



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. Purav Marg, Deonar, Mumbai 400 088

(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/TISS/PROJECT/PRAYAS/OCTOBER/2025

October 28, 2025

Vacancy for the post of Senior Research Officers at 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 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.

Post: Senior Research Officers (2)

Nature of Appointment: Contract-basis

Period of Contract: 12 months (that can be extended upto three years)

Location: Mumbai

Essential and desirable qualifications and experience:

- Masters in Social Sciences. Candidates with Masters in Social Work, Sociology or Psychology are preferred.
- Candidates with Doctoral degrees are preferred.
- Research skills (Conceptualising research, undertaking data collection and analysis, report writing and publication).
- Good command over spoken Hindi and spoken and written English. Knowledge of Marathi will be an added advantage.
- 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.

Salary: Rs 70,000 /- per month (consolidated)

The terms listed above may be relaxed in exceptional circumstances. Shortlisted candidates will be invited for a written test and interview.

The last date for receipt of online applications: November 15, 2025.

Other conditions:

- The Institute reserves the right to relax qualification and working conditions of the candidate based on the work experience and to relax age in the case of persons already holding comparable positions in a University/Research Institution of repute.

- The Institute reserves the right to invite persons for interview who may not have applied for as per the above procedure and not fill up the vacancy advertised
- 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 interview.
- The post is unreserved, but candidates belonging to reserved category can apply No queries or correspondence regarding issue of call letter for interview/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
- No TA/DA is payable for appearing for the interview
- **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).**

Application process and interview:

Candidates are requested to fill in the Google Form below

<https://forms.gle/A2JhXBWfkmSF6bzbq8>

If candidates face technical issue related to fill in the Google Form, please do reach out to us - career.prayas@gmail.com

Candidates will be informed over e-mail and/or phone to appear for the Written Test/ Interview (offline / online) during third week of November, 2025.

Note: The selected candidate has to join within 15 days of intimation of selection.

Project Leader, Prayas



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Vacancy for the post of Senior Documentation and Communications Officer at Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai

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Post: Senior Documentation and Communication Officer (1)

Nature of Appointment: Contract-basis

Period of Contract: 12 months (that can be extended upto three years)

Location: Mumbai

Essential and desirable qualifications and experience:

- MA in Social Work (preferably), Sociology, or Social Sciences
- Preferably with 2-3 years of relevant experience in the field of criminal justice / social work
- 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
- 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 and posting developments 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.

Salary – 70,000/- pm (consolidated)

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October 28, 2025

Vacancy for the post of Project Lead (Programmes) at Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai

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Post: Project Lead (Programmes)

Nature of Appointment: Contract-basis

Period of Contract: 12 months (that can be extended upto three years)

Location: Mumbai

Essential and desirable qualifications and experience:

- MA in Social Work.
- Preferably 10 years' experience of leading programmes in the development sector.
- Ability to motivate and work with teams.
- Fluency in Hindi. Fluency in Marathi will be an added advantage.
- 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:

- Overseeing implementation of field programmes.
- Analysis of field processes.
- Design of new strategies for social work intervention.
- Knowledge of spoken Hindi and Marathi.
- Excellent documentations skills and written English.
- Timely submission of reports to funding agencies.
- Managing information and documenting cases.

- Co-ordinate with and support field social workers.
- Engaging with clients.

Salary – 70000/- pm (consolidated)

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October 28, 2025

Vacancy for the post of Project Lead (Administration) at Prayas, a field action project of the Centre for Criminology and Justice, School of Social Work, TISS, Mumbai

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Post: Project Lead (Administration)

Nature of Appointment: Contract-basis

Period of Contract: 12 months (that can be extended upto three years)

Location: Mumbai

Essential and desirable qualifications and experience:

- Post graduate degree in administration and/or management.
- At least five years' experience in managing projects in the non-profit sector.
- Ability to motivate and work with teams.
- Excellent oral and written communication skills in English and preferably Marathi.
- Good communication and team building skills.
- Ability to work effectively in teams as well as independently.
- Willingness to travel outside Mumbai, when required.
- Pleasant manners and is skilled in positive use of authority.

The job requirements include:

- Competence in budget making, monitoring budget expenditure and reallocation of budget heads as per field requirements.
- Communicate with funders, government departments, auditors, etc.
- Timely follow up of matters concerning administration, personnel, purchase, stock taking and accounts with the field units within Prayas and with TISS authorities.
- Timely monitoring of budgeted expenses, identifying gaps in funding and bringing it to the notice of Prayas leadership.
- Work in teams and supervision and mentoring the work of Admn and Accts teams.

Salary – 70000/- pm (consolidated)

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