



## Vacancies for Data Analytics and Field Investigators at the Centre for Excellence in CSR

The Tata Institute of Social Sciences ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt. of India. TISS is a Grade I University with NAAC score of 3.89/4 and NIRF 2021. With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers more than 50 Post Graduate programmes, 18 Doctoral programmes, 3 Under Graduate programmes in social science disciplines, and over 30 Under Graduate programmes in vocational education (B.Voc. Programmes).

The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

Applications are invited for the below post to be appointed on Contractual basis for a period of 4-6 months initially and extendable based on performance of the candidate and requirement of the Institute. The deadline for receiving applications will be 7 days after the advertisement is published i.e 28<sup>th</sup> June, 2024.

Designation	No. of Vacancies	Consolidated Salary	Essential Qualification
Data Analytics(Consultant)	01	INR 40,000 per month	Masters in Statistics/ Mathematics/ Population Studies/ relevant discipline with special preference to Econometrics
Field Investigators	30	INR 20,000/- per month	Bachelor's/Diploma courses in ITI/Polytechnic or Btech in Civil Engineering

## **Specific requirements for each post are given below.**

### **1. DATA ANALYTICS**

The Data Analytics will work with the Project Leader and help implement the major objectives of projects undertaken at the Centre. This role involves closely working with national and international experts to support project implementation, which includes aiding in field research, overseeing activities, managing data, contributing to academic endeavors, organizing training sessions, and engaging in outreach efforts. Additional tasks and duties may be delegated by the Project Leader as necessary.

#### **Desirable Qualifications**

- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions. Specialized courses or certifications in resettlement and rehabilitation, community development, project management, or related areas would be advantageous.
- Knowledge of best practices in mitigating social risks and addressing the needs of affected communities.
- Excellent Knowledge of Big-Data analytics, Data-Research and Presentation.
- Knowledge of statistical concepts and the ability to deal with large dataset or qualitative and data analysis skills.

**Engagement period:** 6 months (eligible for work from home) and may extend based on work performance of the candidate and the requirement of the project

**Remuneration:** Monthly Consolidated INR 40,000/-

### **2. FIELD INVESTIGATOR**

The Field Investigator will be responsible for the survey of the households, recording accurate details in the questionnaire by undertaking the measurement of the homestead/houses/buildings/offices/well/bandh/trees and all other properties are acquired. The Field Investigator would be reporting to the Project Co-ordinator. Other duties and responsibilities may be assigned by the Project Co-ordinator. Daily work requirements and schedules may be discussed with the Project Co-ordinator to ensure that the work priorities can be accomplished within the scheduled time.

#### **Desirable Qualifications**

- Diploma in Technical/ITI/ Civil or BTech candidates should have minimum 1 years of work experience in the relevant field.
- Good Academic record with at least 55% of the marks or an equivalent grade in a point scale wherever grading system is followed at the Institutions.

- Previous experience in the large surveys, fieldwork, community level work in the field particularly in the context of resettlement and rehabilitation projects, is highly desirable.
- Experience working with displaced populations, vulnerable communities, or in development projects is valuable.
- Strong interpersonal and communication skills are essential for engaging with affected communities, building trust, and facilitating participation in the resettlement process.
- Familiarity with conducting environmental and social impact assessments (ESIAs), as well as knowledge of mitigation measures to minimize adverse impacts on affected communities and the environment, is important.
- Familiarity with national and international laws, regulations, and policies related to resettlement, rehabilitation, and land acquisition.
- Excellent interpersonal and ability to interface with stakeholders: Project affected People and Families, household and staffs at all levels.
- Excellent knowledge of MS Office; working knowledge of program/project management software (MS Project etc.) is a strong advantage.
- Quick learning and fast situational response

**The candidate is expected to work on the following aspects:**

- Working closely with the team to ensure efficient and accurate data collection of the project affected families.
- Maintaining accurate accounts and documentation for data intake, writing qualitative field reports.
- Regularly maintaining the data of the surveyed families, progress reports on a weekly basis. Writing field reports and delivering effective presentations.
- Being prepared to travel for project-related tasks.
- Field Investigator engages in regular interactions with stakeholders, projected affected families and government officials to collect accurate, quality data foster collaboration. Field Investigator will be ensuring data accuracy and completeness, and addressing any discrepancies or concerns that may arise to Co-Ordinator. These interactions help in facilitating smooth coordination and cooperation among all involved parties.

**Engagement period:** 2 months and may extend based on work performance of the candidate and the requirement of the project

**Remuneration:** Monthly Consolidated INR 20,000/-

**Other Conditions for all position**

(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) The position is unreserved, but candidates belonging to reserved category and women are strongly encouraged to apply.

(d) 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.

(e) 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.

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

(g) The Institute reserves the right to relax age of the candidate based on the work experience.

(h) No TA/DA is payable for appearing for the Personal Interaction, if it held at the Institute's premises.

(i) 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).

And the institute reserves the right to cancel/ postpone the recruitment even after the shortlisting and interview of the candidates.

**Application Process:**

(a) Candidates interested in applying for the position may share their resume on <cecsr@tiss.ac.in>.

(b) Shortlisted candidates may be invited for Personal Interaction/ skill test for evaluating their proficiency.

(c) Shortlisted Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai.

(d) Only shortlisted candidates will be contacted after the shortlisting by the selection committee. No email or correspondence will be entertained from non-shortlisted candidates.

The last date for receiving applications will be 7 days after the advertisement is published

i.e 5<sup>th</sup> July, 2024.

Selected candidates are expected to join immediately.