



**TATA INSTITUTE OF SOCIAL SCIENCES**  
**V.N. Purav Marg, Deonar, Mumbai 400 088**  
(A Deemed University under Section 3 of the UGC Act, 1956)

**ADVT/ TISS/ADMN/CETE/May/2023**

**26<sup>th</sup> May 2023**

The **Tata Institute of Social Sciences** ([www.tiss.edu](http://www.tiss.edu)), established in the year 1936 is a Deemed to be University, fully funded by the University Grants Commission, Govt of India. TISS is a Grade I University with NAAC score of 3.89/4 and is ranked 60 under NIRF University Rank Category for 2022.

With campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Undergraduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. programmes.

Freedom and autonomy shape the positive work ethos and culture of the Institute and facilitate strong linkages between teaching, research, field action and policy engagement. The Institute encourages and supports researchers to engage in foundational, applied, field and action- oriented research, and it also nurtures research collaborations nationally and internationally, with a commitment to creating a just society through education, generation of knowledge and field action initiatives.

The Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

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 the 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 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 Ph.D. 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 the 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.

**CETE invites applications for non-Teaching positions to be filled on a contract basis (Candidates may apply for multiple positions as per qualifications, experience and Interest):**

**Summary of the Positions:**

<b>Non-Teaching</b>			
<b>S. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
<b>Post doctoral fellow/ Senior Research Associate</b>			
1.	Education Technology	01	Mumbai / Madhya Pradesh
<b>Research Associate / Resource Person</b>			
2.	Legal Studies/Education	03	Delhi, India
3.	Media Studies/Journalism/Storytelling	03	Delhi, India
<b>Research Assistant (Senior)</b>			
4.	Constructive Teaching and Learning	01	Mumbai
<b>Intern</b>			
5.	Research	02	Mumbai

6.	Creative Communication	01	Mumbai
<b>Field Resource Person</b>			
7.	Senior School Facilitator	02	Mumbai
8.	School Facilitator cum Admin Assistant	01	Mumbai
<b>Academic Support / School Internship/ Placement/ Field Attachment/ Student competency building</b>			
9.	Student Affairs Coordinator	01	Mumbai
<b>Administrative / Academic</b>			
10.	Administrative / Academic Assistant	03	Mumbai

**Details of positions are provided separately below.**

**How to apply:**

**Application process and interview**

- Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-may2023> 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), [sudheer.reddy@tiss.edu](mailto:sudheer.reddy@tiss.edu) and [swati.kamble@tiss.edu](mailto:swati.kamble@tiss.edu)
- Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents
- Short-listed candidates may be invited for Written/ Personal Interaction/ skill test for evaluating their proficiency and skills depending upon Covid-19 situation
- 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 the 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 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 an interview
- The post is unreserved, but candidates belonging to reserved category can apply. No queries or correspondence regarding the 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 a 'No Objection Certificate' from their employer to appear for a 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 the appointment order, the Institute reserves the right to modify/withdraw/cancel any communication made to the candidate(s)
- Staff with salaries more than 60 thousand per month, very short-term contracts and interns are expected to bring their own computing device to work. Specialised equipment and/or computing devices will be issued based on project needs and on a case by case basis only

**Last date to receive applications: 10<sup>th</sup> June 2023**

**Tentative dates for interview: 12<sup>th</sup> to 19<sup>th</sup> June 2023**

**Suggested date of joining: Selected Candidates are expected to join within 15 days of their selection**

**s/d- Project Leader**

## Detailed description of the positions

### Post doctoral fellow/ Senior Research Associate

#### **1. Education Technology - One Position**

The role will be expected to coordinate the project management and implementation. A good understanding and experience of research practices, developing research proposal, project management and coordination, writing final research report and managing timelines and resources would be required. It is expected to coordinate with the Project Lead and Research Team to facilitate the research work of the project. Ability to coordinate, manage timelines and resources would be required.

