



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)

TISS/SRA2026/PS/48971/01

Date : 28 October 2026

Notification

Applications are invited for the position of **Senior Research Associate** on a contractual basis at the Tata Institute of Social Sciences (TISS), Mumbai. The Institute seeks a highly motivated, diligent, proactive, and competent professional to support research-related activities under the project and contribute effectively to its implementation and coordination.

Senior Research Associate - 01 Position

A. Eligibility:

- Educational Qualification: Master's degree in social sciences, Humanities, Development Studies, Education, Management, or other relevant disciplines from a recognised university.
- Experience: Minimum 2 years of relevant experience in research, academic project coordination (experience in higher education or research institutions preferred).

B. Preference :

- PhD or advanced doctoral-level research experience will be preferred, particularly in disciplines relevant to the academic programmes.

C. Skills Required:

- Strong research, analytical and academic writing skills.
- Excellent written and verbal communication skills in English.
- Ability to prepare research proposals, project reports, presentations and institutional documents.

- Strong project coordination, planning and organisational skills.
- Proficiency in MS Office, data management tools and digital collaboration platforms.
- Ability to coordinate with faculty, researchers, international partners and administrative teams.
- Ability to manage multiple tasks, meet deadlines and work independently as well as in a team.

D. Key Responsibilities

- Support the coordination and implementation of international research projects, programmes and collaborative academic initiatives
- Coordinate with international partner institutions, researchers and relevant stakeholders for project planning, implementation, meetings and academic activities.
- Assist in tracking project timelines, milestones, deliverables, budgets and documentation related to international research and programme activities.
- Maintain systematic records, databases and documentation of international research collaborations, academic programmes and project outcomes for institutional reporting and review.
- Contribute to the development and maintenance of institutional systems, processes and databases for managing international research collaborations and academic programmes.
- Support compliance with institutional policies, partnership agreements, applicable regulatory requirements and reporting procedures.
- Undertake research, data collection, analysis and other related activities to support the planning, monitoring and evaluation of international research projects and academic programmes.

E. Tenure and Remuneration

This is a temporary 1-year contract appointment. This temporary appointment will be paid a consolidated remuneration of Rs 65,000/- per month, subject to qualifications and experience.

F. 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.

(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.

Last date of receipt of online application: 08 November, 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