

TATA INSTITUTE OF SOCIAL SCIENCES

Advertisement Notice

TISS-G/Project//July 2025

Date: 14 July 2025

Tata Institute of Social Sciences (TISS), Guwahati, has been contracted to evaluate and conduct the Impact Assessment of Oil India Limited's (OIL) CSR Projects based on the Social Return on Investment (SROI) Framework.

For this purpose, the following contractual positions are required, whose job descriptions are mentioned. The project is expected to continue until the last week of 5 September 2025.

1. SROI Expert - 1
2. Researcher (Assistant) - 1
3. Quantitative Data Collector - 4
4. Qualitative Data Collector - 3

Note:

- For all positions (except the SROI Expert), candidates must be conversant in Assamese (reading, writing, and speaking).
- Selected candidates should be willing to temporarily relocate or travel to the OIL project locations as required.

Project Locations:

- Assam (9): Tinsukia, Dibrugarh, Charaideo, Duliajan, Sivasagar, Jorhat, Nagaon, Guwahati, Digboi
- Arunachal Pradesh (2): Changlang, Itanagar

Important:

- Immediate hiring and deployment to the project site will take place after the selection.
- The interview shall be conducted online.

Job Title: (Social Return on Investment) SROI Expert

Number of Positions: 1 (One)

Remuneration: ₹1,00,000 (Consolidated for project duration including applicable tax)

Key Responsibilities:

- Develop SROI research framework and tools
- Calculate SROI values (project-wise and for all CSR initiatives)
- Guide attribution, deadweight, and drop-off estimations

- Liaise with stakeholders to validate assumptions and outputs

Eligibility Criteria:**Essential Qualification:**

- **Educational Qualification:** Master's degree in Labour Studies/Economics / Statistics / Social Work / Public Policy / or related fields.
- **Experience:** Minimum 2 years in social impact measurement, SROI analysis, or monitoring & evaluation.

Desirable Qualification:

- Certified with SROI skill.
- Proven expertise in the SROI framework (with samples of previous work preferred).
- Proficiency in valuation methodologies, stakeholder engagement, and cost-benefit analysis.
- Strong analytical and report-writing skills
- Having a laptop and smartphone (with Internet pack) will be an added advantage.

Job Title: Researcher (Assistant)

Number of Positions: 1 (One)

Remuneration: ₹50,000 (consolidated for project duration including applicable tax)

Key Responsibilities:

- Translate and moderate research tools into Assamese
- Conduct training sessions for field investigators and supervisors
- Ensure quality assurance during field survey and data entry
- Support in data analysis and report writing
- Any other duty as required during the data collection, data entry and report writing.

Eligibility Criteria:**Essential Qualification:**

- **Educational Qualification:** Master's degree in Social Work / Statistics / Development Studies / Public Policy / or related disciplines.
- Fluency in Assamese (reading, writing, speaking) is mandatory

Desirable Qualification:

- Experience in research coordination, preferably in evaluation studies, social impact assessment, or CSR projects.
- Familiarity with Microsoft Excel, Google Forms, and data visualization tools
- Having a laptop and smartphone (with Internet pack) will be an added advantage.
- Mobilization of the data collection team
- Sound knowledge of data collection tools and methodologies
- Strong communication and writing skills

Job Title: Quantitative Data Collector

Number of Positions: 4 (Four)

Remuneration: ₹25,000 each (consolidated for data collection & entry work including applicable tax)

Key Responsibilities:

- Administer structured survey tools via Google Forms and offline to project beneficiaries
- Ensure timely and accurate data collection and entry
- Perform daily checks and corrections on data

Eligibility Criteria:

Essential Qualification:

- **Educational Qualification:** Bachelor's degree or higher in any discipline (preferably Social Sciences or related fields).
- Fluency in Assamese is mandatory

Desirable Qualification:

- Experience in survey data collection or field research related to projects.
- Experience of working in the rural settings.
- Basic knowledge of Google Forms and online survey platforms
- Ability to interact with diverse community groups
- Good communication and organizational skills
- Having a laptop and smartphone (with Internet pack) will be an added advantage.

Job Title: Qualitative Data Collector

Number of Positions: 3 (Three)

Remuneration: ₹40,000 each (consolidated for data collection & entry work including applicable tax)

Key Responsibilities:

- Conduct in-depth interviews and group discussions with beneficiaries
- Collect qualitative data through audio recordings (via mobile phones)
- Transcription and translation of the recordings.
- Prepare narrative reports. Document best practices and success stories

Eligibility Criteria:

Essential Qualification:

- **Educational Qualification:** Master's degree in Social Work / Sociology / Anthropology / or related disciplines.
- Fluency in Assamese is mandatory

Desirable Qualification:

- **Experience:** Experience in project-related qualitative research for impact assessments or community studies.
- Experience of working in the rural settings.
- Strong narrative and interviewing skills
- Familiarity with transcription and thematic analysis
- Having a laptop and smartphone (with Internet pack) will be an added advantage.

HOW TO APPLY

1. Interested candidates should email their CVs along with cover letter to tissoilproject@gmail.com by the application deadline **17th July, 2025 (before 5.30 pm).**
2. Mention the subject line of the mail - "Your first & last name - position applied for". Eg. Ayush Kumar - Research Assistant position.
3. One candidate can apply for one position only.

Selection Process:

Shortlisted candidates shall be informed over the email and/or WhatsApp to appear for the personal interaction (online). The tentative date for the interview shall be **18th July, 2025 (Friday).** The meeting link shall be shared with the shortlisted candidates.

General Conditions:

(i) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for interview, who may not have applied for the vacancy as per the procedure.

(ii) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and experience would not entitle a person to be called for interview in case of high response.

(iii)The position is unreserved, but candidates belonging to reserved categories are encouraged to apply.

(iv)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.

(v) Selected candidates should keep ready their scanned copy of the highest degree and documents supporting relevant work experience for verification to be uploaded as and when instructed.

(vi)Selected candidates are expected to join duty immediately after receiving the offer letter.

(Project Director)