#### **Key Responsibilities**

- Develop research proposal
- 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
- 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 to 12 days a month) to oversee data collection and other research documentation
- Administer and coordinate research-related events
- Develop the final Research Report with the PI

#### **Desired Profile/Skills and Experience**

- Based in MP state
- A good understanding and working experience of SPSS and other statistical softwares for quantitative and/or qualitative analysis
- Excellent writing skills
- 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 organizing and analyzing data (quantitative and qualitative)
- Experience in drafting research papers and reports

#### **Qualifications**

- Post doctorate/ Doctorate/ Post graduate degree in Science, Education, Education Technology, Social Sciences, Statistics or equivalent from recognized institutions.

**Duration of Engagement:** 7 months (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 60,000 /- to Rs. 75,000/-** per month, commensurate with qualification and experience.

**Location:** Mumbai / Madhya Pradesh

## **Research Associate / Resource Person**

### **2. Legal Studies/Education – Three Positions**

The role will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

#### **Key Responsibilities**

- Research (primary and secondary) to support the development of modules for the project
- Gather inputs from the field and incorporate them into modules working along with the team
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

#### **Desired Profile/Skills and Experience**

- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades
- Must be able to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience
- A good understanding of Constitutional Law and legal processes of India
- Work in the area of Legal Services / Law Practice
- 1-2 years of experience

#### **Qualifications**

- Masters in Education / Public Policy / Policy Studies / Development Studies / Social Work or Legal Studies / Law/ & / OR related fields

**Duration of Engagement:** Two years (extendable based on project needs and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to 70,000/- per month**, commensurate with qualification and experience

**Location:** Delhi, India

### 3. Media Studies/Journalism/Storytelling – Three Positions

The role will work closely with the Curriculum Team of the World of Work Project at CETE-TISS to develop modules and deliver the same in Senior Secondary grades at Delhi Schools of Specialized Excellence run by the Government of NCT of Delhi.

#### Key Responsibilities

- Research (primary and secondary) to support the development of modules for the project
- Gather inputs from the field and incorporate them into modules working along with the team
- Act as a medium of communication between the school and the team
- Ensure timetable and resource allocation in schools as required by the curriculum
- Ensure the timely implementation of curriculum elements in all allocated schools in Delhi
- Document the positive/negative feedback from the field and relay to the project/curriculum development team
- Document the challenges and suggestions for improvement
- Liaise with the relevant industry experts for inputs, master classes, internships, general guidance

#### Desired Profile/Skills and Experience

- Experience of teaching senior grades / adolescents especially in social sciences and humanities (preferred)
- An understanding of pedagogical approaches for senior grades
- Must be able to leverage technology in everyday work and the classroom
- Excellent communication and collaboration skills
- Mentoring and supervising experience
- A good understanding of Storytelling, Media, Communications
- Experience of Work in the area of Media / Journalism / Storytelling / Performing Arts / Communications / Literature or related fields
- 1-2 years of experience

#### Qualifications

- Masters in Education / Social Sciences / Literature / Development / Development Studies / Social Work / Journalism / Mass Media / Mass Communication / Advertising & PR & / OR related fields

**Duration of Engagement:** Two years (extendable based on project needs and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 50,000/- to 70,000/- per month**, commensurate with qualification and experience

**Location:** Delhi, India

## **Research Assistant (Senior)**

### **4. Constructive Teaching and Learning – One Position**

The role will be expected to coordinate with the Project Lead and Research Team to facilitate the research work of the project. Ability to coordinate, manage timelines and resources would be required. Willingness to learn and to be mentored in these areas is essential. The person will provide support to the project manager to enable implementation of the project in the schools.

#### **Key Responsibilities**

- Basic research and documentation skills
- Co-Design tools for data collection
- Data collection and analysis
- Coordination at various level
- To conduct baseline and endline assessments with students in the BMC schools in M-ward, Mumbai
- Help in the implementation of TELTA-21 lesson plans in BMC schools
- Document and report the progress weekly
- Visit BMC schools with field-coordinator to build rapport and conduct orientations with teachers and students

#### **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 of Engagement:** One Year (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 25,000/- to Rs. 30,000/-** per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

## **Intern**

### **5. Research – Two Positions**

The role will work closely with the research coordinator for proper administration of baseline and endline in the BMC school of M-Ward.

