



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

Declared as a Deemed to be University under Section 3 of the UGC Act 1956,
a grant-in-aid Institute under Ministry of Education, Government of India)

Advt No. TISS/CECSR/02/26-27

Date: 01.09.2026

Application for Research Officer at the Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS), Mumbai.

Applications are invited for the post of Research Officer to be appointed on a contractual basis for a period of **4 months** for a project covering Jawhar Taluka, Palghar, Maharashtra. The last date for receiving applications is **13/09/2026**.

Designation	No. of posts	Consolidated Salary	Essential Qualification
Research Officer	01	INR 55,000/- to 60,000/- per month	Master's degree in Social Sciences, Commerce, Science and/or related fields with at least 55 % marks.

Key Responsibilities:

- Conduct needs assessment in Jawhar, Palghar to identify needs, gaps, and priorities across interdisciplinary domains, including health, education, agriculture, etc.
- Take complete ownership of assigned projects, from inception and planning to data collection, conducting data collection, analysis, and submission of final report.
- Design and develop project proposals, research study, assessment framework and data collection tools.
- Coordinate and manage fieldwork and data collection processes ensuring adherence to research protocols and timelines.
- Conduct data analysis using statistical and analytical tools (e.g., Excel, SPSS, STATA), and interpret findings in line with research objectives.
- Prepare high-quality research reports and presentations for diverse stakeholders.
- Travel with the team to various field locations in Jawhar, Palghar as required.
- Manage end-to-end project execution including logistics, stakeholder coordination, and documentation.
- Undertake any additional responsibilities assigned by the Project Leader.

Qualifications and Skills Required:

- Master's degree in Social Sciences, Commerce, Science, or related disciplines with at least 55% marks or equivalent grade.
- Proficiency in English and Marathi (spoken and written).
- Sound knowledge of research methodology and design

- Proficiency in data analysis tools such as MS Office (Excel, Word, PowerPoint), SPSS, STATA, or similar software.
- Prior experience in conducting Needs Assessments or similar research studies is desirable
- Strong analytical, writing, communication, and organizational skills.
- Ability to coordinate with diverse stakeholders and manage administrative aspects of research projects.
- Understanding of social, political, and governance contexts.
- Ability to multitask and work in a time-bound environment.

Joining Date: September/October 2026

Engagement Period: 4 months (extendable based on the work performance of the candidate and the requirements of the project)

Remuneration: INR 55,000/- to 60,000/- per month

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) Interested candidates may send their CV to recruitment.cecsr@tiss.ac.in with the subject line: **"Application for Research Officer"** by 13/09/2026 till 5:00 PM.

(b) Only shortlisted candidates will be contacted for an online/offline interview. No email or correspondence will be entertained from non-shortlisted candidates. No inquiries over phone or email.

Last date to apply for the positions will be **13th September 2026, till 5:00 PM.**

Sd/-

Chairperson

Centre for Excellence in CSR