

No.ADVT/ TISS-TC/PROECT/133/ SEPT/2025

22 September 2025

Walk-in interviews for Project Positions at TISS Tuljapur off-campus

Date of Interview : 3rd October 2025 at 10:30 a.m.

TISS is a centrally funded public university that operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati, and Hyderabad; and has expanded its education, training, research and out reach activities in several other states as well. The project “**EVALUATING THE IMPLEMENTATION AND SOCIO-ECONOMIC IMPACT OF THE GATTAI STALL SCHEME ON SCHEDULED CASTE LEATHER WORKERS IN MAHARASHTRA: AN EMPIRICAL RESEARCH STUDY**” in collaboration with by Dr. Babasaheb Ambedkar Training and Research Institute, Pune (BARTI) .

Details of the posts to be filled ON CONTRACT:

S N	Post	Particulars
1	Research Officer	01 Post
	Duration of the advertised post:	One year
	Remuneration:	Consolidated payment of Rs.50,000/ per month + Traveling expenses during data collection by public transport
	Eligibility Criteria & Educational qualification:	1. MA/Msc in Social Work, Dalit Studies/ Sociology/ Economics 2. Preference will be given who have completed M.Phil or Ph D Degree 3. Have good knowledge of basic statistical techniques and statistical software like STATA/SPSS
	Age limit	Preferably below 40 years
	Communication	The candidate should have good written and oral communication skills in Marathi and English. Preference will be given to candidates with experience and proficiency in the Marathi Language, particularly in writing project reports.
	Responsibilities:	1. Designing Questionnaire 2. Engage/Facilitate data collection through a household survey/focus Group Discussion/Case studies/Secondary sources 3. Field visits in all districts of Maharashtra 4. Basic Analysis, tabulation and interpretation of large survey data 5. Report writing and documentation of data 6. Identification of key informants from various stake holders and conduct of qualitative interviews 7. To help Project Director for preparation of initial draft report

2	Research Assistant	05-Posts
	Duration of the advertised post	Six Months
	Remuneration	Consolidated payment of Rs.30,000/ per month + Traveling expenses during data collection by public transport
	Eligibility Criteria & Educational qualification:	1. MA/M.Sc in Social work, Rural Development/Sociology/Economics. or Post Graduate in any discipline. Preference will be given to candidates who have M.A /M.Sc in Dalit Studies) 2. Have good knowledge of data entry in statistical software
	Age limit	Preferably below 40 years
	Communication	The candidate should have good written and oral communication skills in Marathi and English. Preference will be given to candidates with experience and proficiency in the Marathi Language, particularly in writing project reports.
	Remuneration	Consolidated payment of Rs.30,000/ per month + Traveling expenses during data collection by public transport
	Responsibilities:	1. Data collection through a household survey/focus 2. Group Discussion/Case studies/Secondary sources. 3. Field visits in all Districts of Maharashtra 4. Identification of key informants from various stakeholders and conduct of qualitative interviews, Focus group discussions
3	Research Interns	05-Posts
	Duration of the advertised post	Six months
	Remuneration	
	Eligibility Criteria & Educational qualification:	Graduation in Bachelor of Arts /Social work / Or Master of arts /Social Work (Pursuing)
	Age limit	NA
	Communication	The candidate should have good written and oral communication skills in Marathi and English. Preference will be given to candidates with experience and proficiency in the Marathi Language, particularly in writing project reports.
	Remuneration	Rs.8000/-Per Month + traveling expenses during data collection by public transport.
	Responsibilities	<ul style="list-style-type: none"> • Data collection through a household survey/focus • Group Discussion/Case studies/Secondary sources • Field visits in all Districts of Maharashtra • Identification of key informants from various stakeholders and conduct of qualitative interviews, Focus group discussions
4	Administrative cum Account Assistant	01 No
	Duration of the advertised post	Eight months
	Remuneration	Rs.15,000/- per month
	Eligibility Criteria &	1. Bachelor's Degree in Commerce (B.Com.) and two

