



## TATA INSTITUTE OF SOCIAL SCIENCES

VN Purav Marg, Deonar, Mumbai, 400 088

(A Deemed to be University under Section 3 of the UGC Act, 1956)

ADVT/ TISS/ADMN/CETE/February/2024

19<sup>th</sup> February 2024

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 four campuses at Mumbai (main campus), Hyderabad, Guwahati and Tuljapur (rural campus), TISS currently offers 05 Undergraduate programmes, 54 Masters' Degree programmes and 20 Ph.D. programmes in a range of socially relevant inter-disciplinary areas of applied Social Sciences including 34 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 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 is currently involved in an exciting project to develop curricular resources for use in senior secondary school to orient students toward employment and vocational education. The project involves curriculum development, teacher professional development and support. In this connection, 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:**

S. No.	Non-Teaching Positions	No. of Position	Location	Range of Salary (Rs./Per Month)
1.	Technical Subject Expert - Career Oriented Education and Life Skills Education	01	Mumbai/Delhi	Rs. 150,000/- to Rs. 200,000/-
2.	Technical Subject Expert - Legal and Citizenship Education	01	Mumbai/Delhi	Rs. 150,000/- to Rs. 200,000/-
3.	Technical Subject Expert- Business Entrepreneurship and Financial Literacy	01	Mumbai/Delhi	Rs. 120,000/- to Rs. 150,000/-

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

**Application fee:** The application fee is Rs 1000/- for General and OBC Candidates (**to be paid online**). The SC/ST/PWD candidates are required to pay fees of Rs. 250/- (**to be paid online**) if they attach the required certificate along with the application form. The women applicants are waived from the payment of application fees. The application will be valid only on receipt of the application fee, if applicable. Fees once paid shall not be refunded under any circumstances.

**Application process and interview**

- I. Candidates are requested to apply online through the link (**Apply now**) provided along with this advertisement on the Institute website [www.tiss.edu](http://www.tiss.edu)
- II. Candidates are required to take a print of acknowledgment of the online application and keep it for future reference.
- III. Short-listed candidates will be informed over e-mail to appear for the interview.

**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 selection committee reserves the right to recommend about the salary and designation for selected candidates based on qualification and experience.
- 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.

**Last date to receive applications: 29<sup>th</sup> February 2024**

**Tentative dates for interview: 7<sup>th</sup> to 15<sup>th</sup> March 2024**

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

s/d-

**Chairperson, CETE**

## **Detailed description of the positions**

### **1. Technical Subject Expert - Career Oriented Education and Life Skills Education - (One Position)**

CETE-TISS has been awarded the prestigious World of Work (WoW) project for developing and implementing the World of Work (WoW) curriculum for Schools of Specialized Excellence, affiliated with the Delhi Board of School Education (DBSE).

The Subject Expert will closely work with the Project Director, Co-PI, and Project Management Unit for deliverables.

#### **Key Responsibilities**

- Develop flexible Lesson Plans for Grades 11-12 mapped to the requirement of the Board for - 24 hrs. for each grade
- Develop the capacity of SRPs to transact the curriculum effectively in the classroom
- Seek Active Feedback from the ground (SRPs) and tailor the contents to their needs and the needs of the classroom
- Develop Student Hand Books - student-facing material that will ultimately become a part of Class 11 and 12 subject books of DBSE for the subject - World of Work
- Develop Unit Plans for Teachers - Macro level plan summarizing the Units
- Develop Teacher Handbooks - a pedagogical guide for teachers to effectively transact the developed curriculum - should have additional material to help the teachers fulfill the objectives of lesson and unit plans
- Develop an assessment (2 sets of question papers per semester) and an item bank that can be used in the future by the board to make such question papers

#### **Skills and competencies required**

- Ability to brainstorm and ideate the macro as well as micro details involved in the process of curriculum development
- Ability to meet deadlines and work on a range of tasks
- Ability to take and process active feedback and adapt the curriculum materials (Lesson Plans/Unit Plans/Student Handbook/Teacher Handbook/Assessments) accordingly

#### **Qualifications and Experience**

- Postgraduate degree in Education/public policy/public administration/social sciences/law/Finance/Economics/Sociology or any relevant discipline
- Experience in Career Counseling and development of Career Oriented and Life Skills Curriculum will be preferred
- At least 8-10 years of previous work experience

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 150,000/- to Rs. 200,000/- per month** commensurate with qualification and experience.

