



**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/ADMN/CETE/September/2022**

**26<sup>th</sup> September, 2022**

**Tata Institute of Social Sciences (TISS)**, established in the year 1936 was conferred the status of 'Deemed to be University' in the year 1964, under Section 3 of the UGC Act, 1956. TISS is a centrally funded Deemed to be University under University Grants Commission (UGC), Ministry of Education (MoE), Govt of India (GoI), and operates from its main Campus in Mumbai and Off-Campuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37<sup>th</sup> rank-NIRF 2021) and its Social Work study program bagged the First rank in India Today College Survey for fourth year in a row.

Currently, the Institute offers over 50 Masters' Degree programmes and 16 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of Social Work, Social Sciences, Education, Public Policy, Public Health, Human Resource Management, Labour Studies, Media and Culture, Applied Psychology, Disaster Studies, Habitat Studies among others. BA degree programs in Social Sciences and Social Work are also offered from its Off Campuses. TISS provides excellent work opportunities to scholars committed to creating a just society through education, generation of knowledge, and field action. A high degree of freedom and autonomy shape the positive work ethos and culture of the Institute facilitating strong linkages between teaching, research, field action, and policy. The Institute nurtures multiple research collaborations with some of the best universities and institutions nationally and across the globe.

The **Centre of Excellence in Teacher Education (CETE)** at the Tata Institute of Social Sciences, Mumbai (<http://bit.ly/cetewebsite>), aims to enable Right to Quality Education for all children in India by helping teachers respond to diverse and changing needs. Built around the central premise that professional qualified teachers can create lasting impact, the centre focuses on empowering teachers, improving professional development standards, supporting the teacher education ecosystem, and advocating the strengthening of policy on teaching and teacher education. Research at the centre is on the themes of quality in teaching, policy and scaling innovations, inclusion, curriculum and pedagogy, and EdTech. Academic teaching programmes include B.Ed. - M.Ed., M.A. Education, doctoral research, short term programmes through blended learning, and online offerings to enhance capabilities of teachers and teacher education faculty ([www.tissx.tiss.edu](http://www.tissx.tiss.edu)). Key field action projects are focused on improving inclusive teaching-learning at schools and employing technology thoughtfully in professional development of teachers. The Connected Learning Initiative (<https://clix.tiss.edu>), was awarded the UNESCO King Hamad Prize for the Use of ICTs in Education in 2018. CETE is supported by the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, Government of India and the Tata Trusts.

The Centre is looking to recruit highly motivated and qualified professionals and researchers to staff its multidisciplinary teams and contribute to its projects and activities:

**Summary of Positions (On a Contract Basis):**

<b>Non-Teaching Positions</b>			
<b>Sr. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
1.	<b>Senior Research Associate</b>	1	Nagpur/Mumbai
2.	<b>Research Assistant (Part-time)</b>	02	Hissar, Haryana & Chennai
3.	<b>Research Associate</b>	02	Mumbai

**(Details of positions are provided separately)**

**Last date to receive applications:** 5<sup>th</sup> October, 2022  
**Tentative dates for interview:** 17<sup>th</sup> to 21<sup>st</sup> October, 2022  
**Suggested date of joining:** As early as possible

**How to apply:**

**Application process and interview**

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-ApplicationsforNonTeaching-Sept2022> and after submitting the form to take a screenshot and send the same to [cete.recruitment@tiss.edu](mailto:cete.recruitment@tiss.edu) If you have any questions regarding the positions, please email [vijay.jathore@tiss.edu](mailto:vijay.jathore@tiss.edu) and [swati.kamble@tiss.edu](mailto:swati.kamble@tiss.edu)
- (b) Candidates are requested to write the position name in the subject line of email while sharing the screenshot of the submission and other documents
- (c) Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation
- (d) Candidates will be informed over e-mail and/or mobile phone to appear for the Written/ Personal Interaction/ skill test to be conducted at TISS, Mumbai

**Other conditions**

- The Institute reserves the right to relax qualification 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
- The candidate under employment must bring 'No Objection Certificate' from their employer to appear for presentation/interview
- 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)

**s/d- Project Leader**

## **Detailed description of the positions**

### **1. Senior Research Associate (1 Position)**

Research Lead will be expected to coordinate the project management and implementation. A good understanding and experience of research practices, project management and coordination, and managing timelines and resources would be required.

