

Date: 30th May, 2025

## **Vacancy for multiple positions under the Project “Historical Perspectives of the Land Governance and Administration System in ADC Areas of the North-Eastern States” at the School of Social Work, TISS, Mumbai**

Tata Institute of Social Sciences (TISS), Mumbai is looking for project staff to work on “**Historical Perspectives of the Land Governance and Administration System in ADC Areas of the North-Eastern States**” for a short duration of up to 6 months.

This position involves conducting research around Land Governance and Administration in the Autonomous Development Councils of Assam, Meghalaya, Tripura and Mizoram. Work includes planning and designing of the study, extensive fieldwork, engaging with stakeholders, and report writing/documentation.

1) **Posts:** Research Officer - 10 Nos.

**Nature of Appointment:** Contractual basis

**Period of Contract:** upto 6 months

**Location:** TISS, Guwahati (with extensive traveling across North-Eastern States of Assam, Meghalaya, Tripura and Mizoram).

**Remuneration:** 40,000 per month plus the travel, stay and food during the field work will be taken care.

### **Roles & Responsibilities (Research Officer):**

The Research Officer will lead and manage the overall activities for the entire project in their respective location.

### **Tasks include:**

- Designing the project framework post extensive desk review of Secondary Data.
- Developing detailed work plans, timelines, and deliverable for project activities.
- Ensuring that project milestones are achieved according to the planned schedule after consultation with relevant stakeholders.
- Liaise with key stakeholders such as ADC Members, Community Leaders, and/or government agencies.
- Developing research tools such as questionnaires, interview guides, and observation checklists.
- Overseeing data collection processes, including surveys, interviews, focus group discussions and field visits.
- Ensuring the application of ethical standards in conducting project, especially when working with vulnerable populations.
- Analyzing qualitative and quantitative data to identify trends, outcomes, and impact.
- Drafting comprehensive reports and presenting them during Consultation meets / Workshop with stakeholders.
- Conducting regular team meetings to ensure smooth coordination between administrative and research activities.
- Oversee administration and finance related to the project.

### **Eligibility**

A minimum degree of Master in Social Work/Social Sciences with research experiences. Preference will be given to the candidates with M.Phil./ Ph.D or in the advanced stage of PhD.

Self motivated individuals who can work independently.

Good ability in speaking and writing English.

Proficiency in the local language (speaking and comprehension) is a must.

Understanding of the local context is preferable.

Ability to work effectively in teams as well as independently.

Familiarity with the use of MS Office, knowledge of GIS and other data analysis and presentation tools.

Willingness to travel across states for field visits and work in extreme weather conditions of remote areas.

Preference for persons with prior experience in the field of Land Governance and Administration.

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## **2) Posts: Research Assistant - 12 Nos.**

**Nature of Appointment:** Contractual basis

**Period of Contract:** upto 3 months

**Location:** TISS, Guwahati (with extensive traveling across North-Eastern States of Assam, Meghalaya, Tripura and Mizoram).

**Remuneration:** 30,000 per month plus the travel, stay and food during the field work will be taken care.

### **Roles & Responsibilities (Research Assistant):**

The Research Assistants will support the Research Officer in executing fieldwork, data collection and analysis. They will be responsible for day-to-day project activities and assist in maintaining the quality of data gathered.

#### **Tasks include:**

Assisting in the development of research tools like surveys and interview guides and conducting pilot study.

Conducting field visits to collect primary data through interviews, focus group discussions, and household surveys.

Ensuring the accuracy and reliability of the data collected, including verifying the authenticity of field data.

Assisting in data entry, cleaning, and preparation for analysis.

Maintaining records of interviews, survey responses, and field observations.

Helping in coding qualitative data and entering quantitative data for statistical analysis.

Providing summaries of key findings for use in reports and presentations.

Coordinating logistics for field visits, including scheduling interviews and meetings with stakeholders.

Assisting the Research Officer in ensuring that the research activities are on track and well-organized as well as supporting them during Dissemination Workshop and Consultation meets.

### **Eligibility**

A minimum degree of Master in Social Work/Social Sciences.  
Looking for self motivated individuals who can work independently.  
Good ability in speaking and writing English.  
Proficiency in the local language (speaking and comprehension) is a must.  
Understanding of the local context is preferable.  
Ability to work effectively in teams as well as independently.  
Familiarity with the use of MS Office, knowledge of GIS and other data analysis and presentation tools.  
Willingness to travel across states for field visits and work in extreme weather conditions of remote areas.  
Preference for persons with prior research experience.

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The terms listed above may be relaxed in exceptional circumstances. Only shortlisted candidates will be invited for an interview.

The last date for receipt of applications by email: 10<sup>th</sup> **June, 2025**

**Other conditions:**

The Institute reserves the right to relax the qualifications and working conditions of the candidate based on work experience and to relax the age 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 in the reserved category can apply. No queries or correspondence regarding the issue of a call letter for the interview/selection of candidates for the post will be entertained at any stage, and canvassing in any form is strictly prohibited. It will lead to the candidate being debarred from consideration for the post.

No TA/DA is payable for appearing for the interview

In case of any inadvertent error in the advertisement and in the recruitment process, which may be detected at any stage, even after issue of the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

**Application process and interview:**

1. Interested candidates are requested to send their resume to: [sswonline@tiss.edu/](mailto:sswonline@tiss.edu/)
2. Shortlisted Candidates will be informed **over email** to appear for the Interview in person.

**Note:** The selected candidate has to join within 10 days of the selection intimation.

Project Leader: Dr. Bipin Jojo, School of Social Work, TISS, Mumbai.