



Tata Institute of Social Sciences
V.N. Purav Marg, Deonar, Mumbai 400 088

**(A Deemed University under Section 3 of the UGC Act, 1956 and
Grant-in Aid Institute under Ministry of Education, GoI)**

TISS/RP2026/PS/68205/01

Notification – Non-Teaching Project Staff Position for the Post of Research Officer on a Contract Basis at Tata Institute of Social Sciences, Mumbai.

Applications are invited for the following Non-Teaching Project Staff position for the post of Research Officer on a contractual basis at the Tata Institute of Social Sciences, Mumbai. The Institute is seeking a highly motivated, hard-working, proactive, and competent professional to support research-related activities under the concerned project and contribute effectively to its implementation and coordination.

Research Officer – 01 Position

Eligibility:

- Educational Qualification: Master's degree in social sciences, Humanities, Development Studies, Education, Management, or other relevant disciplines from a recognised university.
- Experience: Minimum 3 years of relevant experience in research, academic project coordination (experience in higher education or research institutions preferred).

Skills Required:

- Strong research and analytical skills.
- Excellent written and verbal communication skills in English;
- Proficiency in MS Office, data analysis tools, and online collaboration platforms.
- Ability to work independently and in diverse, cross-cultural teams.
- Organisational skills with attention to detail and timelines.

Key Responsibilities

Project: Social Welfare Policies and Development Dynamics in Chhattisgarh

- Assist in the implementation and coordination of the research project activities.
- Conduct literature reviews, policy analysis, and primary and secondary data collection related to social welfare policies and development issues in Chhattisgarh.
- Undertake field visits, stakeholder consultations, interviews, and surveys as part of primary data collection.
- Compile, organise, and analyse qualitative and quantitative data using appropriate research methodologies.
- Prepare research reports, policy briefs, presentations, and documentation related to the project.

- Coordinate with government departments, academic institutions, civil society organisations, and other stakeholders for project-related activities.
- Support the organisation of meetings, workshops, consultations, and dissemination events under the project.
- Maintain project records, databases, and documentation in a systematic manner.
- Assist the Principal Investigator and project team in administrative and research-related tasks.
- Perform any other responsibilities assigned by the project authorities from time to time.

Tenure and Remuneration

This is a temporary contract appointment for 5 months. This temporary appointment will be paid a consolidated remuneration of ₹60,000/- per month, subject to qualifications and experience.

How to apply

Applicants should submit the following documents to apply for the above-mentioned position:

1. Covering Letter to Project Leader (with the details of the position applied for)
2. Latest CV
3. State of Interest– Stating the applicant’s interest in working on the project “Social Welfare Policies and Development Dynamics in Chhattisgarh” and highlighting relevant experience in research projects, fieldwork, policy analysis, data collection, report writing, and related academic or professional engagements.
4. Copies of the Educational qualifications - Degree/ Diploma/ Certificates/ Transcripts
5. Testimonials and Work Experience Letters
6. Recommendation Letters

Eligible and interested candidates may send their documents to **oia@info.tiss.edu** on or before **08 June 2026**. The shortlisted candidates will be contacted by email to appear for a personal interview.

Other conditions

1. The Institute reserves the right not to fill the vacancy advertised.
2. Since applications received may be shortlisted, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for an interview.
3. No queries or correspondence regarding the issue of call letters for the interview/selection of candidates for the post will be entertained at any stage, and canvassing will lead to the candidate being debarred from consideration for the post
4. Relaxation in qualification, experience and age will be prerogative of TISS.
5. No TA/DA is payable for appearing in the written test and/or interview.
6. The selected candidate will have to join within a reasonable time from the date of their selection.

Project Leader