#### **Key Responsibilities**

- To conduct baseline and endline assessments with students in the BMC schools in M-ward, Mumbai.
- Help in the implementation of TELTA-21 lesson plans in BMC schools
- Document and report the progress weekly
- Visit BMC schools with field-coordinator to build rapport and conduct orientations with teachers and students

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

- The applicant should be a graduate and is pursuing higher studies (Graduation/Post Graduation)
- Desired age group: 20 - 30 years
- Proficient in Hindi, English and Marathi
- Proficiency in computer applications such as MS Office, movie maker, photostory, etc and familiarity with Zoom, Google Meet and similar applications
- Owns a smartphone with a reliable internet connection
- The applicant should be open to learning new technology applications as per the requirement of the project
- Applicant should have an interest in research in the area of Education
- Sensitivity towards diversity in language and culture
- Interest to learn and work with students
- Applicant must be based in Mumbai

**Qualifications:** Minimum qualification graduate in any discipline, candidates pursuing masters are preferred

**Experience:** Fresher

**Duration of Engagement:** Two Months (*Certificate of Completion will be provided*)

**Remuneration/Stipend:** Gross monthly remuneration /stipend for the position is in the range of **Rs. 5,000/- to 10,000/-** per month, Travel expenses will be provided as per actuals.

**Location:** CETE, TISS, Mumbai

## 6. Creative Communication - One Position

The role will work with the field coordinators of TELTA and the communications team at CETE. The intern would assist in communications tasks including, but not limited to: production and editing- photo and video, social media content, developing creatives, graphic design, digital asset management, and other communications and administrative support tasks as assigned.

### Key Responsibilities

- Designing Story boards
- Taking photographs and shooting video content on the field to communicate the programme's impact
- Editing the photographs and videos for publishing on social media and sharing with our partners with proper caption and details
- Working with the field coordinators to gain data through interview and observation which will be converted into infographics to share with our stakeholders
- Crafting content in collaboration with the communications team in the form of reels, short videos
- Collaborating with staff on new ideas, directions, and tools for marketing and communications
- Openness to field work in urban ghettos

### Desired Profile/Skills

- Aptitude for video editing, creative use of language, analytical mind to understand and communicate information to the right audience
- Fluent written and spoken English
- Knowledge of conversational Hindi and Marathi would be an asset

**Qualifications:** Diploma in mass communication or equivalent field / discipline and knowledge of photo and movie editing software like Photoshop, Final Cut Pro, Adobe Premiere Pro, After Effects, Canva.

**Duration of Engagement:** Three Months (*Certificate of Completion will be provided*)

**Remuneration/Stipend:** Gross monthly remuneration / stipend for the position is in the range of **Rs. 20,000/- to 25,000/- per month.**

**Location:** CETE, TISS, Mumbai



## **Field Resource Person**

### **7. Senior School Facilitator – Two Positions**

The role work will mostly be to facilitate Constructive Teaching and Learning with Technology activities with the upper primary and secondary students of BMC Schools in M-Ward.

#### **Key Responsibilities**

- Daily visit of BMC school
- Tracking of all program activities
- Facilitate technology enabled lesson plan implementation and activities with students
- Facilitate computational thinking activities with students
- Plan and facilitate Inter-School LeaP-Quest/Problem based activities with students
- Facilitate school-level student camps on computational thinking
- Distribute & collect consent forms
- Conduct Baseline & Endline with students
- Visit schools and interact with HMs and teachers to orient on program when required
- Provide handholding support in lesson planning with Teachers
- Provide support in TPD activities
- Involve teachers in the TPD process and project activity
- Maintain daily activity reports

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

- Good written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities
- Knowledge of working on collaborative application like google sheet
- Knowledge in computational thinking
- The ability to work collaboratively

**Qualification:** Graduation in any discipline

**Experience:** 3-5 years' experience working in similar roles preferably for Education Institutions

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

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

**Location:** CETE, TISS, Mumbai

## 8. School Facilitator cum Admin Assistant – One Position

The role work will mostly be to handle the administrative task of the project along with facilitating Constructive Teaching and Learning with Technology activities with the upper primary and secondary students of BMC Schools in M-Ward.