Educational qualification:	<p>years of work experience in accounting field OR Masters Degree in Commerce (M.Com.) or allied disciplines plus one year of work experience in accounting field.</p> <p>2. English Typewriting 30 wpm</p> <p>3. Marathi Typewriting 30 wpm</p> <p>4. MSCIT –Computer Literacy completed</p> <p>5. Preference will be given who have worked in short term projects</p> <p>6. Preference will be given for candidates having good knowledge of accounting and administrative experience. The candidate should have proficiency in word, excel, power point</p>
Age limit	Preferably below 40 years
Communication	The candidate should have good written and oral communication skills in Marathi and English. Preference will be given to candidates with experience and proficiency in the Marathi Language, particularly in writing project reports.
Remuneration	Rs. 15000/- per month
Responsibilities	<p>1. To manage day to day expenses of project</p> <p>2. To track advances, receipt and bill payments of travelling and food bills</p> <p>3. To help in typing , data entry , accounting and other work</p> <p>4. Communication to agencies/ interns/ research assistant etc</p> <p>5. Advance settlement of projects taken for various purposes from office through erp</p> <p>6. Communication to accounts section about advances, bill settlements , project expenses etc</p> <p>7. Any other tasks give by project leader time to time</p>
Google Application form Link	https://forms.gle/kYeLwWFULfDjLqwr8

Application Process:

- Candidates are requested to apply online through the google link provided along with this Advertisement.
- <https://forms.gle/kYeLwWFULfDjLqwr8>
- Candidate must provide their E-mail ID in Google Application Form.
- Candidates are required to upload scanned copy of Application form (Annexure-1) and a copy of resume in **SINGLE PDF file only at the last tab of google form. Applications received through any other mode will not be considered.**
- Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Tuljapur.
- Candidates are requested to bring XEROX copies of the relevant certificates of educational qualifications, work experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interaction.
- Interview:** The interview will be conducted in offline mode. Interested candidates may please report to Mr Devidas Kadam, Admin Officer and Mr. Kundan Dhumal, Section Officer, Tata Institute of Social Sciences, Tuljapur off-campus on the day of the interview.

Venue: Tata Institute of Social Sciences, Tuljapur off-campus, Tuljapur, Dharashiv Maharashtra-413601 Website: www.tiss.ac.in Contact : 9270105222 to 26

7. Last date of receipt of online application: 2nd October 2025.

8. Verification of documents: The selected candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of joining.

Note: The selected candidate would be required to join within 15 days of selection.

Other Conditions:

1. The Institute reserves the right to relax the qualification 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 to fill up the vacancy advertised.
2. 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.
 - a. The candidate under employment must bring 'No Objection Certificate' from their employer to appear for interview.
 - b. No TA/DA is payable for appearing for interview.

Sd/-

**Project Director
TISS-TULJAPUR CAMPUS**

Annexure-1 Application form



TATA INSTITUTE OF SOCIAL SCIENCES

(Declared as an Institution Deemed to be University under section 3 of the UGC Act, 1956)

A Grant – in – Aid Institute under Ministry of Education, Govt. of India.

Apsinga Road, Post – Tuljapur, District – Dharashiv, Pincode – 413 601.

Landline: +91 9270105222/23-26

website: www.tiss.ac.in

1. Post Applied for :

2. Name in full (In block letters): MR/MS/DR

First Name	Name of father/spouse	Surname/ family Name

3.1 Address for communication:

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.....

3.2 Permanent Address if different from 3

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.....
.....
.....

3.3 Mobile Number:

4.1 Date of Birth: .../.../.....

4.2 Age (in completed years):.....

5. Sex: Male/Female/Transgender

6. Nationality:.....

7. Are you a member of the Scheduled Caste/Tribe/ Other Backward Class/ Person with Disability : Yes / No

If YES , specify and attach copy of caste/tribe/OBC/PwD certificate

8. Particulars of the following examinations passed:

Exam/Degree	Year of Passing	Div/C lass	% of Marks Grade	Subjects	University/Collges
SSC					
HSC					
Bachelor's					
Master's					
M.Phil					
Ph.D.					
Any other					
1.					
2.					
3.					
4.					
5.					

9. Previous employment (List of all job held by you from current job)

Sr. No.	Name & Place of organization	Designation	Period of employment		Total Monthly Salary
			From	To	
1					
2					
3					
4					

10. Languages Known:

Language	Read	Write	Speak

11. Any other information you would like to share:

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Declaration

I declare that all the statements in this application and its annexure are true to the best of my knowledge and belief. I undersigned that will be misrepresentation render me liable to a dismissal, if employed.

Place

Date

Signature of applicant

Enclosed:

1. Scheduled Caste/Tribe/OBC/PwD certificate if applicable
2. Copies of marksheet and certificate of degree courses
8. Work experience certificate, if experience is stated in the application