#### **Key Responsibilities:**

- Coordinate project management tasks including organize, enter, and analyze data and create reports related to the project.
- Coordinate with the project partners to collect data and provide support and training on data collection.
- Breaking the project into tasks, subtasks and setting schedules for the project deliverables.
- Defining milestones, highlighting the project dependencies and tracking project status.
- Coordinate developing and maintaining the project database.
- Conduct extensive review of literature and write summaries.
- Travel to the project sites (at least 10 days a month) all over India to oversee data collection and other research documentation.
- Administer and coordinate research related events.
- Work with teachers and students on case studies and documentation.
- Oversee assessment and data collection functioning at partner organizations and research assistants.
- Provide day to day programmatic support to the project partners.
- Coordinating with Knowledge Partners, Government Departmental Officials for different programmes.
- Support faculty with administration tasks for research projects, workshops, seminars etc
- Coordinate with the centre communication team for designing posters, social media posts, meetings, seminars and workshops.

#### **Desired Profile/Skills:**

- A good understanding and working experience of SPSS and other statistical softwares for quantitative analysis.
- Programming ability preferably in Python and R
- Working knowledge of at least one software for qualitative analysis
- Should be aware of latest technological developments in education-technology
- Should be able to write reports and use APA format
- Ability to leverage technology for work such as the use of Google Drive, Learning Management of LMS platforms such as Google Classroom, OpenEdx, etc
- Ability to meet deadlines
- The ability to work collaboratively
- Proficiency in handling spreadsheets
- Fluency in English, Hindi and/or Tamil is essential

#### **Experience:**

- At least four years of experience in research in education-technology for K-12 especially in government setting
- Experience in field observation and data collection
- Designing and administering research tools
- Experience in data analysis, both qualitative and quantitative
- Good track record of publication
- Experience and sound knowledge of educational platforms

**Qualifications:** Applicants must have a Master degree in Science/Computer Science, Education, Statistics or equivalent from recognized institutions.

**Duration:** Six Months

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 50,000 to Rs. 60,000 per month, commensurate with qualification and experience.

**Location:** Nagpur/Mumbai

## **2. Research Assistant (2 Positions (Part-time))**

Research Assistant will be expected to assist in the project implementation and coordinate with Research Lead. Knowledge of project management and ability to coordinate, manage timelines and resources would be required. Willingness to learn and be mentored in these areas is essential. The person will provide support to the project coordinator to enable implementation of the project in the respective districts. Local or native candidates from Hissar (Haryana) and Chennai (Tamil Nadu) with fluency in Hindi and/or Tamil will be given preference.

### **Key Responsibilities:**

- Provide implementation support, develop required resources, document all aspects of project work and prepare quarterly reports
- Basic research and documentation skills
- Data collection
- Coordination at various level

### **Desired Profile/Skills:**

- A good understanding and working experience of SPSS and other statistical softwares for quantitative and/or qualitative analysis.
- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in research and working with teachers and student
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in organising and analysing data (quantitative and qualitative)
- Experience in drafting research papers and reports

### **Qualifications:**

Post graduate degree in Science, Education, Social Sciences, Statistics or equivalent from recognized institutions.

**Duration:** Three months (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 20,000 to Rs. 22,000 per month, commensurate with qualification and experience.

**Location:** Chennai and Hissar, Haryana

### **3. Research Associate (2 Positions)**

You will work closely with the project lead and the course team for the online certificate course on learning sciences and use of technology within constructivist perspective. This course is part of Centre of Excellence in Teacher Education (CETE), TISS.

#### **Key Responsibilities**

- Conduct interviews (30-40) with teachers who were enrolled in the online certificate course on 'Constructive Teaching & Learning with Technology'
- Transcribe the teacher interviews
- Data analysis (large scale) of teacher interviews, pre and post course surveys
- Documentation of the findings from the teacher interviews
- Drafting of Impact Report for the entire project
- Manage the closing cum dissemination event for the project

#### **Desired Profile/Skills**

- The applicant should be a graduate and is pursuing higher studies
- Prior experience in research (preferably in the field of education)
- Good Communication Skills and a B2 proficiency level in English
- Proficient knowledge of using SPSS and other software for qualitative data analysis
- Owns a smartphone and laptop with a reliable internet connection
- Applicant should have an interest in research in the area of Education
- Sensitivity towards diversity in language and culture
- Should be able to take other administrative responsibilities required for the project
- Prior experience of working with teachers
- Can speak Hindi and speaks either Kannada or Telugu

**Qualification:** Applicants must have a postgraduate degree in Social Sciences/Education

**Duration:** Two and half Months

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 30,000/- to 40,000/- per month, commensurate with qualification.

**Location:** Mumbai

The end