocols, and institutional requirements.
- Any other task assigned by the supervisor/project leader.

**Eligibility**

Three-year Graduation (Science/ Psychology/Public Health/Commerce) +  
Three years of experience in relevant subject/field.

OR

Post graduate in (Science/Psychology/ Public Health/Commerce)

Maximum age- 35 years

**Preference will be given to candidates with the following experience:**

- Prior experience in data entry, data collection, and/or analysis in research projects.
- Experience in handling administrative tasks, including invoicing, verification, coordination with accounts, and purchase-related processes.
- Previous work in mental health and/or school-based projects, especially involving students, teachers, or educational institutions.
- Experience working on ICMR-funded projects in a technical support role.
- Strong organizational skills, ability to multitask, and proficiency in using MS Excel, data management software, and institutional financial systems.
- Strong communication skills in English.

Note -

To apply, please send in your application with a detailed CV and mention the name of the post applied for in the subject line to [studentwellbeing.icmr@tiss.edu](mailto:studentwellbeing.icmr@tiss.edu) with a cc to [studentwellbeingicmr@gmail.com](mailto:studentwellbeingicmr@gmail.com) by **11.59 PM on 07<sup>th</sup> March 2025**.

Late applications will not be entertained.

- Since applications received will be shortlisted, possessing the qualifications, and the experience will not ensure an interview call.
- Shortlisted candidates will be interviewed telephonically/through online platforms.
- The institution reserves the right to consider resumes which have not come through direct application.

Principal Investigator: Dr. Chetna Duggal

Co-PIs: Ms. Kanak Kataria, Ms. Sukanya Ray

For enquiries, contact [studentwellbeing.icmr@tiss.edu](mailto:studentwellbeing.icmr@tiss.edu) and [studentwellbeingicmr@gmail.com](mailto:studentwellbeingicmr@gmail.com)