



**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/February/2023

7<sup>th</sup> February, 2023

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 campuses at Mumbai (Main) and off-campus at Tuljapur, Guwahati and Hyderabad, TISS offers over 52 Post Graduate programmes, 18 Doctoral programmes, and 4 Under Graduate programmes in a range of socially relevant inter-disciplinary and applied social science disciplines, and over 30 B.Voc. 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 Women and Gender Development Cell (WGDC) of TISS works towards ensuring sensitisation and awareness amongst all members of the TISS community regarding gender inequality and sexual harassment. The WGDC also ensures overall support for persons with sexual and gender non-normative expressions as per the UGC guidelines of 2015 and develops mechanisms to sensitise and work with the TISS community on such issues.

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 invites applications for non-Teaching positions to be filled on a contract basis:**

<b>Non-Teaching</b>			
<b>S. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
1.	Research and Partnership Manager	1	Mumbai
2.	Research Intern	2	Mumbai
3.	Research Assistant	1	Chennai

**Details of positions are provided below.**

## How to apply:

### Application process and interview

- (a) Candidates are requested to fill the application form <https://bit.ly/CETE-TISS-Application-NTS-Feb2023> 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), [sudheer.reddy@tiss.edu](mailto:sudheer.reddy@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 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)

**Last date to receive applications:** 22<sup>nd</sup> February 2023

**Tentative dates for interview:** 27<sup>th</sup> February to 4<sup>th</sup> March 2023

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

s/d- Project Leader

## **Detailed description of the positions**

### **1. Research and Partnership Manager – One position**

The Research and Partnership Manager will work with the Project Lead and will coordinate with various NGO Partners for the collaborative research work in TELTA-21 project.

#### **Key Responsibilities**

- Coordinate with partner NGO partners
- Organise Workshops for NGO partners and teachers
- Organise Research seminars and events
- Liaise between the project director and research associates
- Participate in development of research plan and methodology.
- Ensure that the relevant research methodology is applied and all research material is handled in accordance with established protocols, policies, and procedures.
- Coordinate and manage the collection, entry, verification, analysis, and reporting of data.
- Oversee the design of databases, data collection forms, error checking methods.
- Coordinate with Multiple Stakeholders of the Research and ensure their participation in the research work.
- Write reports, develop presentations and also present at various events, seminars and conferences.
- Coordinate with Research Associates for quantitative and qualitative analyses of research data.
- Maintain Research Task Tracker give regular updates to the Project Lead

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

- Good written and verbal skills, is comfortable in English, Hindi, is self-motivated and dynamic and a team player with multi-tasking abilities.
- Knowledge of working on collaborative application like google sheet, slide, etc.
- Knowledge of Video editing Software's.
- Knowledge of DTP applications like Corel Draw, etc.
- Knowledge in computational thinking.
- Deeper understanding of Constructive Pedagogy in Teaching and Learning with Technology
- The ability to coordinate with people from diverse background and geography.
- Ability to work collaboratively.

**Qualification:** Master Degree in Education / Communication

**Experience:** Minimum 6 years of experience working in similar roles preferably for Academic Institutions

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

**Remuneration:** Gross monthly remuneration for the position is in the range of **Rs. 65,000/- to 70,000/-** per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

## **2. Research Intern – Two positions**

The Research Intern will closely work with the Research Coordinator of the TELTA-21 project and will carry out work related to the projects/artefacts on the LeaP 21<sup>st</sup> century Portal along with other research tasks.

### **Key Responsibilities:**

- Verify students' projects uploaded on the LeaP21stcentury Portal.
- Rate students' projects based on a pre-existing rubric.
- Assist in collecting research data
- Other research related tasks

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

- Proficient in Hindi, English and Marathi
- Owns a laptop 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

### **Qualifications:**

- Proficiency in computer applications such as MS Office, movie maker, photo story, etc. and familiarity with Zoom, Google Meet and similar applications
- Must have completed a Bachelor's degree in any field.

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

**Remuneration:** Gross monthly stipend for the position is in the range of **Rs. 4,000/- to 5,000/-** per month, commensurate with qualification and experience.

**Location:** CETE, TISS, Mumbai

### 3. Research Assistant – One Position

The Research Assistant will be expected to assist in the project implementation and coordinate with the Research Lead. Knowledge of project management and the ability to coordinate, and manage timelines and resources would be required. Willingness to learn and be mentored in these areas is essential. The person will provide support to the project coordinator to enable the implementation of the project in the respective districts. Local or native candidates from Chennai (Tamil Nadu) with fluency in Tamil will be given preference.

#### **Key Responsibilities:**

- Provide implementation support, develop required resources, document all aspects of project work and prepare quarterly reports
- Basic research and documentation skills
- Data collection
- Coordination at various levels

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

- A good understanding and working experience of SPSS and other statistical softwares for quantitative and/or qualitative analysis
- Experience in research in the area of education
- Experience in field observation and data collection
- Experience in research and working with teachers and student
- Experience in independently handling tasks with tight deadlines and with attention to detail
- Administering research tools
- Experience in organizing and analyzing data (quantitative and qualitative)
- Experience in drafting research papers and reports

**Qualifications:** Postgraduate degree in Science, Education, Social Sciences, Statistics or equivalent from recognized institutions.

**Duration:** Three months (extendable based on project need and performance)

**Remuneration:** Gross monthly remuneration for the position is **Rs 30,000/- to Rs 50,000/-** per month, commensurate with qualification and experience.

**Location:** Chennai, Tamil Nadu

**The end**