### Key Responsibilities

- Coordinating with various administrative and finance department at TISS
- Making travel claims
- Handling project Advance settlements
- Booking venues, vehicles, etc
- Assisting in organizing events
- Maintaining Activity Log and reports
- Daily visit of BMC school
- Tracking of all program activities
- Facilitate technology enabled lesson plan implementation and activities with students
- Facilitate computational thinking activities with students
- Plan and facilitate Inter-School LeaP-Quest/Problem based activities with student
- Facilitate school-level student camps on computational thinking
- Distribute & collect consent forms
- Conduct Baseline & Endline with students
- Visit schools and interact with HMs and teachers to orient on program when required
- Provide handholding support in lesson planning with Teachers
- Provide support in TPD activities
- Involve teachers in the TPD process and project activity
- Maintain daily activity reports

### Desired Profile/Skills

- Good written and verbal skills, is comfortable in English, Hindi and preferably Marathi, is self-motivated and dynamic and a team player with multi-tasking abilities
- Knowledge of working on collaborative application like google sheet
- Knowledge in computational thinking
- The ability to work collaboratively

**Qualification:** Graduation in any discipline

**Experience:** 3-5 years' experience working in similar roles preferably for Education Institutions

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

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

**Location:** CETE, TISS, Mumbai

## **Academic Support / School Internship/ Placement/ Field Attachment/ Student competency building**

### **9. Student Affairs Coordinator – One Position**

The role will be responsible to anchor and coordinate all activities related to school internship, field attachments, field work, placement, alumni and academic support for students of CETE. The role will closely work with students, centre faculty and stakeholders of schools and organizations to support the students in both academic & non-academic areas and contribute to the programs & activities at CETE, TISS

#### **Key Responsibilities**

- Handling and coordinating the activities of ‘School internship’
- Liaison with partner schools and strengthening the partnerships with the schools
- Handling and coordinating the ‘Field Attachment’ component of the programmes offered at CETE
- Facilitating the organization and coordination of field visits for students
- Coordinating student academic support, placement, alumni and such activities to support students

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

- Experience in organization and coordination of school/field related activities
- Good communication skills (write and send emails, oral communication) and fluent in English, Hindi, and any other language
- Basic computer skills like - making PowerPoint slides, Excel, able to use Google sheets, forms, docs, etc.

#### **Qualifications**

- B.Ed/M.Ed/MA in Education/Masters degree in any discipline with 3 years relevant experience
- OR**
- Graduation in any discipline with 5 years relevant experience

**Experience:** Experience working in similar roles preferably for Education Institutions (as given above)

**Duration of Engagement:** 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, TISS, Mumbai

## **Administrative / Academic**

### **10. Administrative / Academic Assistant – Three Positions**

The role will work closely with Admin and academic teams, faculty and other team members at the centre to facilitate the admin and academic tasks for the centre's multidisciplinary projects and courses.

#### **Key Responsibilities**

- Responsible to facilitate the day-to-day work of admin, personnel and academic
- Preparing and maintaining the monthly attendance, salary calendar, leave record and health insurance record
- Liaison with TISS admin, personnel and academic sections when required
- Facilitate the students for students' aid – academic and financial
- Coordinate with course faculty for preparing the academic activities, results, testimonials etc
- Design and maintain a system for maintaining all relevant documents related to LTP & STP (Long Term Programme and Short-Term Programme)
- The person will need to perform any other task assigned by the head of admin and academic team

#### **Skills and Competencies required**

- Good written and verbal communication skills in English & Hindi
- Impactful command on internal and external communication
- Command over computer skills and digital communication
- Capacity to work with authorities, students and faculties

#### **Qualification and Experience**

- Masters with minimum 3 years' experience in similar roles preferably in Education/Research Institutions
- Or**
- Bachelors with minimum 5 years' experience in similar roles preferably in Education/Research Institutions

**Duration of Engagement:** 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 35,000/-** per month, commensurate with qualification and experience

**Location:** CETE, TISS, Mumbai