



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/August/2022

16th August, 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 (37thrank-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). 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 received seed support from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, Government of India, and 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):

Non-Teaching Positions			
Sr. No.	Position	No. of Position	Location
1.	Office administrator/Project Manager	01	Bangalore
2.	Senior Research Associate / Post-Doctoral Fellow	01	Mumbai
3.	Junior Research Associate	01	Mumbai
4.	Research Associate	01	Delhi/Lucknow/Bangalore
5.	Research Assistant	02	Delhi//Lucknow/Bangalore
6.	Research Associate	01	Bangalore/Mumbai
7.	Research Assistant	02	Bangalore/Mumbai

(Details of positions are provided separately)

Last date to receive applications: 26th August, 2022
Tentative dates for interview: 29th August to 6th August, 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-Aug22> and after submitting the form to take a screenshot and send the same to cete.recruitment@tiss.edu If you have any questions regarding the positions, please email vijay.jathore@tiss.edu and 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. Office administrator/ Project Manager (One Position)

Project Manager will be expected to assist in the programme management. 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.

Key Responsibilities:

- Project management:
 - Provide on-going support to the Centre chair with respect to project management tasks including
 - Breaking the project into tasks, subtasks and setting schedules for the project deliverables
 - defining milestones, highlighting the project dependencies and tracking projects
- Office Administration:
 - Coordinate activities throughout the Centre to ensure efficiency and maintain compliance with TISS policy
 - Manage agendas, travel plans and appointments for senior faculty,
 - Manage emails, letters, packages, phone calls and other forms of correspondence
 - Support bookkeeping and budgeting procedures for the Bangalore Project office
 - Create and update databases and records for financial information, personnel, and other data and track and replace office supplies as necessary
- On-going Academic Support to Centre faculty:
 - Coordinating with Knowledge Partners, Government Departmental Officials for different programmes
 - Support faculty with administration tasks for research projects, workshops, seminars etc
 - Coordinate with centre communication team for designing posters, meetings, seminars and workshops

Desired Profile/Skills:

- The ability to work collaboratively
- Ability to meet deadlines
- Proficiency in handling spreadsheets
- Fluency in English is desirable

Qualification: Applicants must have a degree in BBA/MBA or equivalent from recognized institutions.

Experience: A minimum of three years administration, project management and coordination experience

Duration: One year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 45,000/- to 60,000/- per month, commensurate with qualification and experience.

Location: CETE, Bangalore (with no option to work remotely)

2. Senior Research Associate / Post-Doctoral Fellow (One Position)

You will work with the centre faculty/project lead and other team members to assist the UNICEF supported research study.

Key Responsibilities:

- Source and summarise secondary research to establish the importance of libraries as physical spaces to improve literacies ranging from foundational to critical to cultural
- Present an analysis of various policies and frameworks related to libraries, especially in the context of Maharashtra
- Design and conduct a survey to understand the nuances of the libraries that exist in government elementary schools in Maharashtra with respect to availability, quality, access and use of library resources, teacher preparedness in identifying, selecting and facilitating the use of resources, stakeholders' perceptions regarding use of libraries
- Train interns to conduct field visits, gather data and present rudimentary analysis
- Visit the field (across select districts of Maharashtra) to gather first-hand information with
- Contribute to drafting the report
- Organise data collection using ethical framework and analyse the data
- Analyse trends with regards to the availability of, access to and use of resources in the library,
- Identify gaps between policy and practice and similarities and differences in stakeholder perceptions
- Identify and document best practices adopted by government school libraries
- Document processes and findings to feed into presentations and the report

Desired Profile/Skills:

- Ability to leverage technology for work such as the use of Google Drive, Learning Management Platforms such as Google Classroom, etc
- Good Communication Skills and a B2 proficiency level in English
- Proficiency in Marathi will be preferred
- Good Academic writing skills including experience in writing academic articles and book /book chapters
- Ability to meet deadlines and work on a range of production tasks.
- Ability to use various social media for academic purposes will be preferred

Experience:

- Two to three years' experience of independently conducting research.
- Experience in research in the area of education. Should have presented two papers at national/international conferences.
- Experience in field observation and data collection.
- Experience in independently handling tasks with tight deadlines and with attention to detail.
- Designing and administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports.
- Project management experience will be preferred

Qualifications: Applicants must have a postgraduate/doctoral degree in Education. A doctoral degree in either Humanities (Social Science/English) or Education is required.

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 55,000/- to 75,000/- per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai

3. Junior Research Associate (One Position)

You will work with the centre faculty/project lead and other team members to assist the UNICEF supported research study.

