



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/August/2025

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The **Tata Institute of Social Sciences** (www.tiss.ac.in), established in the year 1936 is a Deemed to be University, under Section 3 of the UGC Act 1956, a grant-in-aid Institute under Ministry of Education, Government of India. TISS is a Grade I University as per NAAC assessment 2024.

With four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 47 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 32 Bachelor of Vocational degree 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 **Centre of Excellence in Teacher Education (CETE)** (formerly Centre of Education, Innovation and Action Research) is a Centre under School of Education 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). 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 Position:

Research, Field Coordinator & Facilitator			
Sr. No.	Position	No. of Position	Location
1.	Senior Research Associate	1	Mumbai
2.	Senior Field Coordinator	1	Mumbai
3.	Senior School Facilitator	2	Mumbai
4.	School Facilitator (Part-time)	4	Mumbai

Details of positions are provided separately below.

How to apply:

Application process and interview

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-August2025> 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.ac.in & swati.kamble@tiss.ac.in
- (b) Candidates are requested to write the position name in the subject line of email while sharing the above-mentioned documents.
- (c) Candidates will be informed over e-mail to appear for the Written/ Personal Interaction/ skill test to be conducted (Online / Offline) 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).
- The job title and the number of positions might be changed and increased as per the requirement of the center's projects at the time of the recruitment process.
- After the recruitment process, only the selected candidate will be communicated by an email to join the offered post.

Last date to receive applications: 20th August 2025

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

s/d- Project Leader

Detailed description of the position

1. Senior Research Associate - One position

The Senior Research & monitoring coordinator will ensure research excellence, ethical conduct, and knowledge generation within the project, by designing robust methodologies, maintaining data integrity, and upholding ethical standards, and contribute to credible findings. The person will write reports, facilitate knowledge dissemination, build research capacity within the team. The person will also provide support to the project manager to enable implementation of the project in the schools.

Key Responsibilities:

- Identifying and developing research opportunities
- Designing research protocols, methodologies and tools
- Monitoring research data collection and other project activities
- Ensuring regulatory compliance and ethical conduct across research studies
- Writing reports and research papers
- Maintaining a research data architecture
- Mentoring and developing research skills in other team members
- Coordination at various levels
- To anchor baseline and endline assessments with students in the MCGM schools in M-ward, Mumbai.
- Document and report the progress monthly.
- Visit MCGM schools with field-coordinator to build rapport and conduct orientations with teachers and students

Desired Profile/Skills:

- Ability to design research protocols and methodologies.
- Experience in maintaining research data architecture.
- Ensure ethical conduct and regulatory compliance.
- Proficiency in writing reports and research papers.
- Capability to develop research skills in team members.
- Strong analytical abilities for data interpretation.
- Excellent communication skills
- Strong critical thinking skills.
- A good understanding and working experience of SPSS, MaxQDA and other statistical softwares for quantitative and/or qualitative analysis.
- Experience in conducting research activities in the area of education
- At least 3 years of Experience in field observation and data collection in government schools
- Experience in working with teachers and student
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Experience in organizing and analyzing data (quantitative and qualitative)
- Experience in drafting and publishing research papers and reports

Qualifications:

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

Experience: 3-5 years' research experience in similar roles preferably for Constructive Teaching and Learning with Technology and has experience of publishing research papers

Duration: 1 Year (extendable based on project need and performance)

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 50,000 to Rs. 55,000 per month, commensurate with qualification and experience.

Location: Mumbai

2. Senior Field Coordinator – One position

The Senior Field Coordinator will ensure effective on-ground implementation, team coordination, and quality delivery of program activities in BMC schools. The person will coordinate field operations, support field team, and strengthen school-level engagement through structured planning, regular monitoring, and effective stakeholder coordination. The role also includes facilitating technology-enabled learning experiences, ensuring accurate documentation, and supporting the project manager in achieving program outcomes and impact.

Key Responsibilities

You will fulfil the following responsibilities but not limited to:

- Oversee and support the implementation of all program activities across multiple BMC schools.
- Regularly visit schools to monitor program quality, ensure alignment with goals, and provide on-ground support to field teams.
- Ensure smooth facilitation of technology-enabled student-centered learning activities, including computational thinking and problem-based learning.
- Lead the planning and execution of Inter-School Leap-Quest and other events.
- Design and co-facilitate advanced workshops, student camps, and Digital Badge Courses.
- Organize and lead weekly team meetings; support professional development and capacity building of the field team.
- Prepare field reports, and ensure timely documentation of field activities.
- Build and maintain strong relationships with key stakeholders including school headmasters, teachers, Education Officers (EO), Administrative Officers (AO), and other BMC officials.
- Represent the field team in review meetings and update program lead.
- Track progress across schools and ensure timely submission of consolidated field reports.
- Maintain accurate inventory and usage records of all technology devices used in the field.
- Identify challenges on the ground and report actionable insights to program lead for course correction.
- Support the design and pilot of new initiatives or tools for student engagement.

Desired Profile/Skills

- The ideal candidate has excellent 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 is a must. Having knowledge in computational thinking will be an added advantage.

Qualification:

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

Experience: 3–5 years of relevant experience in the education sector, preferably involving coordination with BMC government officials or working in similar roles with educational institutions.

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

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 60,000/- to 63,000/- per month, commensurate with qualification and experience.

Location: Mumbai

3. Senior School Facilitator – One position

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

Key Responsibilities

You will fulfil the following responsibilities but not limited to:

- Daily visit of MCGM school (8 am to 4 pm).
- 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

The ideal candidate has

- 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.
- Experience in using Robotic kits, Scratch application and other Ed-Tech tools and Applications.

Qualification: Graduation in any discipline

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

Preference will be given to candidates with prior experience of using Ed-Tech tools and applications.

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

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 22,000/- to 25,000/- per month, commensurate with qualification and experience.

Location: Mumbai

4. School Facilitator (Part Time) – 4 Positions

Your 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 MCGM Schools in M-Ward.

Key Responsibilities

You will fulfil the following responsibilities but not limited to:

- Daily visit of MCGM school (8 am to 12:30 pm).
- 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

The ideal candidate has

- 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.
- Experienced in or desire to learn Ed-Tech tools and application.

Qualification: Graduation in any discipline

Experience: 1-2 years' experience working in similar roles preferably for Education Institutions

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

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 14,000/- to 15,000/- per month, commensurate with qualification and experience.

Location: Mumbai

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