



**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/July/2022**

**11<sup>th</sup> July, 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)** (formerly Centre of Education, Innovation and Action Research) is an Independent Centre at TISS Mumbai which was established in 2015 to engage with and promote innovation in school curriculum, teacher education and higher education curriculum and pedagogy. The Centre incubates and promotes innovations that address the need to raise quality and standards and relevant to the developing world, and the innovative use of new technologies and media. The Centre was awarded the UNESCO-King Hamad Prize for Excellence in the Use of ICTs in Education in 2018. The Centre is actively engaged in research, development, teaching, field action/action research and advocacy and offers opportunities for national and international collaboration, innovation and excellence in teaching and research. The Centre offers MA Education, BEd MEd (Integrated, NCTE recognised) and PhD in Education. It offers short term, blended and online courses and programmes for teachers and teacher educators and education administrators ([www.tissx.edu](http://www.tissx.edu)). The Centre is active in research and is engaged in collaboration with national and international academic institutions. The Centre is recipient of seed funding from the Pandit Madan Mohan Malaviya National Mission on Teachers and Teaching, and the Tata Trusts and receives support from CSR and foundations to achieve its objectives.

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.	Project Manager - CLIX	01	Mumbai
2.	Project Manager	01	Bangalore
3.	Software Test Engineer	01	Mumbai

**Details of each position are provided below.**

**Last date to receive applications:** 25<sup>th</sup> July, 2022  
**Tentative dates for interview:** 1<sup>st</sup> to 6<sup>th</sup> 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-ApplicationforNonTeaching-July22> 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 above-mentioned 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. Project Manager – CLIX (One Position)**

The person will be expected to work closely with the Principal Investigator (PI) and Co-PIs and coordinate with other groups of the project to plan, manage, execute and document the process of field implementation of CLIX 2.0 across Chhattisgarh, Mizoram and Telangana. The person will be working primarily on the implementation of teacher professional development, student module implementation, scaling and research and documentation. The person will also be expected to coordinate projects extending from CLIX 2.0. Please visit <https://clix.tiss.edu> to know about the project

#### **Key Responsibilities:**

- Coordinate with other teams such as Communications, Partnerships, Project Management Unit (PMU), Research, Short Term Programmes and Technology on various aspects (technical, pedagogical and research)
- Coordinate with HR and TISS Admin for field-level requirements and needs
- Build on and create robust documentation to bring out the impact of interventions, both, at the level of intervention states and centrally.
- Identify areas for strengthening existing partnerships and foster newer ones and build meaningful proposals
- Anchor research tasks and operations for the studies undertaken by CETE, including coordinating the onboarding of interns, research associates etc. and contributing to tools development, data collection, analysis and report writing.
- Anchor Achievement Survey of Student Learning Outcomes in select CLIX 2.0 Schools across the CLIX States.
- Manage and maintain field teams' administrative systems (accounts, claims, bookkeeping assets etc), in close coordination with Project Lead(s).
- Support field teams and other CLIX teams for field operations and logistics
- Lead organizing various outreach & dissemination events and coordinate a vibrant social media presence of the interventions of CETE.
- Regular reporting both for internals and external communication.
- Liaisoning with government departments for adoption, implementation, expansion and collaboration
- Travel to field sites for research, monitoring and evaluation and building partnerships.

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

- Knowledge of field issues in education and familiarity with technology use in education
- Project management
- Excellent written and verbal skills in English Fluency in Hindi and other Indian Languages.
- Ability to undertake extensive travel and for extended periods of time
- Ability to support field teams and partners
- Knowledge and familiarity with technology
- Interest in large-scale reform processes and development
- Self-motivation and ability to multi-task and deal with stressful situations
- Ability to meet deadlines and work on a range of tasks
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**Qualification:** Applicants must have a post-graduate degree/diploma in Management/ Education/ Development Studies/ Social Work/ Social Entrepreneurship or equivalent from recognized institutions.

#### **Experience:**

- Experience in working with field teams: planning, managing and executing projects
- Field experience: - working with schools and teachers.

**Duration:** Till March 2023 (may be extended subject to project timelines and satisfactory performance)

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

**Location:** CETE, TISS, Mumbai

## 2. 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
- Ability to read/write/communicate in English and Kannada
- Fluency in Kannada is desirable

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

**Experience:** A minimum of 3 years in the education sector, preferably with experience of setting up/working in a resource centre and/or conducting workshops.

**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

### **3. Software Test Engineer- (One Position)**

You will work with the developer team, centre faculty as well as other teams such as content and project implementation teams at the centre – right from the requirements stage to release of the learning platforms, digital interactives, dashboards and websites.

#### **Key Responsibilities**

- Ownership of the testing cycle aspects of various learning platforms, EdTech tools, dashboards, websites, mobile apps and software packages – including automation, scripting, debugging, testing and delivery
- Work with various teams at the centre to gather requirements, seek feedback and proactively find innovative solutions alongwith developers
- Support teams at the centre, on-campus and remote, for IT services and infrastructure maintenance, troubleshooting and liasoning with service providers
- Creating and maintaining comprehensive code repositories and project documentation
- Participate in Scrum meeting, discussions, conference calls and work closely and proactively with team members under the guidance of seniors

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

- Ability to understand the functional requirements, translating them to test cases and keeping communication channels open both ways
- Comfort with the general front-end technologies, Understanding of UX principles, usability aspects and web accessibility guidelines, and ability to work with new technologies
- Proven experience of test case automation and bug tracking with frameworks/tools such as Selenium and Cucumber
- Comfort with one or more programming/scripting languages - HTML5, python, shell
- Experience with Open-Source modes of development – on Linux variants, docker and virtual environments, ability to work with Git - GitHub and GitLab
- Working knowledge of computer hardware and software and debugging skills to troubleshoot common issues
- Being a considerate and cheerful team player with ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CETE technology efforts can be primed for success
- Should be able to work well under pressure and be comfortable with change and complexity in dynamic environments, be able to estimate efforts and deliver with stringent timelines
- Good communication skills with diverse teams and ability to use tech platforms for updates, discussions, Accent on (always) improving his/her own and the teams' skills
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs
- Willingness to work and accept new responsibilities and challenges as per the need of organization

#### **Qualifications**

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

#### **Experience**

- 1+ years of relevant experience in a software industry
- Experience in agile methodology of software development

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

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

**Location:** CETE, TISS, Mumbai

The end