Key Responsibilities:

- Source and summarise secondary research to establish the importance of libraries as physical spaces to improve literacies ranging from foundational to critical to cultural,
- Conduct a survey to understand the nuances of the libraries that exist in government elementary schools in Maharashtra with respect to use of libraries
- Visit the field (across select districts of Maharashtra) to gather first-hand information with
- Contribute to drafting the report
- Analyse trends with regards to the availability of, access to and use of resources in the library,
- Identify gaps between policy and practice and similarities and differences in stakeholder perceptions
- Identify and document best practices adopted by government school libraries.
- Document processes and findings to feed into presentations and the final report

Desired Profile/Skills:

- Ability to leverage technology for work such as the use of Google Drive, Learning Management Platforms such as Google Classroom, etc.
- Good Communication Skills and a B2 proficiency level in English.
- Proficiency in Marathi will be preferred.
- Good Academic writing skills including experience in writing academic articles and book /book chapters
- Ability to meet deadlines and work on a range of production tasks
- Ability to use various social media for academic purposes will be preferred

Experience:

- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports

Qualifications: Applicants must have a postgraduate degree in Education. Preference will be given to those with a research degree in education (M.Phil or higher).

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 35,000/- to 50,000/- per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai

4. Research Associate (One Position)

You will work with the centre faculty/project lead and other team members on a UNICEF supported research studying DIETs in Uttar Pradesh.

Key Responsibilities:

- Coordinate and manage project related meetings and communications and Track progress over time
- Conduct literature reviews
- Prepare data collection tools, collect, organize and analyse data
- Summarize project results and prepare progress reports
- Travel to field sites (rural districts) to collect and record data as appropriate to the specific objectives of the study
- Assist with preparation of all training workshops for data collection
- Prepare other articles, reports and presentations and write and contribute to publications

Experience:

- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports

Qualifications:

- Post graduate degree in education (Teacher Professional Development specialization is welcome)
- Experience in research and working with teachers
- Good knowledge of Hindi

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 45,000/- to 50,000/- per month, commensurate with qualification and experience.

Location: Delhi/Lucknow/Bangalore with travel to Uttar Pradesh

5. Research Assistant (Two Positions)

You will work with the centre faculty/project lead and other team members on a UNICEF supported research studying DIETs in Uttar Pradesh.

Key Responsibilities:

- Coordinate and manage project related meetings and communications and Track progress over time
- Conduct literature reviews
- Prepare data collection tools, collect, organize and analyse data
- Summarize project results and prepare progress reports
- Travel to field sites (rural districts) to collect and record data as appropriate to the specific objectives of the study
- Assist with preparation of all training workshops for data collection
- Prepare other articles, reports and presentations and write and contribute to publications

Experience:

- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports

Qualifications:

- Post graduate degree in education (Teacher Professional Development specialization is welcome)
- Experience in research and working with teachers
- Good knowledge of Hindi

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 30,000/- to 35,000/- per month, commensurate with qualification and experience.

Location: Delhi/Lucknow/Bangalore with travel to Uttar Pradesh

6. Research Associate (One Position)

You will work with the centre faculty/project lead and other team members on a UNICEF supported research studying a programme implemented in Maharashtra for teacher development and support.

Key Responsibilities:

- Coordinate and manage project related meetings and communications and Track progress over time
- Conduct literature reviews
- Prepare data collection tools, collect, organize and analyse data
- Summarize project results and prepare progress reports
- Travel to field sites (rural districts) to collect and record data as appropriate to the specific objectives of the study
- Assist with preparation of all training workshops for data collection
- Prepare other articles, reports and presentations and write and contribute to publications

Experience:

- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports

Qualifications:

- Post graduate degree in education (Teacher Professional Development specialization is welcome)
- Experience in research and working with teachers

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 40,000/- to 50,000/- per month, commensurate with qualification and experience.

Location: Bangalore/Mumbai with travel within Maharashtra

7. Research Assistant (Two Positions)

You will work with the centre faculty/project lead and other team members on a UNICEF supported research studying a programme implemented in Maharashtra for teacher development and support.

Key Responsibilities:

- Coordinate and manage project related meetings and communications and Track progress over time
- Conduct literature reviews
- Prepare data collection tools, collect, organize and analyse data
- Summarize project results and prepare progress reports
- Travel to field sites (rural districts) to collect and record data as appropriate to the specific objectives of the study
- Assist with preparation of all training workshops for data collection
- Prepare other articles, reports and presentations and write and contribute to publications

Experience:

- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in data analysis, both qualitative and quantitative
- Experience in drafting research papers and reports

Qualifications:

- Post graduate degree in education (Teacher Professional Development specialization is welcome)
- Experience in research and working with teachers

Duration: Six Months (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 30,000/- to 35,000/- per month, commensurate with qualification and experience.

Location: Bangalore/Mumbai with travel within Maharashtra

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