



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/June/2022

15th June, 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)** (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). 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:

Non-Teaching work			
Sr. No.	Position	No. of Position	Location
(1)	Research Associate - English	1	Mumbai
(2)	Finance Executive	1	Mumbai

Details of each position are provided below.

Last date to receive applications: 29th June 2022
Tentative dates for interview: 1st July 2022 to 10th July 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-Application-NonTeachingPostions> 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 fellowship, 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 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. Research Associate – English (One Position)

The person will be expected to assist the English domain group - Student Offerings, Pre-service Teacher Development and Teacher Professional Development.

Key Responsibilities:

- Assist in all aspects of curriculum design, including ideation, creation of content and assessment for students, student-teachers and for teachers
- Create and curate relevant 'Open Source' resources for student and Teacher Professional Development courses being offered by CETE in the Long- and short-term programmes and related summer/winter schools and workshops.
- Assist in teaching courses offered under the long-term programmes
- Help build and sustain communities of practice within the larger CETE Student ecosystem by using technology effectively
- Coordinate with other teams such as Communications, Partnerships, PMU, Research, STP and Technology on various aspects (technical, pedagogical and research)
- Travel to field sites for piloting and research
- Assist in all aspects of research related to the programmes /projects in the Language and Humanities domain
- Draft and write reports and literature reviews.
- Source and index research papers

Qualifications:

- Applicants must be post-graduates in English, English Language Teaching (ELT) and/or Education (with a focus on English)
- Candidates pursuing doctoral studies or with an MPhil/PhD related to Literature, Language and/or Education will be preferred

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

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 35,000/- to 55,000/- per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai

2. Finance Executive (One position)

You will work closely with the Head of Finance & Administration to ensure smooth conduct of finance and accounts responsibilities of the Centre.

Key Responsibilities

- Responsible for complete maintenance of Accounts / Day to Day Accounting of expenses, grants and bank reconciliation
- Preparing of MIS, monitoring of all grants/projects and partners accounts, preparing cash flow statements and projections
- Assisting the budget preparation & administrating the budget as per allocation of funders
- Responsible for monthly consultancy payments and vendor payments
- Liason with auditors for getting the grants utilization certificates.
- The person will perform any other task as assigned by the Head of Finance & Administration
- The person will be expected to handle/supervise the accounting & administrative matters and interact with TISS accounts for getting approvals, invoices, utilization statements

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

Qualification: Bachelor/Master's Degree in Commerce/Management (Finance)

Experience: 3 to 5 years of Experience working in similar roles preferably for Education Institutions/ NGO sector

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

Remuneration: Gross monthly remuneration for the position is in the range of Rs. 35,000/- to 40,000/- per month, commensurate with qualification and experience.

Location: CETE, TISS, Mumbai

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