TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088
(A Deemed to be University under Section 3 of the UGC Act, 1956)
AND
Vivek SPARC Foundation, Pune

29th April,2024

Applications are invited for the following position of a project on "Migration and Development Dynamics in Mumbai: A Comprehensive Study".

Sr. No	Name of the Post	No. of Post	Gross monthly remuneration (INR per month)	Mode of application
1	Senior Project Officer	1	Rs. 50000/-	Apply through resume/CV send to an email ID: olive.fernandes@tiss.edu "souvik.mondal@tiss.edu"

Tata Institute of Social Sciences (TISS), established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off Campuses at Tuljapur, Guwahati and Hyderabad. Currently, the Institute offers over 50 Masters'

Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses.

TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge and field action. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe. The School of Health Systems Studies (SHSS), TISS is looking forward to recruiting highly motivated and qualified Human Resources as mentioned above to its

multidisciplinary team for the operational contributions to a project. The candidates should have relevant experience in the Health/Development Sector.

Educational Qualification and Experience of Senior Project Officer:

Master's Degree in Population Studies, Health Sciences, Public Health, Hospital Administration, Social Sciences and allied fields and 2 years of work experience in project implementation work. Good writing and speaking skills.

Key Responsibilities:

1. Take the lead in Project administrative and research activities.
2. Work on creating deliverables and ensure timely submission.
3. Competency in Statistical analysis and for preparing tables.
4. Report Writing.

Duration: Initially it will be for 10 months and may be extended as per the need of the project.

Work Location: Mumbai.

Other Conditions:

1. 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 procedure.

2. 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.

3. The position is unreserved, but candidates belonging to reserved category are encouraged to apply.

4. 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.

5. 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.

6. In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.

7. The project management team reserves the right to relax the age of the candidate based on the work experience.

8. No TA/DA is payable for appearing for the Personal Interaction, if it is held at the project area premises.

9. 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 project management team reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).

Application Process:
(a) Candidates are requested to apply through sending resume/CV to email IDs: "souvik.mondal@tiss.edu", olive.fernandes@tiss.edu.

(b) Shortlisted candidates may be invited for an interview for evaluating their proficiency and skills (Mumbai).

(c) Shortlisted candidates will be informed over e-mail and/or mobile phone to appear for further evaluation.

The last date for applying is 7^h MAY, 2024.

Selected candidates are expected to join duty within 7 days.