



TATA INSTITUTE OF SOCIAL SCIENCES
V.N. PuravMarg, Deonar, Mumbai 400 088
(A Deemed University under Section 3 of the UGC Act, 1956)

ADVT. REF. NO.TISS/OCT/2016

**TISS Invites applications for position of
Internships for
State Project Directorate
Rashtriya Uchcharat Shiksha Abhiyan (RUSA)
Department of Higher and Technical Education
Government of Maharashtra**

Rashtriya Uchcharat Shiksha Abhiyan (RUSA) is a Centrally Sponsored Scheme by the Ministry of Human Resource Development, Government of India to support the State Higher Education system. It provides a fresh approach to address concerns of access, equity and excellence through a reform based approach. The details of the scheme are available at <http://www.mhrd.gov.in/rusa>

To provide impetus to the initiatives and give an opportunity to students, RUSA intends to engage highly competent candidates as Interns for 3-6 months which could be extended up to 12 months. RUSA may also consider outstanding performers for longer-term engagements. The Organisation will provide regular training, capacity building and support to help each individual's professional development.

The Internship will be a unique opportunity to gain firsthand experience of working in Government Organisation and contribute towards improving Higher Education System. It will be a good opportunity to work on public policy and implementation in Higher Education Sector along with development professionals.

Location: Mumbai (May require travel to State Universities across Maharashtra)

Skills:

- Good Organizational Skills
- Good Communication and Interpersonal Skills
- Knowledge of database management and data entry operations

- Proficiency in documentation/Media documentation.
- Good IT and Presentation Skills
- Office/ logistic Management
- Field work exposure

Qualification:

- Graduates/Masters (or Enrolled in Masters Programme) in any of the fields of economics / Social Sciences/ social work / management / mathematics / media / computer Science/ information technology/ data management/ communication/ & allied disciplines.
- Involvement in organizing events, fests and Students forums at the College level will be strongly preferred.

Job Description:

- Manage day-to-day administrative functions
- Manage office communication
- Manage logistics as required for activities and team members
- Assist Consultants in all the activities pertaining to Organising Events like, tech fests, Student lead events etc.
- Regular documentation, Report writing.
- Managing social media and media representatives for official events.
- Organizing meetings and conferences
- Any other activities SPD may deem fit

Remuneration: Stipend will depend upon the Qualifications and Experience as indicated below:

- Below 3 Months [15,000 – 20,000]*
- 3 Months – 6 Months [20,000 – 25,000]*
- Above 6 Months [25,000 – 30,000]*

* Travel cost for official work outside Mumbai will be borne by the State Project Directorate.

However, this range is illustrative and will be negotiable for special qualifications, skills and experience.

Interested candidates are invited to submit expression of interest to **Komal Mayekar** with CV and 2 references at rusainterns@gmail.com

Last date for submission of expression of interest with CV: **5th November, 2016.**

Shortlisted candidates shall be contacted for interview.

Note: Interested candidates looking for regular full time consultancy may also apply separately for posts advertised by RUSA.