## **2. Technical Subject Expert - Legal and Citizenship Education - (One Position)**

CETE-TISS has been awarded the prestigious World of Work (WoW) project for developing and implementing the World of Work (WoW) curriculum for Schools of Specialized Excellence, affiliated with the Delhi Board of School Education (DBSE).

The Subject Expert will closely work with the Project Director, Co-PI, and Project Management Unit for deliverables.

### **Key Responsibilities**

- Develop flexible Lesson Plans for Grades 11-12 mapped to the requirements of the Board
- The Curriculum developed is to be activity-based
- Develop the capacity of SRPs/teachers to transact the curriculum effectively in the classroom
- Seek Active Feedback from the ground (SRPs/teachers) and tailor the contents to their needs and the needs of the classroom
- Develop Student Hand Books - student-facing material that will ultimately become a part of Class 11 and 12 subject books of DBSE for the subject - World of Work
- Develop Unit Plans for Teachers - Macro level plan summarizing the Units
- Develop Teacher Handbooks - a pedagogical guide for teachers to effectively transact the developed curriculum - should have additional material to help the teachers fulfill the objectives of lesson and unit plans
- Develop an assessment (2 sets of question papers per semester) and an item bank that can be used in the future by the board to make such question papers

### **Skills and competencies required**

- Ability to brainstorm and ideate the macro as well as micro details involved in the process of curriculum development
- Ability to meet deadlines and work on a range of tasks
- Ability to take and process active feedback and customize the curriculum materials (Lesson Plans/Unit Plans/Student Handbook/Teacher Handbook/Assessments) accordingly

### **Qualifications and Experience**

- Postgraduate degree in Education/public policy/public administration/social sciences/law/Finance/Economics/Sociology or any relevant discipline
- Experience in Legal Studies Curriculum Development will be preferred
- At least 5-8 years of previous work experience

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 150,000/- to Rs. 200,000/-per month** commensurate with qualification and experience.

## **3. Technical Subject Expert - Business Entrepreneurship and Financial Literacy - (One Position)**

CETE-TISS has been awarded the prestigious World of Work (WoW) project for developing and implementing the World of Work (WoW) curriculum for Schools of Specialized Excellence, affiliated with the Delhi Board of School Education (DBSE).

The Subject Expert will closely work with the Project Director, Co-PI, and Project Management Unit for deliverables.

## **Key Responsibilities**

- Develop flexible Lesson Plans for Grades 11-12 mapped to the requirements of the Board
- The Curriculum developed is to be activity-based and heavily rely on PBL (Project Based Learning) pedagogy
- Develop the capacity of SRPs/teachers to transact the curriculum effectively in the classroom
- Seek Active Feedback from the ground (SRPs/teachers) and tailor the contents to their needs and the needs of the classroom
- Develop Student Hand Books - student-facing material that will ultimately become a part of Class 11 and 12 subject books of DBSE for the subject - World of Work
- Develop Unit Plans for Teachers - Macro level plan summarizing the Units
- Develop Teacher Handbooks - a pedagogical guide for teachers to effectively transact the developed curriculum - should have additional material to help the teachers fulfill the objectives of lesson and unit plans
- Develop an assessment (2 sets of question papers per semester) and an item bank that can be used in the future by the board to make such question papers

## **Skills and competencies required**

- Ability to brainstorm and ideate the macro as well as micro details involved in the process of curriculum development
- Ability to meet deadlines and work on a range of tasks
- Ability to take and process active feedback and customize the curriculum materials (Lesson Plans/Unit Plans/Student Handbook/Teacher Handbook/Assessments) accordingly

## **Qualifications and Experience**

- Postgraduate degree in Education/public policy/social sciences/law/Finance/Economics/Sociology or any relevant discipline with relevant experience
- Experience in Business Entrepreneurship and Financial Literacy Curriculum Development will be preferred

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 120,000/- to Rs. 150,000/- per month** commensurate with qualification and experience.

**The End**