



TATA INSTITUTE OF SOCIAL SCIENCES
(Govt. of India funded Multi-Campus Deemed University
under Section 3 of the UGC Act, 1956)
Off-Campus Hyderabad, S.R Sankaran Block
TSIPARD Campus, Rajendranagar, Hyderabad - 500030

**Walk-in interviews for Project Positions at the TISS Hyderabad
off-Campus TISS HYD/PROJECT SRCW/SEPTEMBER /2019
Date of Interview: 25th September 2019**

TISS is a centrally funded public university which operates from four campuses located in Mumbai and Tuljapur in Maharashtra, Guwahati and Hyderabad.

TISS's off-campus at Hyderabad is the knowledge partner of the State Resource Centre for Women (SRCW) with the Department of Women and Child Development, Government of Telangana set up under the scheme of the National Mission for Empowerment of Women (NMEW). The SRCW aims to prepare state action plans on issues related to women, and to ensure implementation of gender sensitive programmes, laws and schemes. It is mandated to work on inter-sectoral issues affecting women by undertaking research, maintaining gender related data, and engaging in training and capacity building programmes for enhanced understanding on women's issues and issues related to women from vulnerable and marginalized communities in particular.

Applications are invited from committed and motivated individuals with experience of working on women's issues for the following positions in the State Resource Centre for Women, located in the **Directorate, Women Development and Child Welfare, Government of Telangana, Hyderabad.**

These positions are to be filled in for a period of **one year** and may be extended further depending on the continuation of the project.

The details of the positions, qualifications required and the job responsibilities are given below.

1. Research Officer: One position

Remuneration: Rs. 26,250 p.m.

Essential Qualifications: Master's Degree in Social Work/Economics/Women's Studies/Law/Governance/any other related field; Minimum experience of 2 years in Research field; Must have computer knowledge and ability to work in various MS Office, data analysis packages like SPSS, STATA etc.

Desirable: Previous experience of working with the government.

Age of candidate preferably between 30-45 years

Job responsibilities:

- Collate and document information, gender disaggregated data relating to various sectoral areas like livelihoods, health, education with regard to women.
- Undertake empirical as well as desk-based studies to review implementation of gender sensitive health policies and programmes.
- Assist specialist Gender to undertake research studies to assist in framing policies and programmes under the convergence mandate of the Mission.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

2. **Assistant (Training and Documentation):** One position

Remuneration: Rs. 15,750 p.m.

Essential qualifications: Graduate in any discipline; Typing speed of 30 wpm is essential, minimum work experience of 3 years.

Desirable: Diploma in Computer applications; Managing computer systems and hardware.

Maximum age limit: 35 years

Job responsibilities:

- Maintain computer systems and data entry operations in the SRCW.
- Assist in the training and capacity building programmes, as well as research and other programmes under the convergence mandate of the Mission.
- Record minutes of meeting, records of meeting held by SRCW.
- Undertake any other activity as may be required to further the aims and objectives of SRCW.

Application: Interested candidates are requested to bring with them

1. Detailed resume stating contact details, education, employment, skills and three references.
2. Bank draft for Rs. 300/- as processing fees, drawn in favour of 'Tata Institute of Social Sciences, Hyderabad campus', payable at Hyderabad. Fees once paid shall not be refunded under any circumstances.
3. Original certificates for verification and copies to be submitted

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 SC/ST/OBC/NT/DNT categories are encouraged to apply. The reservations, relaxations and concessions for SC/ST/OBC(NC)/PWD candidates shall be applicable as per Government of India rules.
 - 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 SC/ST/OBC(NC)/PWD candidates called for interview must necessarily submit the certificate in the format prescribed by the Government of India. OBC candidates are required to submit a certificate regarding his/her 'OBC status and non-creamy layer status' in the prescribed GoI format duly issued on or after 01/01/2016 by the competent authority.
 - 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.

Interview: Interested candidates may please report to Ms Swetha Shenoy, Student Coordinator by 10.45 am at the following address:
Tata Institute of Social Sciences, Hyderabad off-campus
K.B. Campus, Turkayamjal, Nagarjuna Sagar Road, Hyderabad
501510
Tel. 7995007701 and 7995007702.

The selected candidates are expected to join within 10 days from the date of receiving the appointment letter.

Prof. U. Vindhya
Project Leader, School of Gender Studies
Tata Institute of Social Sciences, Hyderabad off-campus
Website: www.tiss.edu, Tel. 7995007701 and 7995007702.

September 11, 2019