



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**DEONAR, MUMBAI 400088**

Adv No. TISS/SoHS/2025

04<sup>th</sup> June 2025

The School of Habitat Studies, Tata Institute of Social Sciences (TISS), Mumbai is inviting applications for the post of Program Coordinator, District Coordinator, Research Associate cum Intern, Field Investigators/Interns and Report writers & analysts for evaluation of schools in Tribal area of Maharashtra to assess the effectiveness of public policy, especially education programs in private english medium schools. Applications are invited for the following posts on a contractual basis. The last date for receiving applications is 13<sup>th</sup> June 2025.

**About the assessment of schools in Tribal areas of Maharashtra:**

The Scheme for Educating Scheduled Tribe students in renowned residential English medium schools in Maharashtra, was initiated in the academic year 2010-11. In 2016, The Government received guidelines for selecting the schools based on the evaluation of facilities and services they provide.

The Tribal Commissioner, Nashik has commissioned the evaluation study to the School of Habitat Studies, Tata Institute of Social Sciences (TISS), Mumbai, to undertake the physical survey (of facilities and services provided by schools and hostels) and assess the quality of education in these schools to ensure the safety and well-being of tribal students.

**Details of vacant positions:**

<b>Sr. No.</b>	<b>Positions</b>	<b>Number of positions</b>	<b>Duration</b>	<b>Remuneration per month</b>
1	Program Coordinator	1	Six months	50,000 per month
2	District Coordinators	13	Two months	50,000 per month
3	Research Assistant cum Intern	1	Two months	25,000 per month
4	Field Investigators/Interns	26	Two months	@750 per day (Rs 22,500 per month)
5	Report writers and analysts	3	Two months	25,000 per month

## **Program coordinator**

### **Eligibility criteria:**

- Master's degree in Social Sciences (M.Ed/ MA Education is desirable).
- Preferably experienced in research, monitoring and evaluation of policy, regulations
- Proficiency in Hindi/English/Marathi.
- Ability to multi-task across different activities in a time-bound manner.
- Conduct field work in tribal areas independently.

### **Role and responsibilities:**

- Maintain comprehensive documentation for data intake, processing, analysis, and reporting.
- Design and plan fieldwork timelines, team assignments and data collection logistics.
- Coordinate between partner schools, tribal department and the research team.
- Contribute to the development of survey and interview tools and coordinate among various stakeholders (students, teachers, principals).
- Monitor progress of field data collection.
- Review field data for completeness and consistency.

## **District Coordinators**

### **Eligibility criteria:**

- Master's degree in Social Sciences (M.Ed/ MA Education is desirable).
- Preferably experienced in research, monitoring and evaluation of public policy/programs or tribal education program.
- Proficiency in Hindi/English, Marathi is must.
- Ability to multi-task across different activities in a time-bound manner.
- Conduct field work in tribal areas independently.

### **Roles and responsibilities:**

- Coordinate the day-to-day research operations within the district.
- Support the implementation of the field plan, ensuring schools and hostels are visited as scheduled.
- Allocate and oversee tasks of Field Investigators and support staff in the district.
- Maintain daily attendance and reporting from field investigators.
- Ensure accuracy and completeness of collected data before it is sent to the central team.

### **Research Assistant cum Intern**

#### **Eligibility criteria:**

- Master's degree in Social Sciences (M.Ed/ MA Education is desirable).
- Preferably experienced in research, monitoring and evaluation or tribal education program.
- Proficiency in Hindi/English and preferably Marathi.
- Conduct field work in the tribal area independently.

#### **Roles and responsibilities:**

- Assist in designing research tools (questionnaires and interview guides).
- Support in organizing and coordinating field visits and interviews.
- Coordinate with team members and other stakeholders(students, teachers and principals).

### **Field Investigator/Interns**

#### **Eligibility criteria:**

- Any graduate in Social Sciences or B.Ed or M.ED.
- Ability to undertake field work and interview.
- Proficiency in Marathi is a must.

#### **Roles and responsibilities:**

- Conduct interviews and surveys.
- Maintain detailed field notes and observation records.
- Travel to assigned schools and hostels as per the field plan.

### **Report writers and analysts**

#### **Eligibility criteria:**

- Any degree in Social Sciences/Sciences.
- Prior experience in research report writing (strong writing and editing skills are desirable).
- Proficiency in MS Excel and data tools (SPSS, basic R).
- Familiarity with formatting and citations (APA/MLA).
- Strong command of English and Marathi.

#### **Roles and responsibilities:**

- Receive and organize raw data from field investigators.
- Perform basic analysis.
- Work with program coordinators to prepare presentation and policy briefs.
- Draft research report.

### **Other Conditions**

- (a) The Institute reserves the right to not fill up the vacancy advertised.
- (b) Since applications received will be shortlisted, merely possessing the prescribed minimum qualifications and the requisite experience would not entitle a person to be called for Personal Interaction (Offline/ Online) in case of high response.
- (c) 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.
- (e) It shall be the responsibility of the candidate to assess his/her own eligibility for the post, for which he/she is applying in accordance with the prescribed qualifications, experience etc, and submit his/her application duly filled-in along with the desired information and documents as per the advertisement. Suppression of information, supply of fake documents, providing false or misleading information or canvassing in any manner on the part of the candidates shall lead to disqualification. In case it is detected at any point of time in future, even after appointment, that the candidate was not eligible, his/her appointment shall be liable to be terminated forthwith as per this clause.
- (f) In case of any ambiguity in general and eligibility in particular for any post, the decision of the Institute shall be final.
- (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 issue of appointment order, the Institute reserves the right to modify/ withdraw/ cancel any communication made to the candidate(s).
- (i) And the Institute reserves the right to cancel/postpone the recruitment even after the shortlisting and interview of the candidates.

### **Application Process:**

Interested candidates who can join as per the timeline are requested to send their CV and an application to [tissevaluationstudy@gmail.com](mailto:tissevaluationstudy@gmail.com) with the subject line “Application for the post that you are interested in applying for” by 13/06/2025.

Only shortlisted candidates will be contacted for an online interview on 17th June. No email or correspondence will be entertained from non-shortlisted candidates.

The interview will be conducted on 19<sup>th</sup> and 20<sup>th</sup> June 2025.

The selected candidates are required to report on 1<sup>st</sup> July 2025 at TISS Mumbai campus.

Selected candidates must be able to attend the orientation program on 1st and 2nd July 2025 in Mumbai, TISS campus.

Sd/-  
Secretariat Office,  
School of Habitat Studies