



**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/May/2022**

**17<sup>th</sup> May 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 16Ph.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:**

<b>Non-Teaching work</b>			
<b>Sr. No.</b>	<b>Position</b>	<b>No. of Position</b>	<b>Location</b>
(1)	Research Associate	4 (2 Positions for Bangalore & 2 Positions for Mumbai)	Bangalore & Mumbai
(2)	Senior Research Associate	1	Mumbai
(3)	Post-Doctoral Fellow	1	Mumbai
(4)	Academic Programme Coordinator	1	Mumbai
(4)	Software Test Engineer	1	Mumbai

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

**Last date to receive applications:** 31<sup>st</sup> May 2022  
**Tentative dates for interview:** 1<sup>st</sup> June 2022 to 10<sup>th</sup> June 2022  
**Suggested date of joining:** As early as possible

**How to apply:**

**Application process and interview**

- (a) Candidates are requested to submit a detailed CV (in pdf), a scanned copy of the relevant certificates of your educational qualifications, work experience, and testimonials at [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. Research Associate – Four Positions**

You will work with the Humanities and Social Sciences Research team, centre faculty and other team members at the centre to develop the curriculum framework for the World of Work (WoW) to enable students to learn from work and to work.

#### **Key Responsibilities:**

- A curriculum framework for the World of Work (WoW) will need to be developed in the first three months, based on the following: study of NQFV, documents from UNESCO, research and expert consultations—theoretical underpinnings, vocabulary and definitions of learning objectives, curricular selection, pedagogical approaches and assessment plans will need to be defined. Requirements for teachers will need to be visualised and planned
- Seven modules will need to be developed. Learning about work part 1 and 2 (50 hours+ 50 hours); 5 skill modules (each about 50 hours)
- At least 10 self-learning courses will need to be curated
- Humanities Social Sciences (HSS) lab will need to be designed with specifications
- Humanities Social Sciences (HSS) lab work projects will need to be developed along with industry (amounting to about 30 to 50 hours of work)—learning experiences and outcomes will need to be planned for along with assessment rubrics
- Plan for offering/executing the course in the HSS SoSE will need to be prepared. This may involve TPD of SoSE teachers or it may involve selecting and developing a group of teachers for this subject and all its components.

#### **Qualifications:**

- Post graduate degree in education (Social Science pedagogy specialisation is welcome)
- Experience in working with secondary/senior secondary students

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 45,000/- to 50,000/- per month, commensurate with qualification and experience.

**Location:** Bangalore (2 Positions) with travel to Mumbai and Delhi & Mumbai (2 Positions) with travel to Delhi and Bangalore

## **2. Senior Research Associate – One Position**

You will work with Innovative Financing in Education team, centre faculty and other team members at the centre for researching in the area of education finance, education policy, and evaluation research methods.

### **Key Responsibilities:**

- Participate in and support all stages of the research process, including and not limited to, tool design, data collection and management, compliance with ethical standards, data analysis, writing, and dissemination
- Participate in regular meetings with PI/Co-PIs, and international research partners, including those happening outside working hours/other time-zones with international team members
- Support the PI/Co-PI in the administrative management of the project
- Participate and contribute to the research, teaching, outreach activities, and events of CETE, in suggested by PI/Co-PI

### **Qualifications:**

- Post-graduate in Economics, Development Studies, Education, Business, Public Policy, Statistics, or equivalent field/discipline
- Strong background in quantitative/qualitative/mixed methods research and in using software/tools for data analysis and data visualisation
- Experience in working on large-scale research projects preferred
- Proven experience in writing research documents and reports

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

- Ability to work in a fast-paced and highly demanding environment
- Ability to work in diverse teams, self-driven, attention to detail
- Ability to manage time, and openness to learning

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 55,000/- to 60,000/- per month, commensurate with qualification and experience.

**Location:** Mumbai, with frequent travel to implementation sites

### **3. Post -Doctoral Fellow – One position**

You will work with the LiSTEN team, centre faculty and other team members at the centre to study the nature and processes of student teacher preparation that go into formation of transformative teachers and their professional identities.

