



**TATA INSTITUTE OF SOCIAL SCIENCES
DEONAR, MUMBAI 400088**

Advt. No. TISS/CECSR/2025

21st April 2025

The Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS) Mumbai, is inviting applications for Project Officer, Admin-cum-account officer, Interns for its various projects on a contractual basis for short-term engagement initially and may extend based on performance of the candidate and requirement of the centre. The last date of receiving application will be 28th April **2025**.

Location of the project and workplace: Maharashtra and Madhya Pradesh

Details of vacant positions

Sl. No	Position	No. of positions	Duration (May-June)	Remuneration per month
1	Program Coordinator	One	Six Months	Rs. 60,000-Rs.65,000
2	Project Officer	Three	Two Months	Rs. 45,000-Rs.50,000
3	Admin-cum-finance officer	One	Six Months	Rs. 37,500-Rs.40,000
4	Intern	One	Two Months	Rs. 15,000

1. Program Coordinator-01

Eligibility Criteria for Program Coordinator

- M.A in social sciences, M.Tech degree in any discipline, M.Sc in environmental studies
- Work experience of minimum three years in any organisation
- Experience in report writing, project reports, evaluation study reports, policy briefs
- Fluent in English and Hindi

Role and responsibilities for the Program Coordinator

- Develop proposals for fund raising
- Organise writing workshops on different aspects of policy evaluation, project evaluation, commissioned studies
- Coordinate with funders, government officers and NGOs
- Mentor project team members, and administrative and financial officers
- Write/document project reports, evaluation study reports, policy briefs and undertake field visits as and when necessary
- Anchor and maintain the centre MIS on all aspects of projects and administrative works

2. Project Officer-03

Eligibility Criteria for Project Officer

- PhD Degree or pursuing PhD in any one of the social sciences or interdisciplinary subjects
- Experience in report writing, project reports, evaluation study reports, policy briefs
- Experience of two years in fieldworks
- Fluent in English and Hindi

Role and responsibilities for the Project Officer

- Mentor project team members, and administrative officers
- Write/document project reports, evaluation study reports, policy briefs and undertake field visits as and when necessary
- Anchor and maintain the centre MIS on all aspects of projects and administrative works
- Coordinate with project stakeholders

3. Admin-cum-finance officer-01

Eligibility Criteria for Admin-cum-finance officer

- B.Com degree or diploma in finance/account management
- Administrative or account work experience of minimum six months
- Fluent in English and Hindi
- Technical skills in data entry/analysis, MIS, excel, spss, erp

Role and responsibilities for the Admin-cum-finance officer

- Coordinate with personnel, account and finance section officers
- Account management of all projects of the centre
- Preparing project expenditure statement, UC and bill verification and settlement, fund disbursement, account management and raising invoice as and when required
- Maintaining inventory list of projects/centre

4. Intern-01

Eligibility Criteria for Intern

- Any graduate or post-graduate in any discipline
- Ability to design project reports, flyers, templates, documents, website content developing, materials, photography skill, short film or video making
- Fluent in English
- Well-versed with Canva and other software/aaps for design project reports, flyers, templates, documents

Role and responsibilities for the Intern

- Design project reports, flyers, templates, documents, website content developing, materials, photography, short film or video making, create MIS for centre database

Other Conditions

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

Application Process:

- (a) Candidates are requested to send their CV and an application to recruitment.cecsr@tiss.ac.in with the subject line "Application for the post that you are interested to apply for" by 28/04/2025. Only shortlisted candidates will be contacted for an online interview on 30th April 2025. No email or correspondence will be entertained from non-shortlisted candidates. No inquiry over phone or email.

Last date to apply for all positions will be **28th April 2025**.

Sd/-
Secretariat Office
Centre for Excellence in CSR