



TATA INSTITUTE OF SOCIAL SCIENCES

V.N. Purav Marg, Deonar, Mumbai 400 088

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

TISS/ADVT/LMRF April 2022

Non Teaching position for Labour Market Research Facility (LMRF), School of Management and Labour Studies

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 OffCampuses at Tuljapur, Guwahati and Hyderabad. The Institute is ranked among the top 40 Indian Universities (37th 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, Labor 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 School of Management and Labour Studies has 5 Centres in (I) Social and Organisational Leadership; (ii) Human Resources Management and Labour Relations; (iii) Labour Studies; (iv) Social Entrepreneurship; and (v) Public Policy and Governance and also Labour Market Research Facility (LMRF).

The LMRF invites interested candidates to apply for the position to be filled on contract for a period of 12 months initially and to be extended based on performance of the candidate and requirement of the institute.

POSITION : Research Officer

Key Roles and Responsibility:

The Research Officer (RO) at LMRF is responsible for effective management of all the activities anchored in multiple cities including the current centers at Mumbai by having overall view of vision of LMRF. S/He is also responsible for Planning, organizing, managing and ensuring the execution of the upcoming plans, projects and aspirations of LMRF ensuring that substantive work programmes and programmed activities which are carried out smoothly in a timely manner:

- The RO will assist in the research projects and the programmes of the LMRF
- The RO will also involve in developing study materials for the programmes and administration related activities
- The key responsibilities includes assisting the faculty and coordinator to run the Academic programme of LMRF at Mumbai and various LMRF projects. This requires Coordination with coordinators at Mumbai and other locations

Monthly remuneration: Rs. 35,000

Essential Qualification – Good academic record with at least 55 % of the marks or an equivalent grade in a point scale wherever grading system is followed at the Masters in Social Sciences / Management (or equivalent). Preference will be given to candidates having minimum 3 years of work experience in (i) Analytics field and education industry (ii) Experience in organizing and conducting Management Development Programmes.

Desired Qualification:

- M Phil in Management /Social Sciences
- Knowledge about learning technologies like R software, Python, Hadoop, Map reduce, Spark, Cloud, Relational Databases, SPSS, STATA, SAS, and GIS.
- Experience in partnering with industry and other professional bodies for research funding and grants.

General Conditions:

1. The Institute reserves the rights to not fill up any of the vacancies advertised;
2. 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 test and interview;
3. No queries or correspondence regarding issue of call letters for interview/selection of candidates for the post will be entertained at any stage and canvassing will lead to the candidate being debarred from consideration for the post;
4. No TA/DA is payable for appearing in the interview.
5. 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).
6. To apply, please e-mail your CV and a covering note regarding your suitability for the position you applied at **lmrf@tiss.edu** latest by 15th, April 2022 , 5.00 PM (IST).
7. **Interview:** Only the short listed candidates will be communicated by an e-mail or mobile phone to appear for the interview to be conducted in virtual mode via zoom.
8. The candidates have to bring their original certificates of their educational qualifications and work experience for verification while appearing for the Test or before joining the post, if selected
9. The candidate is expected to join the position immediately.

Registrar