#### **Key Responsibilities:**

- Administrative responsibilities
  - Execute the study (managing timeline, ensuring the ethical guidelines are met, administering questionnaires and interviews, etc.)
  - Data and resource management
  - Communications and overall coordination
- Academic responsibilities
  - Ongoing literature review
  - Tool revision and development
  - Data analysis, data archiving and management
  - Support with writing and publication, preparing presentations
- Additional requirements: engagement with and contribution to other activities of the Centre including teaching, etc

#### **Qualifications:**

- Doctorate in education, psychology and other social sciences
- Candidates who have submitted their thesis but the degree is not yet awarded can also apply

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

- Research experience in teacher education
- Experience in quantitative data handling and statistical analysis
- Experience in academic writing

#### **Additional requirement:**

- Two recent samples of academic writing, at least 1 peer reviewed article
- Two letters of recommendation
- A statement of purpose that explains the alignment of LiSTEN and your professional/ research interests.

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 50,000/- to 55,000/- per month, commensurate with qualification and experience.

**Location:** Mumbai

#### **4. Programme Academic Coordinator for short term programmes – One Position**

You will work with short team programmes team, centre faculty and other team members at the centre to facilitate the RTICT courses, online courses on TISSx (MOOC) platforms.

##### **Key Responsibilities:**

- The person will be responsible for administrative coordination of all the short-term programmes
- The person will be responsible to coordinate the programme from announcement to declaration of results
- The person will be able to collate the information across platforms such as TISSx (MOOC) platform and others
- Responsible for finalisation of results of programmes
- The person should have a good knowledge of spreadsheets for basic analysis
- The person will be expected to pursue a constructive interface with institute's academic administration for all matters pertaining to programmes, clearing payments of honoraria etc
- The person will be responsible to draft emails and take minutes of meetings as per the requirement
- The person should have ability to use social media platform proactively for updating required information on websites and other social media platforms
- The person will be expected to do the marketing of the programmes on various platforms

##### **Qualifications:**

- Post graduate degree in Education, Social sciences, social work, Development studies, Management or in equivalent field/discipline with experience in a similar arena

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

- Good written and verbal communication skills in English and Hindi
- Impactful command on internal and external communication
- Command over computer skills and digital communication
- Capacity to work with students and faculties

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 40,000/- to 45,000/- per month, commensurate with qualification and experience.

**Location:** Mumbai

## 5. Software Test Engineer- One Position

You will work with the developer team, centre faculty as well as other teams such as content and project implementation teams at the centre – right from the requirements stage to release of the learning platforms, digital interactives, dashboards and websites.

### **Key Responsibilities**

- Ownership of the testing cycle aspects of various learning platforms, EdTech tools, dashboards, websites, mobile apps and software packages – including automation, scripting, debugging, testing and delivery
- Work with various teams at the centre to gather requirements, seek feedback and proactively find innovative solutions alongwith developers
- Support teams at the centre, on-campus and remote, for IT services and infrastructure maintenance, troubleshooting and liasoning with service providers
- Creating and maintaining comprehensive code repositories and project documentation
- Participate in Scrum meeting, discussions, conference calls and work closely and proactively with team members under the guidance of seniors

### **Desired Profile/Skills**

- Ability to understand the functional requirements, translating them to test cases and keeping communication channels open both ways
- Comfort with the general front-end technologies, Understanding of UX principles, usability aspects and web accessibility guidelines, and ability to work with new technologies
- Proven experience of test case automation and bug tracking with frameworks/tools such as Selenium and Cucumber
- Comfort with one or more programming/scripting languages - HTML5, python, shell
- Experience with Open-Source modes of development – on Linux variants, docker and virtual environments, ability to work with Git - GitHub and GitLab
- Working knowledge of computer hardware and software and debugging skills to troubleshoot common issues
- Being a considerate and cheerful team player with ability to tap into the other members of the technology team and their experience to solve technology issues and help others when needed
- Should be an organized, passionate and goal-oriented person who understands what various technology projects have in common, and their strategic role in how the CETE technology efforts can be primed for success
- Should be able to work well under pressure and be comfortable with change and complexity in dynamic environments, be able to estimate efforts and deliver with stringent timelines
- Good communication skills with diverse teams and ability to use tech platforms for updates, discussions, Accent on (always) improving his/her own and the teams' skills
- Research orientation – and the ability to scribe documentation in terms of tech reports and research briefs
- Willingness to work and accept new responsibilities and challenges as per the need of organization

### **Qualifications**

- Applicants must be Engineers or Equivalent preferably with computer science / IT background
- Prior exposure to Educational Technologies is a plus

### **Experience**

- 1+ years of relevant experience in a software industry
- Experience in agile methodology of software development

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

**Remuneration:** Gross monthly remuneration for the position is in the range of Rs. 30,000/- to 40,000/- per month, commensurate with qualification and experience.

**Location:** Mumbai

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