



**TATA INSTITUTE OF SOCIAL SCIENCES  
DEONAR, MUMBAI 400 088**

Advt. No. TISS/CECSR/2025

24<sup>th</sup> March 2025

The Centre for Excellence in CSR (CECSR), Tata Institute of Social Sciences (TISS) Mumbai, is inviting applications for Field Investigators/Interns, Civil Overseer Officers, Data Operator and Analysis Officers, and Field Investigators for its assessment studies at the Singrauli district of Madhya Pradesh. Applications are invited for the following posts to be appointed on a contractual basis for a period of two month initially and may extend based on performance of the candidate and requirement of the Institute. The last date of receiving application will be **07/04/2025**.

**About the Assessment Studies and Project in Singrauli**

The National Coalfield Limited (NCL) has commissioned a study to the Centre for Excellence in Corporate Social Responsibility (CECSR) of Tata Institute of Social Sciences (TISS) Mumbai, to undertake the physical survey and valuation of assets, assess and measure the households likely to be affected for its coal mining project in the Singrauli District, Madhya Pradesh.

**Location of the project and workplace: Singrauli District, Madhya Pradesh**

**Details of vacant positions**

Sl. No	Position	No. of positions	Duration (May-June)	Remuneration per month	Other logistics supports
1	Field investigators/Interns	50	Two Months	Rs. 20,000- Rs.25,000	In addition to the remuneration amount, accommodation, food and fieldwork travel arrangements will be arranged by CECSR, TISS
2	Civil Overseer Officers	10	Two Months	Rs. 25,000- Rs.30,000	
3	Data Entry Operator/Analyst	05	Two Months	Rs. 25,000- Rs.30,000	
4	Field Coordinator	01	Two Months	Rs. 40,000	

**1. Field Investigators/Interns**

Eligibility Criteria for the Field Investigators/Interns:

- Any graduates in Social Sciences/Science/Engineering (preferably post graduate)
- Ability to undertake field works and household and community survey work
- Understanding on land, property markets
- Ability to evaluate household assets
- Fluent in Hindi speaking and writing

Role and Responsibilities for the Field Investigators/Interns

- Fill out survey forms and complete all necessary documentation accurately.
- Assist the NCL Team Leader in identifying and locating houses for the survey, ensuring proper latitude and longitude recording.
- Support the Civil Overseer in measuring structures as required.

- Verify and finalize survey details with the NCL Team Leader and surveyor to ensure accuracy.
- Mark surveyed houses with a unique house number for identification.
- Announce the survey schedule to residents for the next day's visits.
- Maintain confidentiality and follow ethical research guidelines.

## 2. Civil Overseer Officers

Eligibility Criteria for the Civil Overseer Officers

- Any graduate in Civil Engineering or Post-graduate in Science/Social Science/Engineering
- Understanding on land, property markets
- Ability to evaluate household assets
- Fluent in Hindi speaking and writing

Role and Responsibilities for the Civil Overseer Officers

- **Ensure all necessary survey equipment and materials** are taken before going to the field.
- Measure houses and buildings (public and private properties).
- Support in filling out survey forms when required to maintain data accuracy.
- Review survey data and finalize it with the NCL Team Leader.

## 3. Data Entry Operator and Analyst

Eligibility Criteria for the Data Entry Operator and Analyst

- Any graduate in Science/Social Science/Engineering with
- Proficiency in using computers, including software like MS Office (Word, Excel, etc.) and data entry applications, is essential.
- Diploma or certificate in computer applications or a related field is preferable
- Good typing speed (minimum 30 wpm)

Role and Responsibilities for the Data Entry Operator and Analyst

- Verify and scrutinize data before entry to ensure accuracy and completeness.
- Enter survey data into the designated portal efficiently and accurately.
- Cross-check and validate data with NCL before finalizing to maintain data integrity.
- Submit a daily report of entered data in the required format to NCL and TISS.
- Maintain the confidentiality of all collected data.

## 4. Field Coordinator

Eligibility Criteria for the Field Coordinator

- Graduate degree in Science/Social Science/Engineering with at least 55% of the marks (or an equivalent grade in institutions with a grading system)
- Proficiency in Hindi
- Ability to coordinate with diverse stakeholders and manage administrative aspects of the project.
- Maintain comprehensive documentation for data intake, processing, analysis, and reporting.
- A strong understanding of social, political, and governance aspects.
- Ability to multi-task across different activities in a time-bound manner.

## Role and Responsibilities for the Field Coordinator

### a. Team Supervision & Coordination

- Oversee and manage field staff, ensuring tasks are completed efficiently.
- Conduct regular team meetings to address concerns and improve workflow.

### b. Field Monitoring

- Ensure smooth execution of field activities as per project guidelines.
- Monitor field work and resolve operational challenges.
- **Make daily field visits** to assess the quality and progress of work.
- Ensure accurate and timely data collection from field teams.
- Review and verify survey reports and other field documentation.
- Ensure all required equipment, materials, and resources are available for field activities.
- Coordinate logistics, including vehicle arrangements for field staff.

### c. Compliance & Field Operation

- Ensure adherence to organizational policies and fieldwork protocols.
- Implement and monitor safety measures for field staff.
- Oversee food distribution and quality (both field and campus).
- Address any compliance or ethical concerns in the field.
- Identify and address challenges faced by field staff.
- Mediate conflicts and ensure smooth collaboration among team members.

## Other Conditions

(a) The Institute reserves the right to not fill up the vacancy advertised. The Institute reserves the right to invite persons for Personal Interaction (Offline/ Online), who may not have applied for the vacancy as per the above procedure.

(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:**

(a) Candidates are requested to send their CV and an application to [recruitment.cecsr@tiss.ac.in](mailto:recruitment.cecsr@tiss.ac.in) with the subject line "Application for the post that you are interested to apply for" by 07/04/2025. Only shortlisted candidates will be contacted for an online interview on 14<sup>th</sup> & 15<sup>th</sup> April. No email or correspondence will be entertained from non-shortlisted candidates. No inquiry over phone or email.

Last date to apply for all positions will be 7<sup>th</sup> April **2025**.

**Sd/-  
Secretariat Office  
Centre for Excellence in CSR**