



**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**

**30<sup>th</sup> 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 (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 work</b>			
<b>Sr. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
1	Field Facilitator	03	Mumbai
2	Desktop Engineer (Part-Time)	01	Mumbai
3	Intern – Research (Part-Time)	01	Mumbai
4	Intern – Communication (Part-Time)	01	Mumbai

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

**Last date to receive applications:** 9<sup>th</sup> July, 2022  
**Tentative dates for interview:** 18<sup>th</sup> July 2022 to 23<sup>rd</sup> 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-ApplicationsForNonTeachingPositions> 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. Field Facilitator - (Three positions)**

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

#### **Key Responsibilities:**

- Daily visit to BMC schools
- 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:** 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 15,500/- per month, commensurate with qualification and experience

**Location:** CETE, TISS, Mumbai

## **2. Desktop Engineer (Part-Time) - (One position)**

You will work to monitor and manage proper functioning of computers (desktops and laptops) related to the project.

### **Key Responsibilities:**

- Weekly visit to BMC schools in M-Ward
- Provide technical support activities for proper functioning of desktop/laptops
- Install, maintain, and troubleshoot required software and hardware onsite or remotely
- Conduct remote desktop troubleshooting
- Coordinate with program director in maintaining data and documentation
- Conduct Baseline & Endline with students

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

- Degree/diploma/certificate in computer science IT, Telecom or a related field
- 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:** Degree/diploma/certificate in computer science IT, Telecom or a related field

**Experience:** 1-2 years of experience working in similar roles

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 13,000/- to 15,000/- per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

## **3. Intern – Research (Part-Time) - (One position)**

You will work closely with the research coordinator for facilitating the baseline and endline survey in the BMC schools of M-Ward for the TELTA21 Project.

**Key Responsibilities**

- 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
- Desired age group: 20 - 30 years
- Proficient in Hindi, English and Marathi
- Proficiency in computer applications such as MS Office, movie maker, photo story, 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

**Qualification:** Graduation in any discipline and candidate pursuing masters are preferred

**Duration:** Two Month

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 3,000/- to 5,000/- per month, commensurate with qualification. Traveling allowance will be paid based on actual travel to schools

**Location:** CETE, TISS, Mumbai

**4. Intern – Communication (Part-Time) – (One Position)**

You 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**

- 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
- Knowledge of photo and movie editing software like Canva, Photoshop, Final Cut Pro, Adobe Premiere Pro

**Qualification:** Graduation in any discipline and candidate pursuing masters are preferred

**Experience:** 6 months to 1 year of experience working in similar roles preferably for Education Institutions/ NGO sector

**Duration:** Six Months (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 8,000/- to 10,000/- per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

**The end**