

	TATA INSTITUTE OF SOCIAL SCIENCES V.N. Purav Marg, Deonar, Mumbai - 400 088 (Declared as a Deemed to be University under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India)
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TISS/ADVT/LMRF March 2025

March 11, 2025

Applications are invited for the post of ‘Research Officer’ for Labour Market Research Facility (LMRF), School of Management and Labour Studies

- a) The Tata Institute of Social Sciences (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 is ranked 60 under NIRF University Rank Category for 2022.
- b) With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.
- c) Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action-oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The School of Management and Labour Studies has 5 Centres in (i) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

Brief About Labour Market Research Facility

Labour Market Research Facility is an independent research and outreach centre within the School of Management and Labour Studies in TISS. LMRF is a think tank centre that specializes in areas of sustainability, circularity, big data analytics, research consultation, micro, and macro labour market analysis, and conducting field-based research and policy studies in connection with labour and business. The LMRF is actively engaged in policy advocacy in areas such as formal and informal work, skill development, technology and labour, internal and external labour market, and livelihoods

Along with the research, consultancy, policy contributions LMRF anchors academic programs

1. Executive Post Graduate Diploma in Analytics
2. MA/MSc in Analytics
3. BS in Analytics and Sustainable Studies
4. Faculty Development Programs

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

Position: Research Officer

Key Roles and Responsibilities:

- The Research Officer (RO) at LMRF is responsible for effectively managing all the activities anchored in multiple cities including the current centres at Mumbai by having an overall view of the vision of LMRF. S/He is also responsible for Planning, organising, managing and ensuring the execution of the upcoming plans, projects and aspirations of LMRF ensuring that substantive work programmes and program activities which are carried out smoothly and promptly:
- The RO will assist in the research projects and the programmes of the LMRF
- The RO will also involve in teaching assistance to academic programs of LMRF (BS Analytics and Sustainability Studies, MA/MSc in Analytics, Executive Post Graduate Diploma in Data Analytics) and prepare study materials for the programmes and administration-related activities
- The RO will be involved in teaching programs offered by LMRF (PAR Certificate Program, MIDP Programs, FDP Programs and other programs which are planned)
- The RO will also involve in developing study materials for the programmes and administration-related activities
- The key responsibilities include assisting the faculty and coordinator to run the Academic programme of LMRF at Mumbai and various LMRF projects. This requires Coordination with coordinators at Mumbai and other locations
- Co-ordinating the academic requirements for EPGDA (Executive Post Graduate Diploma in Analytics) of LMRF. The candidate will have to be present in the campus on Saturday and Sunday as and when required

Essential Qualification – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever the grading system is followed at the Masters in Social Sciences.

Desired Qualification:

- Exposure to research projects which involves database management and analysis
- Preference will be given to candidates with experience in coordinating and supervising data collection and research processes—theoretical and technical skills in quantitative and qualitative research methods and techniques.
- Knowledge about learning technologies like STATA, SPSS, Spreadsheets, Q-GIS
- Experience in working with large scale public dataset like NSSO, PLFS, NFHS etc.

Remuneration:

Consolidated Pay of INR 45,000/- (Fourty-Five Thousand Only) per month

Last date for submitting Online application: 17 March, 2025.

General Conditions:

1. The Institute reserves the right not to fill up any of the vacancies advertised;
2. 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 a test and interview;
3. No queries or correspondence regarding the issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. No TA/DA is payable for appearing in the interview.
5. In case of any inadvertent error in the advertisement and the recruitment process, which may be detected at any stage, even after the issue of the appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).
6. Application Fee: The application fee of Rs. 500/- be paid on-line. The application fee for SC/ST/PWD candidates will be Rs. 250/- if they attach the required certificate to the online application form. The women applicants are waived from payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.
7. **Interview:** Only the shortlisted candidates will be communicated by e-mail or mobile phone to appear for the interview to be conducted in virtually
8. The candidates have to bring the original certificates of their educational qualifications and work experience for verification while appearing for the Test or before joining the post, if selected
9. The candidate is expected to join the position immediately.
10. Application Process and Interview.
 - (a) Candidates are requested to apply online through the link (Apply now) provided along with this Advertisement on the Institute website www.tiss.edu.
 - (b) Candidates are required to take a print of acknowledgement of Online Application and keep it for future reference.

Registrar