

No. ADVT/TISS/PROJECT/PRAYAS/OCTOBER 2026

23 October, 2026

Applications are invited for the positions of ‘Senior Research Officer’ and ‘Senior Documentation and Communication Officer’ on a contractual basis under Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai.

“Prayas” is a field action project of the Centre for Criminology and Justice, School of Social Work, initiated in the year 1990. It is a response to the needs of disadvantaged groups being processed by the Criminal Justice System. It aims at socio-legal and economic rehabilitation of persons who are at risk of being criminalized, exploited for commercial sex, and those in destitute states.

The details of the positions are as follows :

Sr No	Name of the Position	Duration	Remuneration (in Rs/month)*	No of Positions	Location
1	Senior Research Officer	12 Months	Rs 70,000/-	01	TISS, Mumbai Campus
2	Senior Documentation and Communication officer	12 Months	Rs 70,000/-	01	TISS, Mumbai Campus

*(Remuneration is inclusive of Travelling Allowance.)

A. ELIGIBILITY CRITERIA:

1. Senior Research Officer -

Essential and desirable qualifications and experience:

- Candidates with a M.Phil or Ph.D. or those nearing completion of their Ph.D. are preferred.
- At least 3 years of relevant experience in the field of criminal justice / social work with marginalised populations.
- Research skills (conceptualising research, undertaking data collection and analysis, report writing and publication).



TATA INSTITUTE OF SOCIAL SCIENCES

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(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)

- Good command over spoken Hindi and spoken and written English.

Knowledge of Marathi will be an added advantage.

The job requirements include:

- Ability to work effectively in teams as well as independently.
- Should be willing to travel within and between states.
- Ability to meet deadlines.
- Documentation skills.
- Knowledge about publication processes.
- Expertise of qualitative and quantitative research software.
- Conducting field-based research and data collection
- Ability to engage with different stakeholders within the criminal justice system, government functionaries and civil society

2. Senior Documentation and Communication officer-

Essential and desirable qualifications and experience:

- Candidates with a M.Phil or Ph.D. or those nearing completion of their Ph.D. are preferred.
- At least 3 years of relevant experience in the field of criminal justice / social work with marginalised populations.
- Excellent writing skills in English
- Working knowledge of Hindi and Marathi
- Good communication and team building skills
- Ability to work effectively in teams as well as independently
- Willingness to travel outside Mumbai, when required.

The job requirements include:

- Documentation of ongoing work of the project
- Process documentation
- Writing and timely submission of reports to funding agencies



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- Coordinating with the field team to collate data and maintaining the data on monthly basis
- Case documentation
- Writing concept notes and proposals to funding agencies
- Content creation on social media handles of Prayas; additionally, managing and overseeing social media platforms and engagement.
- Preparing Prayas newsletters and helping with writing reports of research studies.
- Coordination of content production, including podcasts, short films, and related media.

B. OTHER CONDITIONS:

(a) The position is unreserved, but candidates belonging to the reserved category can apply. Candidates are advised to fill up online application carefully and provide information as required. Candidate must submit separate application for each position applied for.

(b) The institute reserves the right to relax any of the qualification/ experience/ age limit in exceptional cases, or in case of person already holding analogous position in Government Department/ Research and Academic Institution/ Industry.

(c) 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 the interview.

(d) No queries or correspondence regarding the issue of call letter for interview/selection of candidates for the position 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 position.

(e) The candidate under employment must produce a 'No Objection Certificate' from their employer to appear for an interview.

(f) No TA/DA is payable for appearing for the interview.

(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 issuing the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s).

C. APPLICATION FEE:

The application fee of Rs. 500/- be paid online. The application fee for SC/ST/PWD candidates will be Rs. 125/- 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.

D. APPLICATION PROCESS:

1. Candidates are requested to apply online through the link (Apply Now) provided along with this advertisement on the Institute's website at www.tiss.ac.in
2. Candidate must provide their Gmail ID in Online Application Form.
3. Candidates are requested to take a print of the acknowledgment of the online application and keep it for future reference.
4. Candidates will be informed over e-mail to appear for the Personal Interaction to be conducted at TISS, Mumbai. Request for ONLINE Personal Interaction will not be entertained.

Last date of receipt of online application: 31st October, 2026 .

Verification of documents: The shortlisted candidates are requested to bring XEROX copies of the relevant Certificates of Educational Qualifications, Work Experience & ID Proof (Self attested) along with Original documents for Verification at the time of Personal Interview

Note: The selected candidate would be required to join within 15 days of selection.

Sd/-

Project Leader, Prayas