



**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)

**ADV/TISS/PROJECT/PRAYAS/ JUNE/2022**

**08<sup>th</sup> JUNE , 2022**

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. The Institute is ranked among the top 40 Indian Universities (37<sup>th</sup> rank- NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for the fourth year in a row.

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, Labor 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. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

**Vacancy for Post of Documentation Officer (On contract for 9 Months)**

Prayas is a field action project of the Centre for Criminology and Justice, School of Social Work. Initiated in 1990, it is a response to the needs of disadvantaged groups being processed by the criminal justice system. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

Prayas invites interested candidates to apply for the post of Documentation Officer (On contract for 9 months ).

**Post: Documentation Officer (on contract)**

**Contract Period: 9 Months (from July 2022 to March 2023)**

**No. of Vacancy: 01 Post**

**Consolidated salary: Rs. 30,000/- per month (including TA for field work).**

**Preferable age:** Preferably under 45 years as on 30 June, 2022.

**Nature of appointment :** Contract basis from July 1, 2022 to March 31, 2023 ( 9 Months).

**Location: MUMBAI, NAVI MUMBAI, THANE**

**The last date for receipt of online application: 25<sup>th</sup> June, 2022.**

This is a full-time position. Candidates residing within **municipal limits of MMR (Mumbai Metropolitan Region) / Thane / Navi Mumbai** or those able to travel to Mumbai for daily work are invited to apply. When required, the selected candidate will also be required to travel to other districts.

**Essential and desirable qualifications and Experience:**

- MA in Social Work (preferably), Social Sciences, Sociology or Gender Studies
- Preferably with 2-3 years of relevant experience in the field of criminal justice / social work
- Good writing skills in English
- Working knowledge of Hindi and Marathi
- Good communication and team building skills
- Ability to work effectively in teams as well as independently
- Willingness to travel outside Mumbai, when required.

**The job requirements include:**

- Documentation of ongoing work of the project
- Writing and timely submission of reports to funding agencies
- Coordinating with the field team to collate data and maintaining the data on monthly basis
- Case documentation
- Writing concept notes and proposals to funding agencies
- Writing and posting developments on social media handles of Prayas
- Preparing Prayas Newsletter and writing reports of research studies conducted by Prayas
- Willingness to travel outside Mumbai, when required.

**Other conditions:**

- The Institute reserves the right to relax 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 fill up the vacancy advertised
- Since applications received may be short listed, merely possessing the prescribed qualifications and the requisite experience would not entitle a person to be called for interview
- The post is unreserved, but candidates belonging to reserved category can apply 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

- No TA/DA is payable for appearing for the interview.
- During the contract period, no other employment shall be taken without the prior permission of the employer.
- **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)**

#### **Application process and interview:**

Candidates are requested to send their application through **email to: [prayas@tiss.edu](mailto:prayas@tiss.edu)**, & kindly attach two references and a sample of one's writing.

2. Shortlisted candidates will be informed by email and mobile phone. Interviews may be scheduled during the fourth week of June, 2022. Shortlisted candidates will be invited for a written test followed by an interview ( Online or offline). If offline, written Test / Interview to be conducted at TISS, Mumbai.

**Project Leader, Prayas**